

UCI School of Social Ecology

Course Buyout Request Form

The School of Social Ecology expects all faculty members to make meaningful, ongoing contributions to undergraduate and graduate education. All faculty members must teach at least 2 courses per year.

The buyout cost per course will be 12.5% of the 9/12 annual salary, which is 37.5% of the monthly payments during the buyout quarter. Course reduction requests will not be approved retroactively and will only be approved consistent with academic quarter payroll dates, as follows:

Fall Quarter: July 1 – October 31

Winter Quarter: November 1 – February 28

Spring Quarter.: March 1 – June 30

PI Name: _____

Department: _____

Total Annual Salary: _____

Quarter(s) requested for buyout & charge information (37.5% per quarter per course):

Fall 20_____ % / quarter KFS Number_____ /sub 02

Winter 20_____ % / quarter KFS Number_____ /sub 02

Spring 20_____ % / quarter KFS Number_____ /sub 02

Was a buyout approved for the prior academic year? Yes No

Projected total cost to faculty account, verified by financial analyst (salary, benefits + indirect costs):

Salary: _____, Benefits: _____, IDC: _____, Total Cost: _____

Signatures:

Principal Investigator: _____ Date: _____

Fiscal Officer: _____ Date: _____

Chair: _____ Date: _____

Dean: _____ Date: _____

Director of Finance: _____ Date: _____