



Final

College of Engineering Policies for Teaching Load Buy-out and Research Incentive

Teaching Load Buy-Out

With approval of the Department Chair, full time faculty of the College of Engineering may elect to buy out of one 3-4 credit lecture course per academic year at the rate of 3% of 9-month salary per credit hour, plus fringe benefits. Teaching load buy-out funds must be charged to the faculty member's research accounts, including ICR and R&D accounts. Personal funds may not be used to buy out of a course. Normally, faculty are limited to buying out of no more than one course per academic year. However, the Dean may approve exceptions to this policy on an individual case basis. Academic Year Salary Savings from teaching load buy-outs are not eligible for a Research Incentive (see below).

PTF pay for a substitute instructor, if approved by the Dean, will be charged against the salary savings from a teaching load buy-out. The remainder of the savings will be distributed 50% to the College and 50% to the faculty member's department.

Research Incentive for Off-loading of Academic Year Salary

Faculty members may elect to charge up to 6 months of 9-month Academic Year Salary to external grants, if such charges are allowed by the funding agency and conform to the project budgets. The Salary Savings from off-loading of 9-month salary to external grants shall be returned to the faculty member, the Faculty Member's department, and the College according to the following formula:

- **Faculty Member's Research Incentive: 50% of total salary savings.** The faculty member may utilize Research Incentive funds to receive one-time Research Incentive Payments up to a maximum amount of 25% of 9-month base salary. The balance of the research incentive funds will be deposited in the faculty member's ICR or R&D account.
- **Department Share: 25% of total salary savings.**
- **College Share: 25% of total salary savings.**

Department Chairs and Associate Deans are also eligible for the Research Incentive.

Note: Salary Savings from Academic Year salary charged to grants to obtain a teaching load reduction or other benefits are not eligible for the Research Incentive. The faculty member is responsible for conforming to funding agency rules for payment of academic year salary, and for including any such salary charges in the project budget.

Timeline

Research Incentive: The payment to faculty for research incentive will be processed within 30 days of the date of salary offload.

Faculty Course Buy-Out: 50% of Salary savings will be distributed to respective faculty's department within 30 days of the date of buy-out request.

Approved By:



Ali Abolmaali, Ph.D. P.E
Dean of Engineering

Request for Teaching Load Buyout

Faculty Member's Name: _____

Department: _____

Course Information for Requested Teaching Release:

Course Name (e.g. BE 1200). _____

Number of Credits _____

Semester: _____

Buyout Amount and Account Index

Current 9-month Salary _____

Buyout Costs:

3% Salary x Number of Credits _____

Fringe Benefits (24.9% of above amount) _____

Total Cost of Buyout: _____

Index for Buyout _____

(must be research account, ICR, or R&D account)

Signature and Date: _____

Approvals:

1. **Department Chair** _____

2. **Engineering Business Office Review** _____

3. **Dean of Engineering** _____

Note: Teaching Load Buyout funds are not eligible for a Research Incentive

Request for Research Incentive Payment

Faculty Member's Name: _____

Department: _____

Amount and Account Index for Salary Offload:

Current 9-Month Salary _____

Or

Current 12-Month Salary _____

Offload Amount: Months Offloaded [Ex: 1.00, 1.25,...2.00, 2.50, ...Etc.] _____

(cannot exceed 6 months)

Total Dollar Amount _____

Index for Offload: _____

(Must be research account or R&D account)

Distribution of Salary Savings from Offload:

Faculty Share (50%):

Research Incentive Payment Amount _____

(total payments cannot exceed 25% of AY Salary)

Amount to be deposited to ICR Account _____

ICR Index _____

Amount to be deposited to R&D Account _____

R&D Index _____

Department Share (25%) _____

College of Engineering Share (25%) _____

Signature and Date: _____

Approvals:

1. Department Chair _____

2. Engineering Business Office Review _____

3. Dean of Engineering _____