

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-Oct.31

Winter Quarter: Nov. 1-Feb.28

Spring Quarter.: March 1-June 30

PI Name: _____

Department: _____

Total Annual Salary: _____

Quarter(s) requested for buyout & charge information:

12.5% per course

Fall 20____ % / quarter KFS Number_____/sub 0

Winter 20____ % / quarter KFS Number_____/sub 0

Spring 20____ % / quarter KFS Number_____/sub 0

Projected Total Salary Savings: \$_____

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

Projected total cost to faculty account, verified/initialed by financial analyst (salary, benefits OH): \$_____

(Benefits @ _____% and \$ _____, OH @ _____% and \$ _____)

PI Signature:

Chair Signature:

Dean Signature (for exceptional approvals):

Director of Finance Signature: