

Policy and Procedure Arizona State University		Number SWK 509
Manual Social Work	Section Personnel	Page 1 of 2
Subject Course Buyouts through Externally Funded Grants		Effective 11/6/98 Revised

PURPOSE: To Outline the Procedure for Course Buyouts

SOURCE: School of Social Work Faculty Council and College of Public Programs

APPLICABILITY: All Faculty

POLICY: Course Buyouts through Externally Funded Grants

- A. The standard teaching load of four sections per year (12 contract hours) provides significant released time for research and public service, including the work associated with grants and contracts. Normally, a grant or contract will add resources for the faculty member to carry out the research that the University already is compensating as part of the faculty member's regular salary and, therefore, buyouts usually are not needed or warranted.

If it is not possible for the faculty member to carry the standard teaching load and also have enough time for the work associated with the grant to be carried out effectively, the faculty member may request a one-course release from the standard four courses. Under exceptional circumstances (e.g., for PIs on grants or contracts of \$150,000 per year or more), the PI may request a release each semester. All faculty are expected to teach at least one class each year, regardless of other assignments.

Persons who receive additional released time from teaching to do more research must show a reduced FTE allocated to teaching and an increased FTE allocated to research/creative activities. They are expected to improve the productivity and quality of their research (or other creative activities) above that which they would have done without the reduced teaching load.

B. **Guidelines**

The following eligibility guidelines should be followed:

1. Faculty must be named in the grant and must have been identified as key personnel (usually a principal or co principal investigator or project evaluator). The grant or contract must be administered through ORCA or through the ASU Foundation.

Policy and Procedure Arizona State University		Number SWK 509
Manual Social Work	Section Personnel	Page 2 of 2
Subject Course Buyouts through Externally Funded Grants		Effective 11/6/98
		Revised

2. Any of the standards listed below are acceptable to the Dean's Office for a one course release per AY.
 - a. Provide the unit with a buyout of no less than 12.5% of the academic year salary and no more than 20% of the AY salary, or
 - b. Provide the unit with a buyout equal to 10% of the AY salary and support a .25 graduate assistant (for the AY) who works on the grant.

For NSF grants (or other federal agencies or foundations that have written guidelines explicitly prohibiting faculty buyouts), faculty must provide equivalent amounts of funding to the unit as in option (a) or (b) above by "buying out" graduate assistant(s) who already have an award from the unit thereby freeing the funds that would have gone to them for the unit to use to replace teaching or for other purposes at its discretion. The GAs work on the grant.

3. A two course release (one each semester) requires twice the amounts listed above.

In addition, the Dean's Office will expect that faculty who have reduced their teaching load because of the additional responsibilities of a grant during the academic year will not request teaching in the summer, unless the grant has ended. Because of the accountability issues involved, faculty who receive a course release buyout from a grant are not eligible for supplemental pay and are not eligible to be released for the 20% time for outside (paid) consulting. Eligibility for supplemental pay and for outside (paid) consulting require the faculty member to state that these activities will not interfere with normal academic responsibilities. The course release, however, has to be justified on the grounds that the person cannot conduct the grant and also carry out normal academic responsibilities. Thus, released time from teaching for grant and contract activities is incompatible with supplemental pay and with outside consulting.