



Course Release (Buy-Out) Policy

A. Purpose

When faculty members obtain grant, contract or other funding and wish to be released from teaching a course to have time to work on the grant, they may request a course release (buy-out).

B. Audience

John Glenn College core faculty and HR/Fiscal staff

C. Policy

All amounts reflect the institutional base salary portion of the cost. The appropriate benefit rate will be processed with the transaction and the benefit rate must be added to the salary amount to get the total cost of the appointment.

- 1) The typical regular faculty course load will be four courses consisting of four (4) and/or three (3) credit hour courses.
- 2) A buyout of the first four (4) or three (3) credit hour course will cost a faculty member 11.11% (1/9th) of their institutional base salary
 - a two (2) credit hour course will cost 7.41%
 - a one (1) credit hour course will cost 3.71%
- 3) If a second four (4) or three (3) credit hour course is bought out in the same fiscal year, the rate for that class would be 22.22% (2/9ths) of the faculty member's institutional base salary, so, the cost to buyout of 2 courses is 3/9ths the faculty member's annual institutional base salary. A proration based on the percentages listed in item #2 will be applied if the second class is less than a four (4) or three (3) credit hour class.
 - if both courses are requested at the same time, the course with the highest number of credit hours will be doubled
 - if one buyout is requested, and then a second buyout is requested later, the first will cost the standard rate and the cost of the second buyout requested will be doubled
- 4) If a faculty member teaches a required class as an overload, the rate of pay would be \$5,200 for a four (4) or three (3) credit hour class.
 - a two (2) credit hour course will pay \$3,466

- a one (1) credit hour course will pay \$2,000

- 5) The rate paid for a summer semester, or summer semester combined class, will be based on the number of credit hours as calculated in # 4, unless otherwise negotiated by the Dean and faculty member. If the course is for fewer than three credit hours, the \$5,200 will be prorated as above.

D. Effective & Revision Dates

Effective June 15, 2015, Revised August 28, 2017, Revised November 17, 2021

E. Policy Contact

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