

Course Buyouts

General Guidelines

The following includes general campus-wide guidelines for administering instructional course release. The guidelines are meant to provide general information with course buyouts used in the colleges or schools. The colleges or schools may have established their own policy and yet more restrictive depending on their needs. The **UCPath Process** below must be followed by all colleges and schools.

A. Definition:

Course buyouts are releases from instruction granted to individual faculty members in exchange for funding (*provided by the faculty member being released*) to accommodate a faculty member's work on the funded research during the term of the buy-out. The corresponding percentage of the faculty's position is directly charged to the extramural fund account during the term of the buy-out.

B. Guidance:

1. Each college or school should have a fair and consistent process for reviewing and handling instructional releases in consideration of balancing department needs with individual needs. The Dean and/department chair will determine the buyout rate for his/her department based on the needs of the department including typical teaching load, replacement instruction costs and other relevant factors.
2. Course buyouts should in no way reduce the service commitment of the faculty member participating in research during the period of the course buyout.
3. A course buyout cannot be requested by the faculty member during the same term that a (full or partial) sabbatical leave has been granted and that funds used for course buyouts must be applied during the same term(s) as the reduced course load.
4. The faculty member conforms to [APM-025 Conflict of Commitment and Outside Activities of Faculty Members](#) policy during use of external funds for instructional release due to course buyout granted.

C. Process:

1. The faculty member is expected to make the request in writing or completes a form to provide some or all of the following information for instructional release for a course buyout.
 - a. Period of buyout, number of courses released by quarter and fund source FAU(s)
 - b. Recommended teaching alternatives for proper coverage of the released courses
 - c. Student support and mentoring
 - d. Research and/or service involvement
 - e. Previous history of other instructional releases in the past 2-3 years
2. Instructional release due to a course buy out granted is documented in written approval.
3. Faculty efforts must reflect an increase in effort in alignment with the increased charge of salary on an extramural fund (funding source) during a course release/buyout period.

UCPath Process (college/school staff)

A. Guidance:

1. Departments will utilize the FAU Change Request Tool to impact the faculty’s position funding distribution and **not** split the position into two split positions (jobs). Reducing faculty’s position FTE % into two split positions (e.g. Prof-AY .85 FTE and Res-LR AY .15 FTE) in UCPath will create issues for the department with underfunding staffing and incorrect CBR assessments.
2. The faculty’s position funding in the FAU Change Request Tool should reflect two lines and two FAUs to equal a total combined 100% distribution percentage.

Example: (Faculty’s Prof-AY 100% FTE Position FAU Distribution %)

Effective Date	Earn Code	FAU	Distribution %
1/1/2021	BLANK	300130-A01000-19900-40	85%
1/1/2021	BLANK	300130-A01000-23513-44-QEBYT	15%

3. Course buyout support documentation needs to be uploaded to the FAU Tool change request.
4. Please refer to the User Guide for FAU Change Request Tool.
https://bfs.ucr.edu/sites/g/files/rcwecm751/files/2020-01/ucr_ucpath_fau_guide_0.pdf
5. For FAU Tool processing questions, please contact ucrfsfeedback@ucr.edu.

Contact Information

- For questions on this guidance, please contact academicpersonnel@ucr.edu
- For questions related to the FAU Change Request Tool, please contact ucrfsfeedback@ucr.edu
- For questions related to CBR benefits funding, please contact CBRInfo@ucr.edu
- For questions related to UCPath Payroll, please contact your Shared Services Center.

Shared Services Center	Contact Email
Citrus Shared Services Center (CSS)	css@ucx.ucr.edu
Harvest Shared Services Center (HSSC)	hssc@ucr.edu Tomika Coates, Director R'SSC: tomika.coates@ucr.edu Veronica Ruiz, CFAO VC Planning, Budget &Admin:
R'Shared Services Center (R'SSC)	veronica.ruiz@ucr.edu
Payroll Online Shared Services Center (POSSC)	posscc@engr.ucr.edu
School of Medicine	hr@medsch.ucr.edu Sean Cason, CFAO Enrollment Services, Undergraduate Education, Honors: sean.cason@ucr.edu Christine Smith, Financial & Administrative Manager:
Enrollment Management	christine.smith@ucr.edu
Auxiliary Services	Kyong Salmons, Sr. Director of Budget & Finance Auxiliary Budget & Finance: kyong.salmons@ucr.edu