



University at Buffalo
The State University of New York

Graduate School of Education
Office of the Dean

MEMORANDUM

TO: GSE Faculty

Jaekyung Lee

FROM: Jaekyung Lee
Dean

DATE: October 6, 2015

RE: **Course Buyout**

The GSE executive committee developed the following course buyout guidelines for clarification of the current policy. We considered the incentives in place for increasing our funding base in research revenue. At the same time, we considered the need to recover the appropriate costs related to sponsored research grants. That in mind, a minimum of 15% of annual salary/course will continue to be required for consideration of course buyout and this rate should be included when submitting new grant proposals. With this rate, GSE remains among the lowest rate of salary recovery for UB units recovering grant money for course buyouts.

Buyout Cost

The cost for a course buyout is 15% of the faculty member's annual salary per course.

Buyout Limits

Each course is estimated to represent 10% of the faculty member's effort (i.e., teaching two courses per semester is equivalent to 20% of the faculty member's total effort). The cost savings from 15% effort requirement per course buyout are used to support research initiatives and activities for the PI, PI's department, and school through IFR recovery.

Faculty members are not allowed to buyout more than one course per semester (two courses per year at maximum), except in unusual circumstances and with prior permission from the department chair and Dean.

Procedures for requesting course buyouts

Faculty members who would like to request a course buyout should first consult with the department chair. Chairs will determine whether requests are feasible and then forward this request to the Dean's office. The GSE Dean has ultimate authority for determining whether requests for course buyouts may be met.