

**COLLEGE OF NATURAL & AGRICULTURAL SCIENCES
UC RIVERSIDE
COURSE-BUY-OUT POLICY**

This Course Buy-Out program enables CNAS faculty members to expand the time available for research and other scholarly duties. Each request must be supported by the Department Chair and approved by the College Dean. Faculty are expected to be present on campus to fulfill all other regular obligations.

Course Buy-Out Program

The faculty member agrees to release a portion of his/her annual salary and benefits in exchange for a decreased teaching load on a year-to-year basis. A faculty member may propose to be relieved of teaching duties up to three courses in one year, according to the schedule below. This schedule is based on a normal teaching load of three courses per year for 9-month (academic-year) faculty with a 1.00 I&R appointment:

Relief of one course	Participant agrees to support, from non-State funds, 15% of his/her regular nine-month salary, plus actual benefits. The total of this salary reduction will occur in the quarter (pay period) when the actual teaching relief occurs. For example, an Assistant Professor with an annual salary of \$75,000 will release \$11,250 plus \$2,475 for estimated benefits, total of \$13,725. The corresponding Professional Researcher appointment would be at 45% for the quarter. Sabbatical leave credit continues to accrue. (NOTE: % of appointment is based on cost, not effort.
Relief of two courses	Participant agrees to support, from non-State funds, 35% of his/her regular nine-month salary, plus actual benefits. The total of this salary reduction will occur in the quarter (pay period) when the actual teaching relief occurs. For example, an Assistant Professor with an annual salary of \$75,000 will release \$26,250 plus \$5,775 for estimated benefits, total of \$32,025. The corresponding Professional Researcher appointment would be 52.50% for each of two quarters. Sabbatical Leave credit does not accrue.
Relief of three courses	Participant agrees to support, from non-State funds, 65% of his/her regular nine-month salary, plus actual benefits. The total of this salary reduction will occur in the quarter (pay period) when the actual teaching relief occurs. For example, an Assistant professor with an annual salary of \$75,000 will release \$48,750 plus \$10,725 for estimated benefits, total of \$59,475. The corresponding Professional Researcher appointment would be 65% for each of three quarters. Sabbatical Leave credit does not accrue.

Course Buy-Out Funding

- Only non-State, extramural grant funding may be used for course buy-outs. The grant will be charged during the pay period of the service quarter when the teaching relief occurs.
- Initial Complement monies may **not** be used for buy-out teaching.

- The gross amount of temporary salary savings resulting from salaries released by course buy-outs will be returned to the Dean's Office. The Dean's Office will utilize this savings to fund the temporary teaching replacement costs (salary and benefits) of the classes relieved. At the end of each academic year, 50% of the net amount of salary savings remaining after all temporary teaching replacement costs have been funded will be returned to the departments that generated the salary savings and 50% will be retained by the Dean's Office. The amount to be returned to a particular department will be calculated proportionately based on the gross amount of salary savings generated by that department relative to the gross amount of salary savings generated by all departments.
- **The** faculty member's percentage of buy-out will revert to a Professional Researcher appointment on PPS during the pay period for the service quarter when they are relieved of teaching. Should the professorial appointment percentage drop below 50%, there will be no sabbatical leave credit accrual during that quarter(s).
- The buy-out funding reduction (i.e., because of grant ending dates; grant expectation of effort, etc.) must occur in the actual quarter of teaching buy-out.
- Buy-out of three courses will be discouraged and allowed in the most extenuating circumstances only.