

**AUSTIN PEAY STATE UNIVERSITY**  
**Academic Year Faculty Course Buy-out Form**

ID Number: \_\_\_\_\_ Name (print): \_\_\_\_\_

**Purpose and Instructions**

The purpose of this form is to empower faculty to buy-out their classroom instruction time using external funding following Policy 2:059 Sponsored Research Incentive Program and Policy 2:060 Indirect Cost and Salary Recovery. Faculty wishing to pursue this option will need to consult with their department chair to craft a mutually beneficial teaching plan\* for the semester(s) that the faculty member will buy-out the faculty member's time. Once mutually beneficial teaching plan is developed, the faculty member should complete the Academic Year Faculty Course Buy-out Form. It is encouraged that participating faculty meet with the Director of the Office of Research and Sponsored Programs prior to this form being submitted.

\*Should the faculty member and the chair not agree upon an amenable teaching plan, then the dean of the college for the chair and faculty member shall have final authority.

**TEACHING**

MUST LIST ALL TEACHING ACTIVITIES FOR FALL AND SPRING

TERM (fall/spring)	DEPT	COURSE NUMBER	BRIEF COURSE NAME	ENROLLMENT (expected)	WLC

PRINT/SIGNATURE OF CHAIR \_\_\_\_\_ / \_\_\_\_\_

DATE: \_\_\_\_\_

**ADMINISTRATIVE DUTIES**

TERM (fall/spring)	DEPT OR COLLEGE	WLC (for fall & spring)	DESCRIPTION OF DUTIES

PRINT/SIGNATURE OF SUPERVISOR \_\_\_\_\_ / \_\_\_\_\_

DATE: \_\_\_\_\_

(CHAIR OR DEAN)

**GRANT ACTIVITIES** MUST LIST ALL GRANT-RELATED ACTIVITIES

Base Salary = \_\_\_\_\_

**Indirect Costs**

BRIEF GRANT DESCRIPTION/FUNDING SOURCE	PERCENTAGE OF TOTAL EFFORTS	CONVERSION TO WLC	TOTAL BUY-OUT DOLLARS*	Indirect Costs 15% TO PI	Indirect Costs 10% TO DEPT	Indirect Costs 10% TO COLLEGE	Indirect Costs 35% TO ORSP	Indirect Costs 30% TO E&G	*BUY-OUT DOLLARS ARE USED AS MATCH (yes/no)
#1									
#2									

**Salary Recovery**

BRIEF GRANT DESCRIPTION/FUNDING SOURCE	PERCENTAGE OF TOTAL EFFORTS	CONVERSION TO WLC	TOTAL BUY-OUT DOLLARS*	Salary Recovery 10% TO PI	Salary Recovery 25% TO DEPT	Salary Recovery 25% TO COLLEGE	Salary Recovery 25% TO ORSP	Salary Recovery 15% TO E&G	*BUY-OUT DOLLARS ARE USED AS MATCH (yes/no)
#1									
#2									

FOAP for the above
#1
#2

TOTAL WLC for ACADEMIC YEAR \* (~Aug.16 to ~ May 10)= \_\_\_\_\_  
 \*this should not exceed 30 WLC per year

Print/Signature of Director of ORSP/Grants \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 Print/Signature of Director of Budgets \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 Print/Signature VP/Provost \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Please address all questions to the Director of the Office of Research and Sponsored Programs: 931-221-7881