

GSE Course Buyout Policy

The GSE course buyout policy is intended to supplement the GSE cost recovery policy by further detailing how much effort and/or cost is considered the equivalent of a course release. 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. All effort should be recognized on the grant according to the SUNY RF's (SUNY Research Foundation) policy and procedures (http://www.rfsuny.org/media/rfsuny/policies/effort_reporting_pol.htm). There is no established SUNY or UB policy relative to faculty effort charged to a grant and an associated course release.

Buyout Cost

GSE has defined the cost for a course buyout as at least 15% of the faculty member's annual salary per course. Where it is cost prohibitive to the grant budget, a reduction to the cost of the faculty member's effort may be requested from the Dean's office. Please note, a minimum salary cost of \$15,000 must be reached before a reduction will be considered. Additionally, only a reduction to the PI's salary recovery is allowable.

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 salary cost 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.

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