

College of Engineering Course Buyout Process Guidelines

Guiding Principles.

- Acknowledge the cost of supporting teaching and research.
- Be clear, transparent, create a process that is easily understood, and easy to administer.

Values.

- Accountability, Appreciation, Community, Respect, and Timeliness

Details

- Faculty may buy out of teaching a course to commit time to research or a professional development activity. To buy out, the faculty member releases their academic year salary and associated fringe back to the department. The standard release is 12.5% per 3 semester hour course. The department may use a portion of the released salary and fringe to hire an adjunct or visitor to cover the teaching load.
 - Please note: The academic department administrator and the research administrator have access in their respective CoE Administrative Staff Teams site to provide the dollar amount equal to 12.5% for each faculty member without calculating it themselves.
- Course buyout conversations and requests are between the faculty member and the DEO. All course buyout requests must be approved by the (DEO) as the DEO must evaluate the department's ability to meet all teaching obligations, while considering the impact on the other faculty, student outcomes, etc.
- After the faculty member and DEO discuss, a course buyout agreement for a future semester can be initiated using the following form <https://workflow.uiowa.edu/form/course-buyout-request>:
 - This form, once completed, will route to the following:
 - faculty member (if not initiated by them)
 - DEO for their approval of the course buyout and includes details such as semester, course (if known), and salary amount of course buyout
 - academic department administrator
 - research administrator for the faculty member
 - After the research administrator approves the form, they can work with the Finance Team of the CoE HR Transaction Hub to initiate the appropriate transactions in the HRIS system or arrange with CoE Budget Team for a transfer of funds. For additional details about processing the transactions in the HRIS system, respective administrative staff can review the CoE Finance and Operations SOP.
- Course buyouts will not be granted for faculty on leave of absence or in pursuant to external activities not related to the mission of the department and University.
- Faculty considering using the Addition of a Minor Child Policy will not utilize this process if they are only requesting a single course buyout.
- Buyout of teaching does not release faculty members from performing their service obligations on behalf of the University, college, or department, or from meeting their responsibilities as a citizen of the University, college, or department.

Questions can be addressed to the College of Engineering Chief Financial Officer/Chief Operating Officer.