

DIVISION OF SOCIAL SCIENCES
COURSE BUYOUT PROGRAM REQUEST FORM

Requests must be received by the Dean's Office, dssdoi@ucsd.edu, at least **thirty (30) days prior** to the first day of the quarter in which the Course Buyout Program (CBP) will begin.

Faculty may use extramural dollars to buy out up to two courses per year, at the rate of 1/3 of the participant's annual nine-month salary, or 1/6 (16.67%) annual salary per course.

Faculty will continue to be responsible for teaching a minimum of **two (2)** courses per year with one course at the undergraduate level.

Released salary from the CBP is retained by the department for temporary FTE needs. Participation in the program should in no way reduce the service commitment of the faculty member. The faculty member must remain on campus for the duration of the buyout, with the exception of standard leaves of absence within policy. Any exceptions require EVCAA approval.

Today's Date: _____ Department: _____

Employee Name: _____
(LAST NAME, First Name)

Payroll Title: _____

Department Contact: _____
(Please print name and extension)

Departmental Approval: _____
(Department Chair's Signature)

Pay period of CBP must coincide with quarter pay periods. Please indicate the relief term and year:

Fall Quarter: July _____ – October _____ Winter Quarter: November _____ – February _____

Spring Quarter: March _____ - June _____ Number of Course(s) Requested for Release: _____

Please list the current year teaching load BEFORE CBP and AFTER CBP.

Current Year Teaching Load **BEFORE CBP** Approval:

Fall Quarter: _____ Course Number(s): _____

Winter Quarter: _____ Course Number(s): _____

Spring Quarter: _____ Course Number(s): _____

Current Year Teaching **AFTER CBP** Approval:

Fall Quarter: _____ Course Number(s): _____

Winter Quarter: _____ Course Number(s): _____

Spring Quarter: _____ Course Number(s): _____

Project to Pay Salary: _____
(Award Number and Agency) (Award End Date)

Index: _____ Fund: _____ Org: _____ Percent Time: _____

Notes:

Dean's Approval: _____ Date: _____

Executive Vice
Chancellor's Approval: _____ Date: _____