

## Policy on Course Buyout Requests

Department of Psychology

November 4, 2020

### Policy:

1. All course buyout requests for **academic year 2021-2022 (i.e., AU21 and SP22) - for BOTH faculty members and their graduate students** – are due by **November 13, 2020**.
  - a. **Faculty Buyout Requests:** Requests for buyouts for faculty members should be submitted via the teaching request portal, as part of your teaching request. If you have questions or want to confirm that your buyout request has been received, please contact Mike Vasey, the Vice-Chair for Instruction.
  - b. **Graduate Student Buyout Requests:** Requests for buyouts for graduate students should be submitted via the Qualtrics survey, which can be found in the associated email message sent 11/4/20. If you have questions or want to confirm that your buyout request has been received, please contact Mike Vasey, the Vice-Chair for Instruction.
2. Except in rare circumstances, requests made by the deadline will be approved (see #2 under Frequently Asked Questions below).
3. **If you expect/hope to buy yourself or a graduate student out of a course but are not sure you will have funds to do so, please submit a request and indicate that funding is uncertain.** That will maximize the likelihood that a workable contingency plan can be developed to cover the loss of the student from the TA/CA pool if funds for the buyout become available.
4. **If funds for a buyout request unexpectedly become available after the deadline, the Vice-Chair for Instruction should be alerted as soon as possible.** The more lead time the Scheduling Team is given the greater the chance that a late buyout request can be accommodated.
5. Although requests made after the deadline will be accommodated whenever possible, such approval ultimately depends on our ability to find an alternate instructor for the course in question or otherwise compensate for loss of the student from the TA/CA pool. The closer a request is made to the start of the semester in question, the less likely its approval will prove to be possible.

### Frequently Asked Questions:

#### 1. Why must buyout requests be submitted so far in advance?

The Course Shell describing the department's planned course offerings for a given academic year must be developed far in advance due, in part, to deadlines for classroom requests set by the registrar. Additionally, predictability for the entire year is essential to ensuring that students' curricular needs are adequately met. Predictability for the entire year is also critical for the department's budget and for justification of faculty teaching loads.

#### 2. Why can't buyout requests be guaranteed approval regardless of when funds become available?

Department course offerings play a critical role in enabling undergraduate and graduate student to make adequate progress toward degree. They also play vital roles in the department's budget and in justifying faculty teaching loads. Therefore, changes in the department's course offerings and enrollment numbers from year to year are closely scrutinized by the college. For these reasons courses in the Course Shell can be cancelled only as a last resort. Approving a buyout thus requires that the Scheduling Team have sufficient time to find an alternate instructor for the course or to make other arrangements to compensate for its loss.

In some cases, especially for courses involving highly specialized knowledge, it may be impossible to find an appropriate replacement within the available pool of associated faculty and GTAs.