

FACULTY COURSE BUYOUT PROCEDURES

OVERVIEW:

The office of VPAA strongly supports faculty efforts in securing research funding from external sources. Faculty members who are seeking a course or research buyout as a result of potential external funding should discuss this matter with their department chair.

Any M&O funds returned to the PI, department, and/or Dean must be spent by August 31 of the respective fiscal year in which they are received, because the funds returned will be designated tuition (fund 830001) that does not carry forward.

Any request to carry forward funds must be approved by the VP for Finance and Administration, as the Provost does not have the ability to carry funds forward.

PROCEDURES:

DEPARTMENT: *For Course Buyouts:*

- Complete the VPAA Faculty Workload Buyout Form
 - This form will provide information on the amount of salary that will be released to pay for replacement instruction.
- Discuss the workload buyout option with the department chair
 - Department Chair should approve the workload buyout form listing the courses the faculty member will be released from teaching.
 - Note any special conditions of approval in the comment section of the form
- Submit the form with a copy of the grant proposal to the College Dean for approval.
- Send the form to Charlotte.Cooke@unt.edu for VPAA approval.
- An ePAR to change funding should be completed by the department once all approvals have been obtained.
- A copy of the approved buyout form should be attached to the ePAR.

VPAA OFFICE:

- Complete appropriate ABA forms for funds transfers.
- Scan completed Workload Buyout Form and attach to ABA request.
- ABA requests should be completed within 5 business days of receiving a completed Buyout form and verification of ePAR submitted with attached buyout form.

For any questions regarding the buyout process please contact Charlotte.Cooke@unt.edu