

The College of New Jersey Guidelines for Sponsored Research Course Buyout

The purpose of this guidance is to provide a transparent and consistent procedure to request a course buyout paid for by an external sponsor.

A course buyout is the purchase of a teaching load reduction (reassigned time) of one (1) course to engage in research, participate in a fellowship, or manage a sponsored project. Faculty members are required to teach a minimum of two (2) courses/academic year (one per semester) regardless of other responsibilities (as stated in MOA 62). Only one (1) course buyout is permitted each semester. The cost of a buyout is 1/8 of a FT faculty member's 10-month salary plus the corresponding fringe. A course buyout may not be used in combination with overload pay.

Course buyouts must be paid directly to TCNJ from an external sponsor. Before a proposal and/or application for a grant or fellowship is submitted to an external sponsor, the requesting faculty member must ensure that the sponsor permits the cost for the buyout and work with the Office of Academic Grants and Sponsored Research (OAGSR) to include the cost in the budget.

To request a course buyout, faculty must submit a Course Buyout Request (available on the OAGSR website) to their Dean containing the following information:

- A summary of the scope and size of the work to be completed,
- The anticipated source of funds for the buyout,
- The semester for which the buyout is being requested, and
- A plan for covering the course (*discussed with Department Chair*).

The Department Chair, Dean, and Vice Provost for Faculty and Academic Planning must approve course buyout requests in writing using the Course Buyout Request Memo.

Approval for the course buyout should be obtained prior to applying for a fellowship and/or grant.

**The College of New Jersey
Faculty Course Buyout Request**

Name: _____ **Department:** _____

Semester of Buyout: Fall 20 _____ Spring 20 _____

Summary of the scope and size of the work to be completed for which a buyout is being requested:

Please list your teaching load for the semester in which the Course Buyout will occur. Faculty is required to teach a minimum of one course per semester.

Teaching Load **BEFORE** Course Buyout Approval

Course Number	Course Title

Teaching Load **WITH** Course Buyout Approval (*Discussed with Department Chair*)

Course Number	Course Title

Anticipated source(s) for course buyout (Name of agency/institution/grantor):

Anticipated cost of buyout (1/8 of a FT 10-month salary plus the corresponding fringe):

Salary \$ _____ Fringe (Obtain rate from OAGSR) \$ _____

Approvals:

Department Chair: _____ Date: _____

Dean: _____ Date: _____

VP for Faculty & Academic Planning: _____ Date: _____