

Towson University Office of Academic Affairs
Faculty Member Course Time and Effort Buyout Guidelines

Towson University encourages faculty to seek external grants in support of their research or their extended teaching and service activities. External support may include funding to provide faculty members with blocks of time to advance their projects in certain cases. These guidelines apply to external funding that supports the release of a faculty member from one or more course units of teaching by "buying out" his or her time and effort. Course buyouts are distinct from other forms of supplemental faculty compensation (example: summer salary) that are not addressed here.

Towson University will calculate the cost of full buyout of regular semester course units on the basis of an eight (8) course annual teaching load. A one course (3 credit hour) buyout is equivalent to 1/8 (12.5%) of a faculty member's academic year salary and benefits. When an externally funded project requires allocation of faculty time and effort that is equivalent to a one course teaching load the project budget should reflect the 12.5% of academic year salary support and the associated benefits.

In some cases granting agencies may have specific restrictions that limit the funding available to release faculty from normal responsibilities. In other cases the circumstances associated with a specific grants program and a specific project may make it desirable to request a lower level of salary support to fund other items in the proposed budget. b7(d)-3(rop)5(o)-3(se)7