**Texas State University**

**Faculty Incentive for Externally-Funded Sponsored Programs**

**Incentive Type: INSTRUCTIONAL WORKLOAD BUYOUT**

Please use this form to initiate the process for securing INSTRUCTIONAL WORKLOAD BUYOUT incentives described in AA/PPS 03.01.12, Faculty Incentive Compensation for Externally-Funded Sponsored Programs. During the fall and spring semesters, the university implements two types of incentive programs: 1) research incentive with instructional workload buyout and 2) research incentive with no workload adjustment. As per policy you may also choose to secure the NO-WORKLOAD BUYOUT as well. In cases where both incentives are sought in a single semester, both forms must be completed and submitted.

**Faculty Information**

Faculty Name:

Texas State Employee ID:

Department Name:

Start Date of Salary Recovery: End Date of Salary Recovery:

Internal Order:

Indirect Cost Account:

Course Buyout #1 prefix, number, and replacement instructor:

Course Buyout #2 prefix, number, and replacement instructor:

Course Buyout #3 prefix, number, and replacement instructor:

*Note: The number of eligible course buyouts is based on the instructional workload typically assigned to the faculty member.*

Semester base salary:

Recovered salary per semester = .25 per course buyout x semester base salary:

Salary savings available = .35 x recovered salary per semester:

Compensation incentive:

Incentive applied to Indirect Cost Account:

**Approvals**

Department Chair/School Director Date

Dean Date

ORSP Date

Associate Provost Date