



CENGR - Request for Instructional Buyout

The College of Engineering allows release from instructional duties in instances where a faculty member has sufficient external funds to support the release time, where a qualified instructor of record can be identified and supported for the course, and the faculty member has sufficient instructional duties throughout the academic year to support the teaching mission of the college. Any instructional buyout will result in an annual salary reduction in the amount of 20% of the annual salary + benefits.

The policy for instructional buyout is included in the Appendix to this request form. Please review prior to submission.

Note: All instructional buyout requests must be submitted at minimum 1 month prior to the semester start date.

Request submission date:

Faculty Name:

Faculty Rank:

School:

Semester and Academic Year of Instructional Release:

Have you requested a previous buyout for this semester? Yes No

Course associated with Instructional Release:

Other course assignments in the same academic year:

Course:

Course:

Justification for Instructional Release:

Financial Details:

Amount of salary being bought out: \$

Speedtype:

Signature

Date

To Be Completed by School Chair:

Approved

Not Approved

Justification:

Replacement Instructor of Record:

Cost:

Speedtype:

Approvals:

School Chair

Date

Dean

Date

To be completed by the Office of Finance and Administration: