

Guidelines on Course Buy-Outs from Grants

April 10, 2003

Cleveland State University is a comprehensive university with a strong commitment to research. "Our mission is to encourage the development of human and humane knowledge in the arts, sciences, humanities and professions through scholarship, creative activity, and research *while providing an accessible and contemporary education to all individuals.*" To this end the University encourages the inclusion of course buy-outs in grant proposals; however, every faculty member is expected to teach at least one 3-credit or 4-credit course a year. A faculty member should not seek a 100% course buy-out on a grant except in unusual circumstances as indicated below.

1. For purposes of calculating course buy-outs in grant proposals, the standard workload of a research-active faculty member is 24 units a year (16 units for teaching, 8 units for research activity and service).
2. The University's standard buy-out formula for teaching is as follows: each teaching credit is assessed at $1/24^{\text{th}}$ of the faculty member's annual academic year salary plus fringe benefits. Thus a 3-credit course will be assessed at $3/24^{\text{th}}$ of annual salary + fringe benefits; a 4-credit course will be assessed at $4/24^{\text{th}}$ of annual salary + fringe benefits, and so on up to a maximum of 21 credits.
3. In grants submitted to agencies that do not allow for full salary replacement, faculty PIs should request grant funding for part-time replacement costs, including fringe benefits.
4. In grant proposals where faculty salary is cited as part of "matching" funds, the department and/or College must provide for course replacement costs. **Course releases provided on this basis must be approved in writing by the College Dean before they can be included in a grant proposal.**
5. Some research projects may justify a 100% course buy-out. For example, a project may require a year long off-campus commitment, or a large team project may require extensive administrative responsibility during its first year. Under exceptional circumstances such as these, a 100% buy-out may be permitted on a temporary basis, for one year only, upon advance recommendation of the College Dean and written approval of the Provost. A 100% course buy-out must be funded at 100% of the faculty member's academic year salary plus fringe benefits.