

WAYNE STATE  
UNIVERSITY  
COLLEGE OF FINE, PERFORMING  
AND COMMUNICATION ARTS

**COURSE BUYOUT/RELEASE POLICY  
For Fall and Winter Semesters**

Course buyout/release requests must be approved by the department chair well in advance of class scheduling whether a grant submission is involved or some other situation such as an award that may allow for monetary buyout. All requests must be forwarded to the Dean's Office for review and approval.

One course release per year is allowed. Exceptions may be granted but only in extraordinary circumstances. A short narrative statement must accompany any request and describes the use of time during the course buyout semester.

**EXTERNAL**

If a faculty member wants to buyout a course with funding supplied by external grant, contract 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.

$$1/C \times 3/7 = P$$

$$P \times S = B$$

C = course load per academic year

P = course assignment weight

S = annual salary

B = buyout cost per course

*Example*

*Course Load per academic year = 5*

$$1/5 \times 3/7 = .20 \times .43 = .086 \times \$60,000 = \$5,160$$

The department will be reimbursed for the part time faculty replacement based on the current minimum salary per credit hour for a PTF 3 as determined by the Wayne State University Union of Part-Time Faculty AFT Local 477, AFL-CIO contract.

*Example*

*PTF 3 minimum salary per credit hour = \$1,025*

*Course Credit Hours = 3*

$$\$1,025 \times 3 = \$3,075$$

The part time faculty funding will be transferred from the grant/contract index into the department index to offset the cost of the PTF hired to teach the course.

Any remaining funding will be used to provide support for the creative and research activities of the college.

Full time faculty will still be responsible for their scholarly, service and creative /research responsibilities within the department during the term covered by the approved course buyout.

## **INTERNAL**

In the case of internal grant programs, such as Research Enhancement Funding and Career Development Chairs, course buyouts will be determined by the current minimum salary per credit hour for a PTF 3 stated in the Wayne State University Union of Part-Time Faculty AFT Local 477, AFL-CIO contract.

The funding will be transferred from the grant/program index into the departmental index to offset the cost of the replacement assignment.

Full time faculty will still be responsible for their scholarly, service and creative /research responsibilities within the department during the term covered by the approved course buyout.