

Memo to: Dr John Harris
Provost and Executive Vice Chancellor for Academic Affairs

From: Mehrzad Boroujerdi *Mehrzad Boroujerdi*
Vice Provost and Dean of the College of Arts, Science, and Education

Date: September 10, 2025

Re: CASE Faculty Buyout Policy

Beginning in FY26, the College of Arts, Sciences, and Education (CASE) will implement revised guidelines for faculty members buying out of their assigned teaching workload. Faculty electing a course buyout will compensate their department with the greater of 10% of their academic salary plus benefits, or the established replacement cost for that course. Funds will be transferred into the department's account to support supplemental instructional needs and ensure adequate course coverage.

The cost for a course buyout for internal administrative or service roles (e.g., center directors, faculty fellows) will be \$8,827 per course (\$8,200 in salary plus \$627 in FICA benefits). This figure reflects the FY25 average cost of replacement instruction in CASE, which exceeds the \$7,000 typically provided to adjunct instructors. For programs that offer higher compensation to secure qualified replacement instruction, the full cost of salary plus benefits will be required.

This policy is designed to sustain instructional quality, ensure equitable treatment of departments, and align buyout costs with the true market rate of replacement instruction. By providing a transparent and fiscally responsible framework, the policy protects departments from structural deficits, guarantees students' access to required courses, and brings CASE into administrative alignment with peer colleges while addressing the college's own responsibility to its students and programs.

The college will review and, if necessary, adjust these compensation levels annually. Faculty course buyouts remain at the discretion of the department chair, who must consider proper course coverage and other workload factors before approval.

☒ Approve ☐ Not Approve

John Harris

John Harris Ph.D.
Provost and Executive Vice Chancellor for Academic Affairs

9/11/2025

Date