

Course Buy-Out Policy

School of Public and International Affairs

Versions: September, 2007 — Revised January, 2009 — Revised May, 2018 — Revised August, 2018 – Revised September, 2018 – Revised October, 2019

- Teaching and research are equally important aspects of a faculty member's duties in the School of Public and International Affairs at the University of Georgia.
- External entities providing financial support for a faculty member's research sometimes are willing to buy out a portion of a faculty member's academic year salary and benefits so that he or she may devote more than budgeted research time to a particular research project. Generally, the buy-out takes the form of a release from teaching. A maximum of two courses per academic year will be permitted for this purpose. If a buy-out of two courses in a single academic year is approved, the teaching load will be 1:1. In very exceptional circumstances, and with the approval of the Dean, the teaching load will be 2:0 or 0:2.
- Course buy-outs, while beneficial to the researcher and external funding entity, impose costs on the instructional program due to the absence of the faculty member in the classroom and possible disruption of advising and mentoring of students. Decisions about course buy-outs, therefore, must balance the benefits and costs of additional research effort with loss of instructional effort. In this connection, funding of summer salary may be preferable to an academic year course buy-out.
- Time permitting, faculty members should request in writing (email is acceptable) to buy-out a portion of their instructional time. This should take the form of a written request to the Department Head, ideally prior to submission of a grant that supports a buy-out. If the Department Head is inclined to support the buy-out request, the Head must consult the SPIA Dean prior to approving the request (so that the Dean's Office can accurately track teaching loads and budget implications). Faculty members will not be relieved of teaching duties until the University of Georgia receives written notification of the funding award from the external sponsor and funds for the buy-out are received.
- The School of Public and International Affairs course buy-out rate is 10% of the faculty member's academic year salary, plus fringe benefit* costs at the rate of 33% (for salaries above \$75,000/year) of the course buy-out amount. When a course buy-out is approved, the department will retain 80% of the total funds to be used for replacement teaching and the School will retain the other 20% of the total funds. Example: For an academic year salary of \$80,000, the buy-out amount at the rate of 10% is \$8,000. The fringe benefit amount at the rate of 33% is \$2,640 (\$8,000 x .33). The total buy-out amount is \$10,640. The department would receive \$8,512 from that amount and must replace one course.
- When a bought-out course is approved, it will be the responsibility of the Department Head to obtain qualified replacement teaching.

*Fringe benefit rates are charged for course buy-outs at UGA's actual rates in effect at the time salary is paid; actual rates may vary from what is stated here. Fringe benefit rates are expected to change each November and are billed in tiered increments according to annual salary.