

## Course Buyout Policy

A course buyout is when a faculty member “buys” out a course for released time by paying for that portion of their salary so that the equivalent amount of effort can be spent working on the grant. This course release is granted to an individual faculty member by their chair or director and approved by the dean. Typically, a course buyout comes from a grant, contract, or external source. This policy explains the CJC course buyout policy.

1. The cost to buy out one course is 12.5% plus fringe of a faculty member’s institutional base salary for a 9-month faculty member and 10% plus fringe for a 12-month faculty member. Note this may require additional calculations based on sponsor salary caps.
2. The cost of the buyout will be calculated based on the faculty member’s institutional base salary level when the external funds are awarded or the course buyout is approved, whichever is later.
3. Faculty may buy out a maximum of half their standard teaching load per academic year. For example, a faculty member on a 2:2 load may buy out two courses, reducing their load to 1:1 or 2:0. Faculty on a 1:1 load may buy out one course, reducing their load to 1:0. Buyouts in excess of this policy may be approved only in rare cases and will require exceptional circumstances and justification.
4. Buyouts may not be saved for use in future years.
5. To request a buyout, the faculty member should notify the Department Chair in the affected department, at least one semester in advance of the requested course buyout. Decisions about course buyouts will be made on a case-by-case basis and should be started before proposals are submitted.