



Effective Date: February 1, 2021

Unit: Sponsored Programs, Office of the Provost

## **Course Buyout Policy for Full-time Faculty**

The expectations for all tenure-track and tenured faculty is that they will teach a full course load while also conducting research and other University and administrative services. Full course loads are determined at a school level and generally are confirmed in a faculty member's appointment letter or otherwise by the school.

The University supports extramural grant-funded scholarly research activity during the academic year (usually 9 months). A portion of the faculty member's institutional base salary (IBS) may be replaced by funds from external grants (including subawards) should the faculty member be conducting externally-supported research and activities during the academic year (usually 9 months). In such cases, the faculty member may request from their Dean a course buyout to reduce their teaching effort and to allow more time for them to devote to externally sponsored activities.

By reducing the teaching load, a course buyout enables the faculty member to devote appropriate time to research, writing and other activities associated with the sponsored project grant.

Note: It is federal policy that faculty cannot use grant funds during the academic year to earn additional income beyond 100% of their institutional base salary (IBS). IBS is established in the faculty member's appointment letter (or otherwise by the school). Faculty with a 9-month academic year can use grant funds during the three summer months to earn supplemental summer salary.

### Requesting a Course Buyout

A course buyout request must be made by the faculty member in writing via e-mail to their Dean at least 6 months prior to the start of the course, so (if approved) the school has ample time to fill the course with an adjunct or replacement professor. To the extent practicable, a request should be made prior to the submission of the applicable grant proposal, and any approval would be conditioned on the grant being made on substantially the same terms and conditions as in the proposal.

The buyout will only be granted if the faculty member's grant provides for 9-month academic year effort (assuming a 9-month academic year) and if the academic year effort being charged to the grant is enough to justify, or fully cover, a course reduction.

### Notes

1. Faculty members are expected to maintain the prioritization of teaching commitments. A faculty member may only request up to 1 course buyout per semester and no more than 2 course buyouts per academic year.

2. In unique situations where a faculty member has exceptionally large, funded research portfolios, the faculty member may make a special request for an additional course reduction, beyond the cap of 1 buyout per semester/2 buyouts per year. However, this is not the norm and should be discussed in detail with the Dean before a grant proposal is submitted.
3. To comply with federal policy, a faculty member who is subject to a course buyout may not receive overload pay in the semester of the buyout. (Overload pay is the pay attributed to teaching additional courses beyond the regular 5 (3-2 load) expected of Ferkauf faculty, which load may be changed from time to time by the school.)
4. Externally funded research activity is not an automatic justification for a reduction of teaching load. The Dean must first assure that institutional needs for teaching are met.
5. A course buyout will not be allowed if it would impair the teaching mission of the University, as determined by the Dean.
6. A course buyout does not release the faculty member from performing their other University and administrative obligations.
7. The decision as to whether to permit a course buyout will be made by the Dean. The choice of which specific course(s) will be released will be determined by the Dean. The Dean should consult with the Provost's Office in considering any request for a course buyout, and keep it apprised of all determinations.

#### Course Buyout Calculation

Course buyouts are calculated as a percentage of a faculty member's institutional base salary (IBS). For Ferkauf faculty members with a 9-month academic year, the cost for course buyouts is calculated at 12.5% base salary/benefits for one course buyout.

Example based on a 9-month academic year:

Institutional Base Salary (IBS): \$100,000

Cost for a one-course buyout: \$12,500\*

\*Fringe Benefits: YU's federally established fringe rate is applied to all salary effort charged to grants throughout the academic year and summer. YU's current rate can be found here:

<https://www.yu.edu/sponsored-programs/institutional-profile>.

Exceptions: These fringe rates apply to all full-time faculty, unless otherwise officially indicated in writing by the applicable Dean in consultation with the University's Finance Department. If the granting agency has its own specific formula for determining a one course buyout, the Dean, in consultation with the University's Finance Department, may allow the faculty member to buy out one course at the granting agency's rate.

#### Post Award Administration

The University's Finance Department administers all awards, including the charging of salary to grants, as well as administering time and effort reports. They create the time and effort reports which are to be reviewed and approved by the faculty. In their role, they ensure compliance with external agencies and institutions. They ensure that grants (including subawards) are charged and invoiced at the required

intervals. All charges to grants, and salaries to faculty and research personnel, are managed in compliance with the NIH Cap, Uniform Guidance, and other guiding policies. A grant is not typically charged the flat course buyout amount all at once. Instead, it is charged at percentage intervals that reflect when and how the effort is being committed.

When a faculty member with a 9-month academic year has grants (including subawards) where salary was inputted in the grant proposal on a 12-month cycle, the University will make internal adjustments and conversions as appropriate.

This Course Buyout Policy is an internal University policy meant to ensure fairness in faculty workload. It is also meant to ensure that the University is provided the funds to cover replacement faculty.