**MEMORANDUM**

**DATE:** DATE

**TO:** Dr. David R. Silva

 Dean, College of Sciences

**THROUGH:** Dr. Kelly Nash, Associate Dean for Faculty Affairs

College of Sciences

**THROUGH:** Mike Findeisen, Assistant Dean for Fiscal Administration

College of Sciences

**FROM:** Dr. NAME, Department Chair

 Department of NAME

**SUBJECT:** Course Buyout for Dr. NAME, TITLE

Dr. NAME, ASSISTANT/ASSOCIATE/PROFESSOR of DEPARTMENT, is requesting X course buyout as sponsored research for FALL/SPRING 20XX in accordance with the UTSA HOP 4.07. Dr. NAME currently has a course load of X-X as noted in 20XX workload agreement. The buyout rate is requested to be at 1/Xth of her/his nine-month salary plus overhead which amounts to $XX,XXX for one course to be charged to Dr. NAME’s grant under cost center XXXX. This buyout will allow Dr. NAME to devote necessary time to his/her award.

We are requesting to retain $XXXX in the department to cover the salary of, Dr./Ms./Mr. NTT’s NAME *(if known),* an NTT to teach this course.

I have informed Dr. NAME that faculty requesting course buyouts are not allowed to determine the disposition of those funds and that funds beyond the amount to pay for NTT instruction will be used by the college for other instructional needs.