



College of Fine, Performing and Communication Arts
Office of the Dean
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COURSE BUYOUT POLICY

INTRODUCTION

Course buyout requests must be approved by the Department Chair well in advance of class scheduling. The requests should then be forwarded to the Dean for approval.

One course release per year is allowed. However, exceptions may be granted under extraordinary circumstances. A short narrative statement must accompany the request which describes the use of time during the course buyout semester.

The College's policies regarding course buyouts are determined on the basis of whether or not the faculty member's funding source comes from outside the University ("externally funded") or from a University center or division ("internally funded"). Further, grants received for salary support during the Spring/Summer term are subject to separate conditions for faculty members on nine-month, or academic-year-only, contracts.

EXTERNALLY FUNDED GRANTS

If a faculty member wants to buy out a course with funding supplied by external grant or award, the following formula will be used to determine the cost of the buyout. Appropriate fringe benefits must also be included in the budget.

$$\begin{aligned}1/C \times 3/7 &= P \\P \times S &= ST \\ST \times F &= FC \\ST + FC &= B\end{aligned}$$

C = course load per academic year
P = course assignment weight
(i.e., as a fraction of work load - 3/7 creative-research, 3/7 teaching, 1/7 service)
S = annual salary
ST = subtotal
F = fringe benefit rate (Set annually by the University as of 10-1. Refer to Fiscal Operations or contact your department supervisor for current rate.)
FC = fringe benefit cost
B = buyout cost per course

Example (assuming course load per academic year = 5:
 $1/5 \times 3/7$ or $.20 \times .43 = .086$
 $.086 \times \$60,000 = \$5,160$
 $\$5,160 \times .247^* = \$1,275$
 $\$5,160 + \$1,378 = \mathbf{\$6,435}$

***The 24.7 benefit rate in the example is for FY16. Please use the appropriate rate.**

The cost of the part-time faculty replacement will be based on whichever is greater, the current minimum salary per credit hour for a PTF3 as determined by the Wayne State University Union of Part-Time Faculty AFT Local 477, AFL-CIO contract or the actual cost of the PTF assignment.

Example:

PTF3 minimum salary per credit hour = \$1,251

Course Credit Hours = 3

\$1,251 x 3 = \$3,753

The part-time faculty assignment will be charged to the index that is established for the grant or to the index where the funds are deposited.

Please note: *Full-time faculty will still be responsible for their creative/research and service responsibilities within in their departments during the term covered by the approved course buyout.*

INTERNALLY FUNDED GRANTS

In the case of internal grant programs, such as the Research Enhancement Program, Humanities Center Fellowships, and Career Development Chairs, course buyouts will be determined by whichever is greater, the current minimum salary per credit hour for a PTF3 stated in the Wayne State University Union of Part-Time Faculty AFT Local 477, AFL-CIO contract, or the actual cost of the part time faculty assignment.

Example:

PTF3 minimum salary per credit hour = \$1,251

Course Credit Hours = 3

*\$1,251 x 3 = **\$3,753***

The part-time faculty assignment will be charged to the index that is established for the grant or to the index where the funds are deposited.

Please note: *Full-time faculty will still be responsible for their creative/research and service responsibilities within their departments during the term covered by the approved course buyout.*

*The minimum PTF3 level changes each academic year according to the contract. Please refer to the table below to determine the correct current rate. If you have any questions about the rate, please refer the contract or call the Dean's Office.

Minimum PTF3 Steps

Academic Year	Rate Per Credit Hour
2016-17	\$1,251
2017-18	\$1,282
2018-19	\$1,314
2019-20	\$1,347

SPRING/SUMMER COURSE BUYOUT POLICY

Compensation for nine-month faculty during the Spring/Summer semester cannot exceed 1/3 of their academic year salary. This includes all teaching and non-teaching assignments. A suggested formula to determine appropriate compensation for work on creative/research projects during the Spring/Summer semester follows:

$$\begin{aligned} S/26 &= W \\ W \times L &= ST \\ ST \times F &= FC \\ ST + FC &= CC \end{aligned}$$

S = 9 month salary
W = equivalent weekly salary
L = length of project during Spring/Summer semester (in weeks)
ST - subtotal
F = fringe benefit rate (Set annually by the University as of 10-1. Refer to Fiscal Operations or contact your department supervisor for current rate.)
FC = fringe benefit cost
CC = compensation cost

Example (assuming an annual 9 month salary of \$60,000 and a project length of five weeks):

$$\begin{aligned} \$60,000/36 &= \$1,667 \\ \$1,667 \times 5 \text{ weeks} &= \$8,335 \\ \$8,335 \times .247^* &= \$2,059 \\ \$8,335 + \$2,059 &= \$10,394 \end{aligned}$$

***The 24.7 benefit rate in the example is for FY16. Please use the appropriate rate.**

Please note: Faculty or academic staff members employed on a twelve-month contract are subject to an additional "percent of effort" formula in calculating their total cost of compensation during the Spring/Summer semester. Please contact the college's Assistant Dean for assistance.