



UNIVERSITY COURSE UNIT BUYOUT

California Baptist University's expectation is that tenure-eligible and tenured faculty teach a full load of courses while continuing to perform service and conduct scholarly research. In addition, the University appreciates the benefits that can be realized from its faculty members devoting time for external grant-funded research endeavors. To allow for its faculty members to devote time to such projects during the academic year, the University permits faculty members to buy out course units with secured external funding. Upon the prior written approval of the Dean and the Provost, a portion of the faculty member's academic year compensation would be covered by secured grant funds thereby releasing the faculty member from course units per semester to conduct grant-funded research.

PURPOSE

The purpose of these guidelines is to ensure uniformity in the course unit buyout process. A course unit buyout provides a faculty member under contract with the University with a release from course units per semester to conduct grant-funded research. The corresponding percentage of the faculty member's appointment is directly charged to the grant during the term of the buyout. The external grant fund essentially "buys" the faculty member's released time by paying for a portion of the faculty member's salary in order that the equivalent amount of time can be spent by the faculty member working on the grant-funded research project.

PROCEDURE

The following guidelines regarding course unit buyout by a faculty member are in effect to ensure that a College/School can adequately meet its teaching obligations to students:

1. A faculty member initiates the written request by completing and submitting the Course Unit Buyout Request Form in a timely manner, usually at the time of grant proposal development, and to allow sufficient time for the College/School to evaluate scheduling needs.
2. The faculty member must work with the Director of Research Initiatives to budget for a course unit buyout in the proposal to the external funding source. The Director of Research Initiatives will also confirm that the external funding source permits grant funds being used for course unit buyout. NOTE: External funding must be secured prior to the start date for the semester of the course unit buyout.
3. The completed Course Unit Buyout Request Form must be approved in writing by the Dean and Provost **before** the grant or request for external funding is submitted to the funding entity.
4. The course unit buyout will be effective only if the external funding is secured in advance of the start date of the semester for the buyout.

5. Upon the written approval of the Provost, the original of the Course Unit Buyout Request Form is returned to the Department with a copy to the Office of Research Initiatives.
6. A faculty member may buy out course units equivalent to one (1) course per semester.
7. A course unit buyout will be calculated at 12.5% of the faculty member's annual base salary per one (1) 3-unit course per semester, with the addition of applicable employee benefits. Additional units may be bought-out at 4.2% of the faculty member's base salary per unit. This is based on 24 course units per academic year, regardless of the number of units the faculty teaches in a contract year.

For approved course unit buyout, externally funded projects will be charged the appropriate percentage of the faculty member's salary and associated employee benefits.

A course unit buyout does not release a faculty member from their responsibilities as a CBU Faculty Member under the terms of the Faculty Contract of Employment, including performance of their service and attendance obligations.

A course unit buyout cannot be requested during the same term that a (full or partial) sabbatical leave has been granted and that external funds used for a course buyout must be applied during the same term as the reduced course load.

Any exceptions to these University Course Unit Buyout Guidelines must be approved in writing by the Provost.

ADDITIONAL INFORMATION

For questions related to these University Course Unit Buyout Guidelines, please contact the Director of Research Initiatives at (951) 343-4827 or via email at ORI@calbaptist.edu.