

**Policy title: COURSE REDUCTION OPTIONS**

**Effective: February 18, 2013**

**Updated: May 22, 2015; Aug 12, 2015; November 15, 2018**

## **PURPOSE/INTENT**

The purpose of this document is to clarify options for faculty seeking a reduction in their teaching responsibilities for a given semester. Course reductions assume that faculty continue to fulfill all other instructional, advising, service, and research responsibilities. For this reason, course reduction is not an option for faculty accepting fellowships or other opportunities that require absence from campus for some or all of a semester. Faculty interested in release not just from teaching but also from research and service should also see SBS Policies on [Award of College-Funded Fellowships](#) and [Prestigious and Non-Prestigious Fellowships and Awards](#).

## **UNIVERSITY OF ARIZONA POLICY**

Two University of Arizona policies allow specifically for course reductions. The conditions under which each is applicable varies by circumstance.

See [UHAP 8.05](#) for information on TADA (Temporary Alternative Duty Assignment) and [UHAP 8.04.02](#) for information on the Federal Family and Medical Leave Act Of 1993.

## **COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY**

In addition to options per the above University of Arizona policies, the College of Social and Behavioral Sciences also offers the following two alternatives for course reductions:

### **PRIOR ARRANGEMENT**

Faculty anticipating a need for course reduction in an upcoming semester may arrange with the department Head/Director to teach an additional course or courses in the semester(s) leading up to the semester in which the course reduction is to be taken. In the case of such arrangements, the agreement must be signed by both the faculty member and the Head/Director, with a memo outlining the agreement sent to the Dean's office (though Dean's approval is not required for such arrangements).

### **COURSE BUY OUT**

Course buyouts require advanced prior approval from both the department Head/Director and the Dean. Faculty may temporarily reduce their salaries in order to "buy out" a course or courses in a given semester, while continuing to fulfill all other instructional, advising, service, and research responsibilities.

The total amount of funds required to buy out a single course is 10% of current annual salary for every .10FTE calculated in the faculty distribution of effort. Though atypical, some units grant .20FTE for large courses; in that case, the funds to buy out the course would equal 20% of the current annual salary. For a typical class (.10FTE), faculty have the option of reducing their FTE by .20 for the buy-out semester and maintaining the 1.0FTE for the following semester, OR reducing their FTE by .10 for the entire academic year.

In the case of course buy out arrangements, the agreement must be signed by both the faculty member and the Head/Director, with a memo outlining the agreement sent to the Dean's office for approval.

Procedurally, the process for requesting course buy-outs is as follows:

- Request is made by the department Head/Director to the Dean or designee.
- Salary savings will be pulled to the Dean's Office as part of the temporary hiring plan.
- Department makes request on the temporary hiring plan for course replacement(s).
- If approved, the department processes paperwork to reduce FTE or change funding. The paperwork needs to be routed through the Dean's Office, and needs to include all approval documentation.

Permanent course buy-out: Faculty seeking permanent course buy-outs must also receive prior approval from the department Head/Director and the Dean. In the cases of **recurring** course buy-outs, faculty annualized salary is reduced by 25% per course. Recurring is defined as more than two years in a row. *Provost approval is required in such cases, and is given only in rare circumstances.*

## CONSIDERATIONS

In considering an individual's request for course reduction, either through prior arrangement or course buy-out, the department Head/Director and, in the latter case, also the Dean, will take into account the unit's ability to provide a full complement of tenure-track faculty teaching at all levels in the unit's curriculum, and in particular its ability to meet Arizona Board of Regents' goals for provision of regular faculty teaching at the lower division level. Such considerations are not applicable to TADA or FMLA, which are rights afforded faculty through the University of Arizona.

All salary monies released through a course buy-out are gathered by the Dean's Office. The amount returned to the home department is negotiated on a case-by-case basis with the department Head/Director, and is normally less than the full salary savings.