

## **SIO Professor Buy-out Program Policy and Guidelines**

The SIO Professor Buy-out Program is a program enabling Professors to buy-out a maximum of 2-units/year of their SIO teaching load to expand the time available for research and other scholarly duties, e.g., participation in field programs, lecture series tours, etc.

**SIO Professors who wish to enter into this agreement are encouraged to consult with the Department Chair if there are concerns that reduced teaching might influence their academic review, especially with regard to possible acceleration.** Those participating in the buy-out remain subject to regular academic review policies for advancement, which assess contributions to research, teaching, and service. Non-tenured professors are discouraged from participation as it may have an adverse effect on their potential for tenure.

SIO Professors hold a variety of fractions of support of both Academic Year-AY and Fiscal Year-FY appointments. The buy-out plan accommodates this by allowing faculty to use extramural salary support to buy-out up to two units of teaching per year at the rate of one-twelfth of the annual institutionally funded salary rate for FY appointees and one-ninth of the annual institutionally funded salary rate for AY appointees. The SIO senior management group and the VCMS/Director/Dean have approved this plan.

100% of the state-funded salary dollars released by the course buy-out will be retained by the SIO Department. These funds may be used to pay for the replacement of unmet teaching needs, including hiring Lecturers, paying graduate students as Readers, or TAs for graduate classes, etc., as well as costs for administering this program. Banked funds cannot be used for this program; only non-state funds can be used to participate.

As of July 1, 2012, the SIO minimum teaching standard is 6 units per year over the course of a review period. This is reduced to 4 units for each year that participants buy-out 2 units of teaching.

Participants in the program are expected to remain active in research for the duration of the course buy-out and continue to be fully engaged in the normal range of service commitments to the department, campus, and profession.

Participation in the program is not guaranteed, is subject to the consideration of the SIO teaching program, and requires the approval of the SIO Department Chair, and VCMS/Director/Dean. Buy-out requests must be submitted to the SIO Department Chair by April 1 of the prior academic year. All funds to be used for buy-out must be in-hand at the time the request is submitted on April 1. Professors may not participate in both the SIO Buy-out Program and General Campus Compensation Plan in the same academic/fiscal year.

Participants agree to release a portion of their salary in exchange for a decreased teaching load on a year-to-year basis. When an appropriate alternate teaching plan has been identified and approved by the Chair, a faculty member may propose to be relieved of teaching duties up to two units per year on average over a review cycle.

If approved, participants agree to support, from non-state funds, 1/12<sup>th</sup> (FY) or 1/9<sup>th</sup> (AY) of the institutionally funded annual salary for the relief of up to two units. Buy-outs are processed according to established quarterly pay periods as follows:

Academic year appointees: Fall 7/1-10/31; Winter 11/1-2/28(29); Spring 3/1-6/30. The actual service periods for academic-year faculty, which differ from the pay periods, are based on the annual Academic and Administrative Calendar.

Fiscal year appointees: Summer 7/1-9/30; Fall 10/1-12/31; Winter 1/1-3/31; Spring 4/1-6/30. The actual service periods for fiscal year faculty match the pay periods.

At no time may institutional salary support drop below 50% for a quarter. Salary charged to sponsored projects under the Buy-out Program must be in accordance with the award's (s') terms and the sponsor's (s') policy.