

Buy-out Request Policy

The Academic Committee should take the following factors into account when considering buy-out requests:

1. Buy-out requests should be submitted, where possible, before the 3rd Week meeting of Academic Committee of the term before the buy-out.
2. Has the fellow had recent sabbatical leave?
3. Has the fellow recently had a buy-out? If so was it for University administrative purposes or for research (ie is the new request for the same purpose – the Committee should take into account the needs of tutorial fellows to balance their research with department or faculty duties).
4. Is the buy-out cost-neutral to the College?
5. Has the fellow requesting the buy-out provided information on the proposed lecturer to cover the buy-out?
6. Is another fellow in the same subject on leave or been granted a buy-out during the period proposed and if so, will there be enough capacity to run the subject?

Those with a buy-out will still be expected to participate, as normal, with Admissions and other College administrative duties such as committees, acting as a College Advisor, sitting on recruitment panels etc.

Requests for buy-outs for 3 hours or more will normally only be considered if the replacement is funded at Rate C (Stipendiary Lecturer).

APTFs in their first two years in post, and who are taking advantage of the 2-hr teaching reduction, are not eligible for consideration for a buy-out from their department or faculty.

Those in their Initial Period of Office (IPO) will not normally be permitted to have a substantial buy-out.

3 December 2025