

BME Teaching and Buyout Policy

Revised March 2024, Effective Fall 2024
(Replaces March 2010 and April 2016 revisions)

This policy provides for equitable expectations and treatment of all BME tenure/ tenure track faculty across the Department, independent of their salary home, as dictated by the BME Charter.

Expected Teaching Load

Tenured and tenure-track research-active faculty members are expected to average teaching two courses every year. Teaching-track faculty members are expected to average teaching four courses every year. There is no expectation for research-track faculty to offer classes in the BME graduate or undergraduate programs.

Faculty with a partial FTE in BME may have a partial course load as negotiated with their Co-sponsoring Department. Faculty Not Meeting Expectations for research and/or service will be assigned a higher teaching load at the discretion of the Chair.

Faculty in departmental leadership positions may have a custom teaching load negotiated with the Chair.

Types of Courses to be Offered

The faculty, as a whole, will offer a mix of undergraduate (sophomore, junior, and/or senior), 500-level graduate, and 700-level graduate courses over each two-year period. Faculty will be expected to offer at least one undergraduate level course each academic year either as part of the College of Engineering-NC State or College of Arts and Sciences- UNC undergraduate programs. Classes of fewer than five students should not be offered. The exception is that in undergraduate programs, required courses generally must be offered even if under-enrolled. Courses taught should be decided in consultation with the Associate Chair of Education (ACE) and approved by the ACE.

Determination of Teaching Effort

Offering dual-level classes (400/500) in the same time period is considered one class for the purposes of teaching effort. Teaching two sections of a course in different time periods will be considered two classes of teaching effort. Contributions to team-taught courses are prorated according to the percentage of teaching performed. The ACE will consult the course director to determine the percentage effort for members of the team if questions arise.

Buyout Policy

The option of course release by 'buying out' of salary from extramural or discretionary funds is possible for all full time BME faculty. Policies for jointly hired or partial FTE faculty are negotiated with the Co-sponsoring Department.

All faculty are responsible for supporting no less than 3 months of their 12 month-equivalent salary from the faculty member's own funding. If the faculty does not have funding to support this, the faculty will either not receive a summer salary (9-month employees) or will have their FTE reduced to 75% (12-month employees).

Buyout from teaching for a single semester each year is contingent upon the teaching needs of the department and requires approval of the chair, in addition to salary support from the faculty.

All faculty will be required to cover 5/12 of a 12-month salary equivalent to be released of one class of teaching.

Buyout from teaching for two semesters in a single year will generally not be acceptable except in extenuating circumstances and is solely at the discretion of the Chair. In these instances, buyout of 2 courses will require at least an additional 3 months (8 months total) of a 12- month equivalent salary.

Salary contributions towards buyout calculations are as follows:

- a. For 12-month employees, single course buyout will require the faculty member to pay 5 months of a 12-month-equivalent salary from other funding sources.
- b. For 9-month employees, single course buyout will require salary support of 2.25 months of the faculty's 12-month-equivalent salary as well as 2.75 of their 12-month equivalent salary to support their summer salary, for a total of 5 calendar months from other funding sources.

Teaching release salary support cannot also be applied for other mechanisms (*i.e.*, release time refund or variable salary).

Paul Dayton, Ph.D., Chair and Head



Lianne Cartee, Ph.D., Associate Chair for Education



Rekha Balasubramanyam, Associate Chair for Administration

