

UNIVERSITY OF ILLINOIS  
AT URBANA - CHAMPAIGN

School of Art and Design  
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**School of Art + Design**  
Policy on Course Load Release and Buyout

**GOAL**

To provide a consistent policy by which faculty may reduce their course load in order to concentrate on sponsored research or take advantage of external opportunities.

**ASSUMPTIONS AND GUIDELINES**

- 40% of faculty effort is dedicated toward course instruction.
- All full-time faculty are expected to teach four courses during the 9-month academic year.
- The faculty member must have funding available to pay for external buyouts; the funding source must be appropriate and conform to OBFS policy.
- The buyout funds will provide the School with the means to fund a substitute instructor with the competency to teach the released course.
- Any buyout must align with School and Program curricular needs and requires the School Director's approval.
- Faculty seeking a buyout should provide at least a 6 month advance notice to the Program Chair and School Director, to allow sufficient time for the hiring of a replacement.
- Faculty with a less-than full-time appointment and Specialized Faculty will be evaluated for buyout on an individual basis.

**BUYOUT RATE**

- Utilizing the assumptions listed above rate would be 10% of faculty member salary per course:
  - 40% course instruction per AY / 4 courses per AY = 10%
  - \$79,000 salary per year = \$7,900 per course