Local Provisions\(^1\) on Teaching Relief (‘buy-outs’) in the School of Physics  
V2.0 – 24/3/14

'Teaching relief' (a 'buy-out') for these guidelines is defined to be a relatively short-term reduction of teaching load for a continuing or contract academic staff member. The resulting teaching load is below the load allocated based on a normal application of the School's workload model (teaching allocation formula). Teaching relief must be supported by funds from outside the School's recurrent budget.

This definition of teaching relief does not refer to:

- allowances made for new staff, allowances for normal administrative roles (in the School or Faculty) or on-going fractional appointments etc. that are normal parts of the teaching allocation,
- relief from marking,
- official duties performed for the University over and above 'routine' duties, such as a major review of university procedures,
- re-entry fellowships that assist staff in their first year back at work after parental leave,
- externally funded research fellowships, although these could be seen as extended Teaching Relief.

Teaching is a key part of the role of any university academic (continuing or contract), including many on primarily research appointments. Teaching Relief is inconsistent with this and also represents an extra administrative and mentoring burden on the School with some potential to disturb the teaching program. **Teaching relief is therefore regarded as a rare and unusual request and would only be approved in exceptional circumstances.**

In all cases of teaching relief:

1. It may not ordinarily exceed one half of the teaching formula points which would otherwise be assigned to the staff member concerned in that calendar year. In other cases it might be more appropriate for the staff member to take leave without pay or arrange a full or partial secondment.

2. 6 months notice of the request must be given to the Associate Head (Teaching & Learning) and any year or unit coordinators affected.

3. Any decision to allow teaching relief, how the relief is managed, including any appointments involved will be the responsibility of the Head of School in consultation with the Associate Head (Teaching & Learning) and the School Management Committee (SMC).

4. An application for a second period of teaching relief will not ordinarily be considered within 3 years of the completion of an earlier period of teaching relief.

5. The cost of teaching relief is calculated on the basis of teaching and administration roles in the Physics workload model, paid at the rate of the staff member’s current salary, including standard on-costs (~28%).

6. Note that this cost refers only to the funds received by the School. There may be other contributions required by the University and/or the School in some circumstances, e.g. when contracts are negotiated through Commercial Development and Industry Partnerships.

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\(^1\) Technically, these are “local provisions” and not a “policy”