

**Texas Tech University**  
**WHITACRE COLLEGE OF ENGINEERING**  
**Operating Policy and Procedures**  
[Approved by Executive Committee: 03/15/2023]

**WCOE OP 40.25     Faculty   Course Buyout**

**Date:**                      **03/15//2023**

**Review:**                      **This OP will be reviewed every two years by the Dean's Office and Chairs. Faculty feedback will be solicited. Revisions require approval by he WCOE Executive Committee.**

WCOE OP 40.20 outlines the definition of Research active Faculty and criteria for buyout

**1. Definition of Research Active Faculty ( ref : WCOE OP 40.20 )**

Normal teaching load for a tenured faculty member is at least 4-5 classes per year. Reduction in teaching loads can be achieved by meeting the research active criteria in WCOE OP 40.20:

**2. Faculty Buyout :**

**Timeline :** A request for a course buyout is to be submitted to the department chair within the first 4 weeks of the preceding long semester (Fall, Spring).

**Criteria :**

Teaching loads of 1 course per long semester can only be allowed in the following case : buyout of 15% of a faculty member's 9 month salary using external funds or overhead return . The faculty member must work with the chair to find an instructor to cover any course(s) that is bought out. If teaching needs cannot be met within the department, reduction to 1 course may not be possible regardless of expenditures and desire to buyout.

The Dean of Engineering grants the final approval of a course buyout.