

College of Business Guidelines for Funded Research

This document is intended to provide guidelines to shape conversations with faculty who elect to pursue large grants that involve summer funding and possible “course buyouts.” The university does not have set policies or “formulas” that are followed in addressing grants, summer funding, course buyouts, and any associated effects on faculty workload. Rather, Departments and Colleges are responsible for navigating such issues and determining what is appropriate. The following guidelines are consistent with policies of other Departments/Colleges at CSU and are designed to establish College of Business norms.

Guidelines:

- Faculty who plan to pursue a grant that involves summer funding and the possibility of a course buyout should discuss the implications of the grant with their Department Chair. Furthermore, these faculty members may elect to discuss the grant opportunity with the Associate Dean for Research and Administration.
 - Department Chairs are responsible for establishing faculty workloads, therefore, the implications of grants for faculty workloads should be discussed before the grant is submitted.
- Faculty members should not commit College or Department resources to a grant without prior discussion with the Associate Dean for Research and Administration and/or the Chair of the Department.
- Faculty can receive a maximum of three months of pay during the summer.
- When pursuing grants, faculty normally seek summer funding prior to pursuing any course buyouts. This has the effect of enhancing their income and ensures that faculty are available to teach courses.
 - If a grant involves a buyout of multiple months, 2 or 3 months of summer pay would ideally be allocated prior to consideration of course buyouts.
- If a faculty member is requesting a buyout of a course(s), then the Department Chair and faculty member should consider the following:
 - The typical workload for research active faculty is 50% teaching, 40% research, and 10% service.
 - Any buyout of classes will increase the percentage of the workload allocated to research; therefore, faculty should anticipate a higher research load leading to higher expectations of research productivity.
 - A one course buyout requires 1.5 months of grant funding.
 - A one course buyout will change the typical workload portfolio (referenced above) to 40% teaching, 50% research, and 10% service.
 - The College expects that the pursuit of research grants will contribute to the achievement of the College’s research goals and objectives (i.e., scholarly productivity in high impact journals). Faculty pursuing grants should be sensitive to these expectations given the abovementioned impact on workload portfolios.
 - Buyouts of more than one course requires special consideration given that removing the faculty member from another class changes the workload portfolio to 30% teaching, 60% research, and 10% service. Once again, this increasing research load indicates that a greater percentage of the faculty member’s work is allocated toward research and therefore escalates research output expectations over time.
 - Buyout of a second course requires 1.5 additional months to buy out the second course.
 - Buyouts will not normally exceed two classes in an academic year.