

Pitzer College

Course Buyout Policy

Pitzer College is strongly supportive of faculty efforts to secure external funds. The request to buyout of teaching responsibilities is sometimes warranted to pursue research opportunities in their chosen fields. Faculty may, with the prior approval of the Dean of the Faculty, buyout a course for research time with external funding they have obtained or are proposing in a grant application. The course buyout request should be used to enable a faculty member to devote needed time to research, writing, and other activities under the auspices of the grant or other external funding.

The following guidelines regarding course buyouts by a faculty member are in effect to ensure that a college, discipline and field group can meet its teaching obligations to students and to ensure fair and equitable treatment among faculty:

1. The course buyout request must be discussed and approved by the Dean of the Faculty before the grant or request for external funding is submitted to the funding entity.
2. Faculty members may not buy out of teaching responsibilities if it will compromise the ability of the field group to deliver its instructional program.
3. The faculty member's field group will determine what course the faculty member is most needed to teach in a given semester; the preferences of the faculty member will be honored to the extent feasible.
4. A faculty member may not buyout more than one course per academic year, for a maximum of 2 or 3 in a five year period.

The amount of FTE compensated by a grant, or reduction in FTE required to buy out a course, is equal to 20% of a faculty base salary plus related staff benefits. (Faculty base salary/number of courses taught (5) = Cost of course buy out plus staff benefits)

Example: Base Salary \$50,000 divided by 5 = \$10,000 plus 35% = for a total of \$13,500

5. The buyout amount will be returned to the operating budget and be utilized to fund an alternative source to teach the released course and related administrative expenses.
6. Buyout of teaching does not release faculty members from performing their service obligations on behalf of the college, field group or from meeting their responsibilities as a citizen of the college.

Any exceptions to the policy need to be discussed and approved by the Dean of the Faculty.

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