

**College of the Arts**  
**Georgia State University**  
**POLICY FOR WORKLOAD PURCHASE FROM**  
**EXTERNAL GRANTS**

Policy Title:	Policy for Workload Purchase from External Grants
Version:	1
College Approval:	Directors Council, 8/29/2018
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Faculty members who apply for external funding must discuss their plans in advance with their Director and send their grant applications through the Dean's Office and the Office of Sponsored Programs and Awards. This will normally require completion of an Individual Award Routing Form (please see <https://ursa.research.gsu.edu/route-a-proposal-for-approval/individual-award-routing/>).

**Course Buy-Outs.** For course buy-outs from grants, the percentage of salary required for time-purchase will be negotiated with the Director on the basis of the faculty member's specific workload profile and tenure status. The percentage, however, cannot be less than 1/8 (12.5%) of the faculty member's salary for each course release unless special approval has been granted by the Dean's Office. The timing of the course release(s) must also be negotiated with the Director and is dependent upon curricular and other relevant departmental, college, and university needs. Normally, course buy-outs do not exempt faculty members from their regular service responsibilities. Course buy-outs likewise are normally for a limited portion of a faculty member's teaching responsibilities during a given academic year. In most situations, faculty should teach at least one course per year.

Funds obtained through course buy-outs will remain in the departmental budget to be used to cover the cost of replacing instructional efforts of the faculty member. The spending of any remaining funds is at the discretion of the Director.

**Total Workload Buy-Outs.** In exceptional instances that are approved in advance by both the Director and the Dean's Office, faculty members may purchase portions of their instructional and service workloads over and beyond individual course buy-outs. This may occur when, for example, faculty members obtain a fellowship or grant whose conditions require full release for research. In such cases, recipients may buy out all of their courses and service responsibilities, based on their full salary for the designated time period. In these instances, however, the College is not obliged to provide salary support, though in the case of highly prestigious external grants, it may elect to provide some additional support if budgetary or other reasons do not preclude it. Directors should discuss all such workload buy-out applications with the Dean's Office.

Approved by Directors Council: 8/29/2018