

BCOE Faculty Instructional Workload and Course Buyout Policy

Instructional Workload:

A normal classroom teaching load in the College consists of four (4) courses per academic year; those not active in research will have a much higher course load. Deviations from the normal classroom load are reviewed by the College Dean's Office and require approval from the Dean of Engineering. For the purpose of teaching load, courses do not include graduate student training courses and courses that do not meet minimum enrollment criteria, etc. Course relief for administrative responsibilities, graduate student supervision, and new faculty hires varies by department but may include the following:

- New hired faculty members may be given one course teaching relief the first year and one course relief per year until past tenure. New faculty may also delay teaching their graduate specialty course until a significant body of graduate students is established in their research specialty.
- Faculty with administrative responsibilities may be provided between one and two course relief as Department Chair, and one course relief as Vice-Chair, Graduate or Undergrad Advisor. Center Directors, faculty members with split appointments, and faculty members with special administrative duties other than above may have a different agreement.
- Associate Deans are provided course relief consistent with the percent of their faculty appointment.
- At the discretion of the department chair, a faculty member may be given one course relief during the year if he/she advises a total of 6 or more graduate students per Graduate Division records (co-supervision will get partial credit). To qualify for this relief:
 - It is expected that each of the advised students is funded either using extramural sources (e.g., gifts, contracts, grants, fellowships) or the package promised to the student during recruitment (e.g., first-year fellowships), not ongoing TA appointments or first year fellowships unless the PI commits to ongoing support.
 - The faculty has a record of active participation in academic and professional service.

An additional course relief may be given for supervising exceptional number of graduate students (12 students or more) upon recommendation of the chair and approval by the Dean. Course relief generated can only be carried over one fiscal year.

Assigned courses are normally distributed evenly across quarters. If due to teaching relief or department necessity it happens that a faculty has a quarter without assigned teaching, the faculty is still expected to maintain an established and significant presence on campus.

Course relief during sabbatical leave is provided as follows:

In addition to releasing a faculty member from all other duties, a one-quarter sabbatical releases a faculty member from 1 course; a two-quarter sabbatical releases a faculty member from 2 to 3 courses with a requirement of teaching one course that year; a three-quarter sabbatical releases a faculty member from all courses the same academic year.

An In-Residence Sabbatical Leave requires one regularly scheduled four-unit course be taught during each quarter of leave. Such courses do not include seminars, graduate student training courses, etc.

Course relief provided for supervision of graduate students, administrative services, and/or course buyout cannot be counted toward an In-Residence Sabbatical Leave.

Course Relief provided for supervision of graduate students does not qualify as a course taught during the academic year when a faculty member is taking a one, two, or three-quarter sabbatical leave.

Course Buyout:

A faculty member may request from the Dean, via the Department/Program Chair, to buyout from teaching. The current teaching load for a research active faculty member is four courses per academic year; those not active in research will have a much higher teaching load. During the buyout period the faculty is expected to be on campus and participate in his/her service and research.

Buyout cost:

A faculty member can use external funding sources to buyout his/her academic year (AY) teaching load according to the following percentages:

One course: 10% of faculty member's AY salaries and benefits

Two courses: 25% of faculty member's AY salaries and benefits

Since teaching is an important part of a faculty member's academic responsibilities, formal class room teaching below two courses per AY will need to be justified and will need to be approved by the Dean. If approved, the Dean will determine the course buyout percentage due for these cases with input from the department Chair.

Funds generated by course buyouts will be distributed according to the following percentages:

50% to faculty member's department

50% to BCOE Dean's Office

These allocations are net of any additional course instruction (lecturer) costs resulting from the course buyout.

Buyouts will be an exception and will have to be supported by extramural funds. Initial complement funds may not be used. Reducing the teaching load below two courses per AY will be very rare.