

**Course Buyout Request Form for Sponsored Research**

As stated in the [SPH Workload Guidelines](https://faculty.wvu.edu/files/d/92709b60-a932-42d3-8f03-29d1d5e763dc/wvu-sph-workload-guidelines-9-12-23_final.pdf) (p3), faculty with extensive research support may, with approval from their departmental Chairperson, request a buyout of teaching assignments of up to two courses per year. The request to buy-out courses must be requested at least one semester in advance of when the buyout is to occur. Due date for all request is May 15. If this date falls on a weekend, it will be the Friday before.

Faculty Name & Title: Click or tap here to enter text.

Today’s Date: Click or tap here to enter text. Department: Choose an item.

**Grant Information**

Please provide your estimated overall external funding for the time period of confirmed awards.

Click or tap here to enter text.

**Workload Information**

Please list your full anticipated teaching load during the award period you are requesting a course buyout. Place a check by the course that you and your department chair have discuss to be your anticipated buy out course.

Please indicate the anticipated term(s) for buyout: [ ]  Fall 20­­­\_\_\_ [ ]  Spring 20 \_\_\_ [ ]  Summer 20\_\_\_

[ ]  Title: Click or tap here to enter text.

Subject Code & Number: Click or tap here to enter text. ; Credits: Click or tap here to enter text.

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Have you worked with your chair to identify a suitable instructor for this buyout? [ ]  Yes [ ]  No

I understand that this buyout reduces the amount of my incentive eligible funds.

Faculty Signature: Click or tap here to enter text.

**Chair Information**

Have you identified someone to cover the course this faculty member is requesting to be released from?

[ ]  Yes [ ]  Not yet

If so, who: Click or tap here to enter text.

Does the EBO office need to prepare an adjunct contract letter for this person? [ ]  Yes [ ]  No

Do you have any additional remarks you would like to make in favor for this request?

Click or tap here to enter text.

Department Chair’s Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

**EBO Budget Verification**

Comments to the Dean for approval: Click or tap here to enter text.

[ ]  Approved [ ]  Denied

Dean’s Signature: Click or tap here to enter text. Date: Click or tap here to enter text.