

# UMASS BOSTON FACULTY COURSE BUYOUT REQUEST FORM

This form should be submitted to the Department Chair or Director for review prior to the submission of any proposal for external funding. Once approved and when the funding is awarded, the form should be updated as necessary, and forwarded to the Dean. Once approval is received from the Dean's Office, the signed request form should be attached to a Personnel Action Form (ePAF) which will be routed to the Provost's Office. Requests for fall semester buyouts should be submitted by February 20th. Requests for spring semester buyouts should be submitted by the previous October 20th. Faculty are encouraged to buy out graduate courses first and undergraduate courses second. If requesting access to the salary savings generated by the Course Buyout contact the Provost Office. Click here for full [Faculty Course Buyout Policy](#).

## I. TO BE COMPLETED BY FUNDING DEPARTMENT

<b>Funding College/Unit</b>	<b>Funding Dept/Center/Institute</b>	<b>Amount of Course Buyout Requested (\$)</b>
<b>Employee's Name whose course is to be bought out (Last, First)</b>	<b>Employee Type (Faculty, Staff, NTT)</b>	<b>Employee Funding Unit (Dept/Center/Institute)</b>

Current teaching load:    1:1       1:2       2:2       2:3       2:3

List all assigned courses for the next academic year, indicating which one(s) are included in the buyout request:

REQUESTED FOR BUYOUT?		ACADEMIC YEAR	SEMESTER		COURSE DESIGNATOR	COURSE #	COURSE NAME
Yes	No		Fall	Spring			
Yes	No		Fall	Spring			
Yes	No		Fall	Spring			
Yes	No		Fall	Spring			

**Request Justification / Additional Comments: (required) Attach additional page if necessary.**

## II. SAVINGS:

FUNDING COLLEGE/UNIT	FUNDING DEPT	SPEED TYPE	FUND CODE	Project Start Date	Project End Date	Amount of Buyout

## III. USE OF SAVINGS (to be completed by Chair/Director/Dean):

COLLEGE/UNIT	DEPT	SPEED TYPE	FUND CODE	Project Start Date	Project End Date	Use	Amount

## IV. APPROVALS

<b>Employee to be bought out Name</b>	<b>Signature</b>	<b>Date</b>
<b>Chair or Director Name</b>	<b>Signature</b>	<b>Date</b>
<b>Dean</b>	<b>Signature</b>	<b>Date</b>

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