

October 18, 2023

To: Research Faculty and Staff

From: Dr. Antonietta Quigg
Senior Assoc. VP for Research and Graduate Studies

Subject: Faculty Effort Buyout from Research Grants

Texas A&M University at Galveston is committed to the education, research, and service mission of the University. As such, we recognize that tenure-track and tenured faculty may need, from time to time, flexibility in their workload distribution in these three domains to accommodate a high level of success in research.

Unless specified otherwise in letters of employment, full-time faculty are expected to teach 9 months each calendar year and to provide a workload consistent with the requirements stipulated in the Texas A&M University Rule 12.03.99.M1, System Policy 12.03, and the Texas Education Code Section 51.402. Faculty cannot commit more than 12 months of personal effort per year as a sum of the total effort representing their annual teaching, research, and service contributions (this does not account for off time). Faculty effort committed as cost share on funded projects must also be included in the determination of effort and workload.

Tenure-track and tenured faculty are able to buyout time according to the following criteria:

- 1) Faculty may buyout their teaching time during the regular academic year at a minimum of 1 (one) course (or departmental equivalent) per semester in order to dedicate a higher proportion of their workload towards research. A reduction in teaching load to reflect effort committed as cost share will not require buyout, nor will it generate salary savings. Department Heads will need to ensure that the teaching needs of the unit are met before approving requests, and that the requests meet the minimum workload requirements (classroom teaching credit + equivalent teaching credits) identified in Texas A&M University Rule 12.03.99.M1.
- 2) The buyout amount will be proportional to the course release (and therefore the proportion of workload for that semester) requested by a faculty member. Each department must have an approved policy for faculty wishing to buyout of teaching time.
 - a. The rate for the buyout is 16.66% (1/6 or 1.5 months) of 9-month salary for 3 hour course.

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- b. no more than 14% (1/7) of a given department's total tenured and tenured track faculty may be exempt from teaching during any given semester as a result of any program (FDL, IPA, course buyouts, etc.).
- 3) Every buyout request has to be approved by the Campus' Chief Academic Officer (CAO) upon recommendation by the Department Head prior to the start of semester.
- 4) All course buyout requests will be subject to the following criteria:
 - a. For purposes of the Buyout policy, Texas A&M programs and other award programs such as Intergovernmental Personnel Act (IPA) releases and Faculty Development Leave (FDL) awards are not considered course buyouts.
 - b. Overall teaching needs of the department, as determined by the department head in accordance with Texas A&M University Rule 12.03.99.M1. Below are some examples.
- 5) Funds from buyouts will be distributed as follows:
 - a. First, to meet the expense of teaching the buyout course.
 - b. Funds, if remaining, will be used by the department in support of initiatives that clearly advance the teaching mission of the program. The department will retain 100% of the funds.
- 6) All approved course buyouts will be documented in the faculty member's annual appointment letter in order to record the modified % effort devoted to teaching, research, and/or service. Any revisions to a faculty member's appointment throughout the year will result in a revised annual appointment letter.
- 7) Exceptions to this policy must be approved by the faculty member's Department Head and CAO.

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