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 to improve the transparency and perceptions of fairness across the faculty.

Releases for course buyouts are negotiated with the Dean. They must 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 **two** course buyouts per year, outside of very exceptional circumstances with permission of the Dean.

I. Two options:

a) written into the direct costs of a grant. The amount provided directly to the school is based on a percentage of the grantee's base salary: 15% for the first course, 17% for a second, and 19% for, in exceptional cases, a third (grant must also cover the grantee's fringe);

OR

b) the cost of a GA position (updated yearly). For a **SCJ** *graduate student in years one through four,* the cost is limited to the employment salary (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).

For a **SCJ** *graduate student who is passed year 4,* the costs to the grantee are the employment salary, and any tuition, fees, and benefits associated with the position.

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

NB: These amounts 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 March 6, 2023, effective March 9. 2023*