

UNM Department of Anthropology
Proposed Faculty Course Buy-Out Policy and Procedures

1. Each semester, the convener of each subfield will submit the buy-out form for the next semester when they submit the class schedule. The buy-out forms will be kept on file by the DA. The form constitutes the full and complete buy-out request from the subfield. The following information must be entered on the buyout form:
 - Faculty Member Requesting Buyout
 - Course(s) to Buyout
 - Instructor Requested
 - Index number/
 - Source of funding
 - Required course?
 - Recurring?
2. Conveners will work with individual faculty requesting buy-out(s) to identify a class and an instructor.
3. Buy-out funds must come from external or internal grants, or via agreement with another external entity or college on campus. Personal funds may not be used for course buy-outs. Start-up funds may not be used for course buyouts unless negotiated at the time of hire.
4. Course releases are separate from buy-outs and are governed by the workload policy.
5. Per college policy, the buyout rate per course is 10% of the base salary for assistant professor and 12.5% of the base salary for tenured faculty.
6. Buy out requests must be approved by the department chair.