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Faculty Association of
the University of Waterloo

FAUW Course Buyout Guidelines

The fundamental principle underlying this policy is that course buyouts are to enable faculty who are performing FAUW service to have the time required to support their work for FAUW; **they are not compensation.** Course buyouts are for those specific instances where the amount of service required for a FAUW-related task exceeds the expected service.

As part of the Memorandum of Agreement, the university administration funds eight FAUW course releases per year. This number is subject to negotiation.

This policy will ensure transparency in the course release process.

Course Buyouts

In addition to the 8 course buyouts funded by the university administration, FAUW funds from its budget several additional course releases.

Most Board roles receive a single course release per year.

- The President receives 3 course buyouts
- The Vice President receives one course buyout
- The Past President receives one course buyout
- The Treasurer receives one course buyout
- Each additional Executive member receives one course buyout
- The Chair of the Academic Freedom & Tenure Committee receives 3 course buyouts
- The Vice Chair of the Academic Freedom & Tenure Committee receives 1 course buyout
- The Chair of the Equity Committee receives one course buyout
- The Chair of the Teaching Stream Faculty Committee receives one course buyout

Principles that govern how FAUW uses course buyout.

FAUW course buyouts are not to be exchanged for cash, applied to previous service, or delayed to future years

- 1) FAUW course buyouts will normally be used to support service in roles
 - a. As chairs of FAUW standing committees as voted upon by the Board
 - b. The Chief Negotiator typically receives two course buyouts in negotiation years as voted upon by the Board

- 2) The roles of President and of Chair of the Academic Freedom and Tenure committee both require substantial outlays of time in FAUW service. Section 2.3.4 of the Memorandum of Agreement indicates that “the Association President's service component shall carry a substantial weight in the overall assessment.”

For both roles, this will typically require FAUW to release the member from several teaching tasks per year. Generally, the President and the AF&T Chair are given three course buyouts each per year

- 3) Approval of course releases are to occur via a vote at a FAUW Board Meeting and noted in the Board Meeting Minutes
- 4) Any scenario outside of the FAUW guidelines will be discussed and voted on at a FAUW Board meeting
- 5) Any role can receive less than the maximum allotment of agreed upon at a FAUW Board Meeting and noted in the Board Meeting minutes.

Approved by the FAUW Board of Directors November 7, 2024

Amended to add Past President April 25, 2025

Amended to add AF&T Vice Chair May 22, 2025

Policy Version Control

Approval Date	Summary of Changes	Approving Body
May 22, 2025	Added AF&T Vice Chair (now receives one course buyout)	FAUW Board of Directors
April 25, 2025	Added Past President (now receives one course buyout)	FAUW Board of Directors
November 7, 2024	New Policy	FAUW Board of Directors