

**Irving K Barber School guidelines for buying out courses from  
non-UBC funds  
Final version – November, 2006**

**Preamble**

In both terms of the winter session, all faculty members in the Barber School, regardless of rank or position, are expected to take part in teaching, research, and service. The minimum teaching load is one course per term. During the winter session (September through April), faculty members are expected to be regularly available on campus for consultation by undergraduate and graduate students and to take part in academic activities. Faculty members on sabbatical leave are the only exceptions.

Occasionally faculty members have access to funds from granting bodies or other outside sources that can be used to hire a replacement instructor to cover one or more sections of a course. This document describes the policy that will apply to such buy-outs. This policy does not apply to time release for UBCFA executives or for other service within UBC O.

**Proposed Barber School Policy**

If the funds are requested as part of a grant application, the Unit Head and Dean must be made aware, at the time that the application is submitted, that some of the funds will be used for course buy-outs. The application must be accompanied by a statement specifying which courses will be bought out for which term and year, and deal with concerns about the potential effect of the buy-out on students and programs. The signatures of the Unit Head and Dean on the application represent approval of the request for a buy-out of those specific courses.

If faculty members receive unsolicited funds for course buyouts, they will ask their Unit Head to recommend to the Dean that permission be given to buy out one or more courses. If the Head approves, he or she will recommend to the Dean that the request be approved. The recommendation must specify which courses will be bought out for which term and year, and deal with concerns about the potential effect of the buy-out on students and programs.

The Dean will consider buy out requests on a case-by-case basis.

The Heads and the Dean must be given ample opportunity both to consider requests for course buy-outs and, if the requests are approved, to make any necessary arrangements (e.g. hiring replacement faculty). Normally, requests for course buy-outs must reach the Heads at least four months in advance of the semester in which the buy-out would occur.

A buy-out will be granted only to provide extra time for academic research or other scholarly activity consistent with the mission of the Barber School. Writing a text-book, conducting consulting activities, or any activity from which the faculty member stands to benefit financially will not be considered valid reasons for a course buy-out.

Normally, a faculty member will be allowed to buy out no more than one course per academic year. The minimum teaching load, even after the buy-out, will be one course per term.

The amount that a faculty member must budget per course will be set by the Dean in July of each year. The 2006/07 rate per course is \$10,000.

If non-continuing faculty must be hired to cover a course, the Head's and Dean's approval for the buy-out will be conditional on a suitable applicant being hired. If no suitable applicant is found, the faculty member should expect to teach the course.

Faculty members with bought-out courses should be spending as much time on campus and performing as much service as they would normally.