

**ARHU Guidelines for Course Buyouts from External Funding for TTK Faculty**  
**Last Revised June, 2021**

The College of Arts and Humanities encourages its faculty to apply for extramural grants and fellowships, while at the same time assuming that teaching remains a comparable priority for the faculty and that teaching needs of academic units are considered. As part of their job, each TTK faculty member devotes 40 to 50 percent of their work time to scholarly and creative inquiry, but there may be occasions when faculty need to request a course buyout from their academic unit to support extra time needed to complete a project. Thus, faculty may request a course buyout as part of a grant or fellowship application.

The guidelines below are to assist faculty and units in making decisions about faculty requests for course buyouts that pay for additional time to complete scholarly projects that are funded by external grants or fellowships.

- In all cases, faculty must seek approval from their unit head before applying for a grant or fellowship, and before proposing course buyouts in application to fellowships and grants. Any release from instructional obligations needs to be approved in advance of applying to fellowships or grants.
- Administrative and service work as well as planned leaves from teaching must be considered in reviewing course buyout requests for grants or fellowships. If a faculty member will already be provided release from teaching for administrative or service obligations, they are limited in a number of course buyouts they can propose as part of a grant or fellowship application.
- When deciding to request course buyouts as part of grants or fellowships, it is expected that faculty will consider the teaching needs and resource limitations of the unit.
- Maximum request to a unit for one-course/one semester buyout on a grant application is 15% of the faculty members' annual base salary.
- Minimum amount of work effort that would have to be requested in order for a course buyout to be included in the request is 10% of the faculty member's annual base salary.
- Grants often range from one semester to multiple years, but there is the expectation that faculty maintain their teaching and service commitments to their unit to the best of their ability. Course buy-outs shall not exceed three per academic year. Any exception to this guideline must be approved not only by the unit head, but also by the dean, prior to an application being submitted.
- Competitive, prestigious fellowships are typically at least a year and do not allow faculty members to teach courses for ARHU at the same time. Application to such fellowships that do not allow faculty to teach for an academic year or more must have approval of the unit head prior to an application being submitted.