

Faculty of Science Teaching Relief Guidelines

(December 8, 2020)

The Faculty of Science will consider requests from faculty members for release from teaching duties for externally funded research projects that clearly further their career and the research mission of the Faculty. The following criteria should be considered when contemplating a buy-out request.

1. A written request for release from teaching duties, including the justification and buy-out details, will normally be submitted to the Department Head, although it can be submitted directly to the Dean in exceptional cases.
2. The Head will forward the proposal to the Dean along with a recommendation as to whether or not the request should be granted and a summary of the impact on the Department.
3. External funding for teaching relief will reimburse the Faculty for 20% of a faculty member's salary plus benefits per 3 credit hour undergraduate course.
4. The normal acceptable length of a buyout will be one year and no more than 2 years.
5. The Faculty of Science will retain 30% of the external funding and return the remaining 70% to the Department, upon submission of a suitable plan for its expenditure. Expenditures must be made in the same fiscal year.