

MEMORANDUM

DATE: March 2, 2018

TO: Computer Science Faculty

FROM: Scott DeLoach

RE: Department of Computer Science Course Buy Out Policy  
Effective Fall Semester 2018

This memorandum defines the department's course buy out policy starting in Fall semester 2018. Faculty with substantial external grants or endowed funds may request a reduction in their teaching load in order to gain extra research time using funds from those grants/endowments. These funds will be used to pay 25% of their base salary for each course approved for buy out. The department will retain these funds to be used at the department head's discretion. The department head is the final approval authority on such requests.

The faculty must submit their request in writing, as far in advance as possible, describing the course(s) to be reduced, the funds to be used to pay, and a description of the benefit of the buy out to their research. In addition, the faculty must determine and document in writing that their grant funding agency allows purchase of academic year time and that the amount of their buy out will not cause any difficulties with K-State grant cost sharing formulas.

Cc: Theresa Hogenkamp, Kelly Bruna