Course Buyout Request Form:

The PI should discuss requests with their Chair in time to incorporate into the teaching schedule. The PI should route this form to their CAO to determine the savings amount followed by their financial analyst for contract or grant account verification. If approved by the Chair and Dean (or Dean Delegate), confirmation copies will be retained in the HSSoE Personnel Office and returned to the PI and Chair.

Requests must be processed in advance in accordance with departmental deadlines for such requests. Because of time limits for the transfer of extramural funds, requests will not be approved retroactively and must be consistent with academic quarter payroll dates, as follows:
Fall Quarter – Jul. 1-Oct. 31
Winter Quarter – Nov. 1-Feb. 29
Spring Quarter. – Mar. 1-Jun. 30

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 or (ii) the cost for replacement instructor. Buyouts will be limited to 2 per academic year and a total of 3 over 2 consecutive years.

The PI will be expected to complete their full complement of research and service commitments during the academic year. Compensated effort from extramural funds may not exceed 50% in a given quarter or in a given academic year.

Via the Payroll Certification System, the PI is expected to certify the appropriate effort expended on research activities funding their salary during the specified period.

Faculty Name: _____

Department: _____

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: $_____

Designated as Departmental Savings: $_____
  To fund replacement lecturer salary and discretionary expenses.

Designated for PI Research Support: $_____
  This is at Chair's discretion & may not exceed 50% of net departmental 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 $_____)

Printed Name of Analyst: _____ Date: _____

Academic Year Teaching Assignment:
List the courses you will teach during the academic year that the buyout(s) will occur, excluding course relief.

Quarter:	Course Number/Name:
_____	_____
_____	_____
_____	_____

Faculty Signature:
_____   Date: _____

Chair Approval:
_____   Date: _____

Dean Approval:
_____   Date: _____

Business Office Use Only:
Salary Savings xfer to faculty acct:_____ Date:_____