



Buy-out Request Guidelines

A buy-out involves a tutorial fellow asking the College to agree to reduce their teaching stint, usually in order to carry out a role for their faculty or department. It might also be in relation to a research grant.

Buy-out requests should be submitted, where possible, before 3rd Week meeting of Academic Committee of the term before the buy-out is due to commence and preferably well before that.

In order for the buy-out to be considered the following must be included in an application to Academic Committee:

1. What is the buy-out for?
2. Has the fellow had recent sabbatical leave or research leave?
3. Has the fellow recently had a buy-out? If so was it for University administrative purposes or for research. Is the new request for the same purpose?
4. Is the buy-out cost-neutral to the College? How will the teaching costs be covered?
5. Has the fellow requesting the buy-out provided information on the proposed replacement to cover the buy-out teaching?
6. Has the request been discussed with any other tutorial fellows in the same subject?
7. Is another tutorial fellow in the same subject on leave or been granted a buy-out during the period proposed?

Those with a buy-out should still participate, as normal, with Admissions and other College administrative duties such as committees, attending GB, and acting as a College Advisor etc.

Academic Director
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