

# COLLEGE OF ARTS AND SCIENCES COURSE BUY-OUT REQUEST FORM

Faculty Member's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Dept: \_\_\_\_\_

The requirement for course buyouts is that graduate courses are bought first, undergraduate courses second. The College's full buy-out policy is available on the web at: <http://artsandsciences.colorado.edu/facultystaff/course-buy-out/>

My AY teaching load is a total of \_\_\_\_\_ courses. AY Course Commitment: \_\_\_\_\_ credit hours per AY

I request to buy-out \_\_\_\_\_ course(s) during FALL \_\_\_\_\_ (year). Originally assigned course(s): \_\_\_\_\_

Course(s) to be bought out in Fall: \_\_\_\_\_

I request to buy-out \_\_\_\_\_ course(s) during SPRING \_\_\_\_\_ (year). Originally assigned course(s): \_\_\_\_\_

Course(s) to be bought out in Spring: \_\_\_\_\_

Reason for buy-out, additional comments: \_\_\_\_\_

## The cost of the buy-out(s) will be paid for by (select one):

\_\_\_\_\_ Salary Reduction: \_\_\_\_% of AY salary, based on an individual's annual merit percentages and teaching load. See <http://artsandsciences.colorado.edu/facultystaff/docs/coursebuyouts.xls> for percentages based on workload. Contact CAS Budget Finance Manager, Robert Clark, for assistance. Incorrect percentages could result in a delay.

\_\_\_\_\_ Charged to Other Funds (see directly below)

If buy-out costs are to be paid through other funding (such as through a grant), indicate the speed type number(s), and corresponding percentages to which the buy-out cost should be charged:

Speedtype #1: \_\_\_\_\_ Percentage: \_\_\_\_ % Speedtype #2: \_\_\_\_\_ Percentage: \_\_\_\_ %

**Alternate funding percentages listed above must equal 100%**

NOTE: When there is a salary reduction, it is spread out over the course of the remaining salary payments for the AY. Funding distribution changes, where the cost is paid by another source, are effective for the semester that the buy-out occurs.

\_\_\_\_\_  
Faculty Member's Signature Date

\_\_\_\_\_  
Department Chair/Program Director Date

**I approve of this request. The course(s) will be taught by:**

\_\_\_\_\_  
(TT faculty, instructor, lecturer, GPTI, course will not be taught, etc.)

## FOR THOSE ROSTERED IN AN INSTITUTE:

\_\_\_\_\_  
Institute Director Date

\_\_\_\_\_  
Vice Chancellor for Research & Innovation Date

## Concurred:

\_\_\_\_\_  
Associate Dean Date

\_\_\_\_\_  
Joint Associate Dean Date

**If this buy-out results in a salary reduction (the salary is not replaced through other sources), Faculty Affairs must also approve the request.**

\_\_\_\_\_  
Vice Provost and Associate Vice Chancellor for Faculty Affairs Date