**College of Engineering Teaching Buyout Policy:**
To further our research mission, College of Engineering faculty may from time to time, at the discretion of the Department Chair / School Director, buyout of teaching responsibilities for one or more courses. The intent is that this policy is applied for short-term adjustments whereas changes in apportionment provide a means for long-term changes in responsibilities.

**Guidelines:**

a) A faculty member, with approval of their Department Chair or School Director, may buy out of responsibilities for teaching a 3-credit course using sponsored project funds at a rate equivalent to 12.5% of their state allocated annual salary. Department / School funds or start-up funds may not be used for a course buy out.

b) Salary funds will be returned to the faculty member’s department under discretionary use of the Unit Administrator. The home academic unit will be responsible for identifying a replacement instructor and covering the costs of any salary adjustments and for all costs associated with the buyout.

c) All course buyout requests should be submitted in writing to the Unit Administrator by November 1st for Spring and April 1st for Fall semesters. The request must include the course title and number, expected enrollment, and source of funds being used by the faculty member for the buyout.

d) Participation in course buyout does not reduce the faculty member’s undergraduate advising responsibilities, university service expectations, or efforts related to mentoring graduate students.

e) Releases granted for major service responsibilities (such as serving as a Center Director, Department Chair, or similar), must be approved by both the Unit Administrator and the COE Dean. Such release does not preclude a faculty member’s opportunity to buy out of a course using grant dollars.

f) Teaching responsibilities of faculty generally should not fall below teaching two, 3-credit courses each academic year.

g) Faculty should not buy out of courses for the following reasons: pursuit of external business interests that may compete with the mission of the University of Nebraska or activities that may result in circumstances that may be detrimental to the department in question. In all situations, UNL Conflict of Interest Policy must be followed (http://research.unl.edu/researchcompliance/conflict-of-interest/).