



# RUTGERS

School of Criminal Justice

## **COURSE BUYOUT POLICY**

On considering the views put forward by the Grants Committee 4.22.15 Report, the School of Criminal Justice has initiated the following policy for course buyouts for all members of faculty, regardless of rank, salary or funding source. The policy was set in May 2015 in order to improve the transparency and perceptions of fairness across the faculty.

Releases for course buyouts are negotiated with the Dean. They should be discussed with the Dean before the grant is submitted to ensure that they can be accommodated. Course buyouts are normally used during the period of the grant; requests to carry them forward past the end of the grant must be approved by the Dean. The Dean's office will keep a record of course buyouts funded and used.

**Limit of three course buyouts per year**, outside of very exceptional circumstances with permission of the Dean as follows.

I. Three options:

- a) written into the direct costs of a grant at a rate. The amount provided directly to the school is **\$20,000** for the first course release; **\$25,000** for the second; and **\$30,000** for the third (i.e., grant covers grantee's salary and fringe, and comes directly to the school from the grant);
- b) **OR** for **\$25,000** F&A (Facilities and Administrative Costs\*; AKA indirects) specifically costed and budgeted in a grant for use as course release. These funds come automatically to the school. F&A rates vary across granting agencies and foundations and so some grants will not have the amount needed for a course buy out;
- c) **OR** the salary cost of a current GA position (updated yearly) for a **SCJ graduate student in years one through four** (2021-22: **\$30,162.**). The school will cover tuition (currently \$17,736. in state; \$30,144. out of state) and fees (currently \$4,006.); fringe (currently \$7,549.55 25.03%), and benefits (currently \$2,307.40 for 7.65% FICA and Medicare). A GA position is an academic year appointment (9 months ~15 hours a week).

\* <https://orsp.rutgers.edu/facilities-and-administrative-costs>

NB: The amounts for Option A and C DO NOT include F&A charges that buy-outs, as line items, may incur (grant specific). Course buyouts with more than one investigator will require this amount for each investigator requesting a course buy-out. Buyouts can be reallocated from one investigator to another, with the permission of the Dean and the granting agency.

The course buyout policy is reflective of the general terms and conditions discussed during SCJ faculty meetings. It is intended as a guideline and is subject to change as University policies and procedures are updated moving forward.

- *Policy revised May 3, 2021, effective July 1, 2021*