

# UCI School of Social Ecology

## Course Buyout Request Policy

The School of Social Ecology permits full-time faculty to reduce their teaching load by using extramural funds and/or startup funds to buy out courses. Note that course buyouts are distinct from service-related course releases. The salary savings from course buyouts will be used to hire and fund replacement lecturers and contribute towards the solvency of the School. The policy for buyouts is as follows:

1. All Departmental courses that are designated for buyout must fit within Department curricular needs and require approval from the Department Chair. All Social Ecology courses designated for buyout must fit within School curricular needs and require approval from the Department Chair and the Associate Dean for Academic Programs.
2. 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.
3. Faculty members participating in NSTP may not buy out courses per campus-wide policy.
4. The buyout cost is 12.5% of the faculty member's total annual base salary plus the proportionate benefits. If the source of extramural funding has a salary cap (e.g., NIH) and the faculty member's annual base salary exceeds the limit, the cost of a course buyout will be 12.5% of the stated salary cap plus the proportionate benefits.
5. Charging academic year salary on extramural sources must be allowable on the fund source being charged and consistent with the approved budget and terms of the agreement.
6. A course buyout does not carry the privileges of sabbatical leave, nor does it reduce the campus service and attendance responsibilities of the faculty member.
7. Startup funds may only be used to buy out courses if approved at the time of hire and written into the offer letter.
8. To be eligible for a buyout, a faculty member must submit the buyout form before the quarter in which the buyout is to be applied and must have funding available during the requested period.
9. To submit a buyout request, faculty members must (a) sign the form, (b) secure the signature of their fund manager / contracts analyst, and (c) submit the form to their Home Department Chair. If the requested buyout is for an SE course, the Chair is to route the form to the Associate Dean for Academic Programs for their signature. All completed buyout requests are to be sent to the SE Director of Finance.
10. We recognize that special circumstances may emerge and all exceptions to policy require the written approval of both the Department Chair and Dean.