

**UC Irvine**  
**School of Social Ecology**

**Course Buyout Request Form**

The School of Social Ecology expects all faculty members to make meaningful, ongoing contributions to undergraduate and graduate education. All faculty members must teach at least 2 courses per year.

The buyout cost per course will be 12.5% of the 9/12 annual salary, which is 37.5% of the monthly payments during the buyout quarter. Course reduction requests will not be approved retroactively and will only be approved consistent with academic quarter payroll dates, as follows:

Fall Quarter: July 1 – October 31

Winter Quarter: November 1 – February 28

Spring Quarter: March 1 – June 30

PI Name: \_\_\_\_\_

Department: \_\_\_\_\_

Total Annual Salary: \_\_\_\_\_

Quarter(s) requested for buyout & charge information (37.5% per quarter per course):

Fall 20 \_\_\_\_\_ % / quarter      KFS Number \_\_\_\_\_ /sub 00

Winter 20 \_\_\_\_\_ % / quarter      KFS Number \_\_\_\_\_ /sub 00

Spring 20 \_\_\_\_\_ % / quarter      KFS Number \_\_\_\_\_ /sub 00

Was a buyout approved for the prior academic year?  Yes  No

Projected total cost to faculty account, verified by financial analyst (salary, benefits + indirect costs):

Salary: \_\_\_\_\_, Benefits: \_\_\_\_\_, IDC: \_\_\_\_\_, Total Cost: \_\_\_\_\_

**Signatures:**

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Finance: \_\_\_\_\_ Date: \_\_\_\_\_