

ADMINISTRATIVE DIVISION Academic Affairs	POLICY NUMBER 303
POLICY TITLE Course Buyout(s) in Support of Research	
DATE OF REVISION April 10, 2025	
RESPONSIBLE OFFICER Executive Vice Chancellor for Academic Affairs & Provost	ADMINISTRATIVE OFFICE Academic Affairs

PURPOSE

This policy delineates the process by which faculty members may request course buyouts in support of extramural research.

DEFINITIONS

Course Release: Release from instruction granted by the department chair to an individual faculty member. Typically, funding from the department and/or University is not provided to support instructional coverage for course releases. Instructional coverage may or may not be provided by other faculty or temporary faculty. Course release is often *incorrectly* used to reference course buyout(s).

Course Buyout: Release from instruction granted to individual faculty members by the department chair in exchange for funding (provided by the faculty member being released). The funding is used to pay for a substitute instructor (e.g. adjunct faculty). Typically, a course buyout applies when a faculty member pays a portion of their salary from a grant, contract, or other external source.

Institutional Base Pay (IBS): Salary paid to an individual for performance of all professional obligations required by the individual's primary appointment. These professional obligations may include research, teaching, and/or other service activities, and are identified in the individual's appointment letter.

POLICY STATEMENT

The University of South Carolina Beaufort (USCB) supports faculty efforts to secure external research funding. USCB tenured and tenure-track faculty members may request course buyout(s) to free up time for advancing their scholarly work and research endeavors. This policy governs course buyouts from extramural awards which are funded by grants, contracts or other external sources and does not apply to internal awards.

Faculty members seeking a course buyout(s) should confer with and gain approval of the department chair, who is best positioned to assess the impact of the PI's or co-PI's proposed buyout(s) on the department's instructional needs. Externally funded research activity does not obligate the University to provide the course buyout.

PROCEDURE

- The course buyout request must be made to the Department Chair at the time of proposal submission and included in the proposal budget.
- The buyout rate is 7.5% of faculty member's institutional base salary per 3-hour course (2.5% per credit hour).
- Course buyouts shall not exceed 50% of normal faculty teaching load unless approved by the Executive Vice Chancellor for Academic Affairs & Provost.
- A faculty member buying out a course will be expected to participate fully in service and

administrative duties; the buyout is strictly for teaching and must not be construed as approval for a full-time appointment to research.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES
[RSCH 1.08 - Institutional Base Salary](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
April 10, 2025	Updated policy and procedure to reflect current practice; updated format
August 16, 2017	New policy