

**Standards of Practice for Replacement Costs (Buyouts)**  
**IDS-IAP: Interdisciplinary Studies/Interdisciplinary Affairs and Partnerships**  
**College of Humanities and Social Sciences**

August 2024

The Associate Dean in IDS-IAP -- in consultation with the CHASS buyout/replacement costs committee and the CHASS Heads of Department -- has set the new “buyouts” or “replacement costs”<sup>1</sup> for faculty who teach and serve in IDS-IAP. **For simplicity and sustainability, we have set a \$7,000 flat rate in IDS-IAP for .10 FTE of effort.**

**1. Course-to-course replacement costs** (for teaching): a faculty member teaches one less course in their home department to teach one additional course in another unit (IDS-IAP). One course is generally the equivalent of three credit hours and .10 FTE on the faculty’s SFR. **We have set a \$7K flat rate in IDS-IAP for .10 FTE for teaching.** This is paid to the home department and there should generally be no adjustment to the faculty member’s SFR in their home department. N.B.: Faculty who are already jointly tenured or TT (50/50 split) between a home department and IDS-IAP are generally not affected by this because their teaching assignment for IDS is considered to be part of their regular load.

**2. Course-to-administrative replacement costs** (for directorship): a faculty member teaches one (or two) less course(s) in their home department to provide administrative leadership in another unit (IDS-IAP), which is commensurate with the scope of the work and size of the program. **We have set a \$7K flat rate in IDS-IAP for .10 FTE and \$14K flat rate for .20 FTE for administrative costs.** This is paid to the home department and there should generally be adjustment to the faculty member’s SFR in their home department.

**3. Administrative stipend** (for directorship): the course-to-administrative replacement costs described in #2 above is generally accompanied by an overload additional compensation to be paid directly to the director and which is commensurate with the scope of the work. **We have set a \$7K flat rate in IDS-IAP for a 9-month stipend and \$10.5K for a 12-month stipend, equivalent to .10 FTE and .15 FTE respectively for an administrative stipend.** There should generally be no additional adjustment to the faculty member’s SFR in their home department.

**4. Course-to-service replacement costs** (for advising or other service): a faculty member teaches one less course in their home department to provide **advising or other service** in another unit (IDS-IAP). This is based on the number of students being advised or served. In CHASS departments, generally 30-35 student advisees is considered to be the equivalent of one course prep (3 credits) per semester and the equivalent of .10 FTE. **We have set a \$7K flat rate in IDS-IAP for .10 FTE for advising or other service.** This is paid to the home department and there should generally be adjustment to the faculty member’s SFR in their home department.

Each time a faculty member is involved in one of these activities, a Memorandum of Understanding will be drafted between the Associate Dean of IDS-IAP, the home department head and the faculty member in question. See the MOU below for more information:

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<sup>1</sup> The CHASS buyout/replacement costs committee proposed a change in nomenclature from “course buyout” to “replacement costs” because this transaction reflects more than just “buying out” colleagues’ teaching skills and efforts.

**Memorandum of Understanding  
Interdisciplinary Studies (IDS-IAP)**

**&**

\_\_\_\_\_  
**(faculty partner)**

**Background and Purpose**

This Memorandum of Understanding (MOU) sets out the terms and understanding between the Interdisciplinary Studies (IDS-IAP) and the \_\_\_\_\_ (faculty partner) in \_\_\_\_\_ (department). The \_\_\_\_\_ (faculty partner) will contribute the following efforts/activity \_\_\_\_\_ to IDS-IAP.

**Funding**

IAP will provide the funds to the partner and/or home department as specified below.

**Funds:** \_\_\_\_\_

**Please check one and specify efforts:**

\_\_\_\_\_ *Course-to-course* buyout (teaching) for: \_\_\_\_\_

(enrollment cap is: \_\_\_\_\_ )

\_\_\_\_\_ *Course-to-administration* buyout (directorship) for: \_\_\_\_\_

\_\_\_\_\_ Administrative stipend (directorship) for: \_\_\_\_\_

\_\_\_\_\_ *Course-to-service* buyout (advising) for: \_\_\_\_\_

\_\_\_\_\_ Additional compensation for: \_\_\_\_\_

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from IDS-IAP and the Partner. This MOU shall become effective upon signature by the authorized officials from IAP and the Partner and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from IAP and the Partner this MOU shall end on the last day of the current semester.

**Specified duration:** \_\_\_\_\_

**Reporting**

The Associate Dean for Interdisciplinary Affairs and Partnerships will evaluate effectiveness and adherence to the agreement and this is contingent upon continued successful on-going annual evaluation.

Contact Information

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Position:

E-mail:

Department head name:

Email:

Denis M. Provencher, Associate Dean for Interdisciplinary Affairs and Partnerships

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Faculty partner)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Department Head)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_