

**Thomas Jefferson University
Course Buyout Form
Full-Time Faculty
(To Be Used at Pre-Award Stage)**

Applicant Information

Faculty Member's Name (Last Name, First Name)

Rank & Title

Department

Program and College

Current Teaching Information

Teaching load for last 2 years

Course Releases and/or Buy-outs for last 2 years

List of Courses

Course Buy-out Information

<i>Semesters Requested</i>	<i>Academic Year/s</i>		<i>Number of courses to be bought-out?</i>		
Fall	2019	2020	1	2	3
Spring	2021	2022	4	5	
Summer	2023				

Title of Grant

Grant Period - Start Date

Grant Period - End Date

Reason for Buy-out

Funding

Cost to Buy-out Faculty Teaching Load

Funding Information

Internal

External

If internal, what is the program name? If external, who is the sponsor?

If external, what is the RFA or solicitation #?

Note: Funding source must be secured prior to the start date for the term of the buy-out. Additionally, if a buyout had been previously approved for the same semester/academic year as this request, please include an executed copy with this form.

Required Signatures

Faculty Applicant

Department Chair or Program Director

College/Department Administrator

College Director of Finance

College Dean

Procedure on Course Buy-outs

1. May be granted to 9/10 and 12-month faculty who are supported by external or internal funding.
 - Calculated based on prorated salary + fringe, as permitted by funder.
 - Not calculated on replacement cost method.
2. Procedure assumes faculty with a course buy-out will:
 - Teach at least 50% of their regular course load, and;
 - Fulfill other regular responsibilities
3. The activities pursued as a result of the course buy-out should be reflected on the Faculty Annual Performance Evaluation as well as on the required progress report/s and final report, per the the funder.
4. Faculty must obtain written permission from his/her Dean, using the attached form.
5. Funding source must be secure secured prior to the start date for the term for the planned buy-out.