

1. Introduction

Teaching is an integral part of the work of UCD Faculty. Temporary teaching replacement (colloquially known as “teaching buyout”) will only be approved where it is necessary to achieve specific strategic objectives, and where funding is awarded for that purpose, preferably on a full replacement basis. A temporary teaching replacement may only proceed with the recommendation of the Head of School and approval of the College Principal. This does not apply to agreed work load practices.

2. Scope

This policy applies to all members of Faculty.

3. Definition

Temporary Teaching Replacement is used to describe a situation where funding is awarded to a Faculty member with the specific purpose of a reduction in teaching hours, generally to facilitate his/her working on a funded project of strategic importance to the university. The Faculty member continues to be paid normally by the School.

4. Policy

A Faculty member may, under certain circumstances, apply for a temporary teaching replacement by buying out specified teaching hours. All other components of their workload, such as PhD supervision, membership of university committees and administrative work will continue on a normal basis.

It is the joint responsibility of the Faculty member and the Head of School to ensure that the delivery of the modules of the Faculty member on a teaching buyout meet the required teaching standards expected by the University.

Time spent on a temporary teaching replacement will not be counted as qualifying time towards Research Sabbatical.

5. Application Process

Heads of School are expected to ensure that the number of Faculty absent in any given academic year does not exceed what is appropriate to the School’s size and needs.

Faculty should discuss the intention to apply for a temporary teaching replacement with their Head of School at the earliest possible opportunity but no later than one semester prior to the commencement intended teaching replacement period. If a Faculty member is applying for a funding opportunity

that may lead to a temporary teaching replacement they must notify their Head of School prior to applying for funding.

All applications for teaching replacement must be approved by the Head of School and College Principal and linked to the Faculty Development Process (when it is activated).

The recruitment of temporary teaching replacement staff will be undertaken according to the relevant University recruitment policy.

6. Policy Revisions

Version	Date	Description	Author
1.0	April 2016	Creation of Policy Approve by the UMT on 8 th November 2016	HR