

The expectation for tenure-eligible and tenured faculty is that they will teach a full load of courses, typically 3-3, while continuing to conduct research and service. Moravian University strongly supports external grant-funded scholarly research endeavors during the academic year, and a course buyout may be requested by a faculty member in order to fulfill such opportunities. Through a course buyout, a portion of the faculty member's academic year compensation would be covered by grant funds (when allowed by the sponsoring agency or organization). The course buyout should be used to enable the faculty member to devote needed time to research, writing, and other activities under the auspices of the grant.

Requesting a Course Buyout

A course buyout request must be made in writing via e-mail to the Department Chair/Program Director, Dean of the appropriate school, and Provost at the time of proposal development and in a timely manner to ensure effective scheduling. It should include:

1. the size and scope of work to be conducted and rationale as to why a course buyout is necessary to complete the scope of work;
2. the sponsor to which the proposal is being submitted; and
3. the anticipated semester(s) in which a course buyout is requested.

After conferring with the Department Chair/Program Director and the Dean, the approval for a course buyout is made by the Provost. The approval is made with the condition that the buyout will be granted only if an award is made. The faculty member must work with the Director of Foundation Relations to budget for a course buyout in the proposal to the external sponsor.

Limitations

1. A faculty member may not buy out more than one course per semester.
2. A faculty member may not buy out a course in more than two consecutive semesters, nor more than an average of one course per academic year over the grant period.
3. A faculty member who buys out a course may not receive overload pay in the semester of the buyout.
4. A course buyout does not release faculty members from performing their service obligations on behalf of the University.

Course Buyout Calculation

Course buyouts are calculated as a percentage of a faculty member's salary and benefits and are based on teaching load. For example:

Teaching load: 3-3
Base salary: \$65,000
Benefits: \$19,500

Cost for one course buyout: $(\$65,000 + \$19,500) / 6 = \$14,083$

Post-Award Administration

When a course buyout has been approved internally and by the external sponsor, the grant will be charged the appropriate percentage of the faculty member's salary and associated fringe benefits.

This policy has been reviewed and accepted by the Provost on August 28, 2017

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