



COURSE BUYOUT POLICY

Introduction

Course buyouts must be requested using the CFPCA Course Buyout Request form. Requests must be approved by the Department Chair well in advance of course scheduling. The deadlines are listed below. Once the Chair approves the request, the form should then be forwarded to Robin Collins in the Dean's Office who will obtain the Dean's approval.

Request Deadlines

- September 1: Due in Dean's Office for Winter Semester
- January 1: Due in Dean's Office for Spring/Summer Semester
- April 1: Due in Dean's Office for Fall Semester

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 buyout 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.

- $1/C \times 3/7 = P \times S = ST$
- $ST \times F = FC \quad ST + FC = B$
- C = course load per academic year
- P = course assignment weight (i.e., as a fraction of workload: 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

Examples, assuming course load per academic year = 5:

- $1/5 \times 3/7$ or $.20 \times .43 = .086$
- $.086 \times \$60,000 = \$5,160$
- $\$5,160 \times .25.6^* = \$1,445$
 $\$5,160 + \$1,320 = \mathbf{\$6,480}$

The benefit rate in the example is for FY21 using the basic rate. Please use the appropriate rate as outlined below. Note, the Basic Rate is 25.6% and the Premium Rate is 25.6%.

Basic Rate applies to all Fund Types excluding those included in the Premium Rate listed below:

Premium Rate applies to the following Fund Types:

- Designated Funds (Fund Type: 12)
- Donations and Gifts (Fund Type: 28)
 - Endowment Beneficiaries (Fund Type: 29)
 - Auxiliary Funds (Fund Type: 37)
 - Independent Operations (Fund Type: 39)

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 = \$1,347

Course Credit Hours = 3

*\$1,347 x 3 = **\$4,041****

*Be sure to include the fringe benefit amount for the PTF3 assignment to your budget. The fringe benefit rate is set annually (for the fiscal year) by the University and takes effect as of 10-1. Refer to Fiscal Operations or contact your department supervisor for current rate.

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 = \$1,347

Course Credit Hours = 3

*\$1,347 x 3 = **\$4,041****

*Be sure to include the fringe benefit amount for the PTF3 assignment to your budget. The fringe benefit rate is set annually (for the fiscal year) by the University and takes effect as of 10-1. Refer to Fiscal Operations or contact your department supervisor for current rate.

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
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):

$$\begin{aligned} \$60,000/36 &= \$1,667 \\ \$1,667 \times 5 \text{ weeks} &= \$8,335 \\ \$8,335 \times 10.8\% &= \$900.18 \\ \$8,335 + \$900.18 &= \$9,235.18 \end{aligned}$$

The benefit rate in the example is for FY20 using the basic rate. Please use the appropriate rate as outlined below. Note, the Basic Rate is 28% and the Premium Rate is 29.3%.

Basic Rate applies to all Fund Types excluding those included in the Premium Rate listed below:

Premium Rate applies to the following Fund Types:

- Designated Funds (Fund Type: 12)
- Donations and Gifts (Fund Type: 28)
- Endowment Beneficiaries (Fund Type: 29)
- Auxiliary Funds (Fund Type: 37)
- Independent Operations (Fund Type: 39)

***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.*