

FHS honorarium application form and guidelines

Approved by Faculty Executive Council February 2020

GUIDELINES FOR PROVIDING HONORARIA TO GUEST LECTURERS IN FHS UNDERGRADUATE OR GRADUATE COURSES

General principle: Developing a set of criteria for honoraria is important both for fairness and to enable the faculty to maintain a sustainable level of support for these endeavors.

As per SFU policy AD3.17, payment of honoraria is a token of appreciation payment for services with no expectation of remuneration. It must be:

- For work that is not in contravention with any existing collective agreements
- Infrequent in nature
- Paid out in accordance with SFU policies and procedures

Guidelines:

1. Normally, instructors must obtain pre-approval from the Associate Dean, Education in the semester before the scheduled course. The FHS "Request for honorarium for guest speaker" form is available on the website and must be approved before the guest is invited.
2. The use of guest lecturers will be reviewed by the Associate Dean, Education to ensure the guest lecturer reasonably adds value to the course.
3. A minimum contribution of one 50-minute class is required to receive an honorarium.
4. Normally, a maximum of two paid lecturers are permitted within one 13-week (regular session) or one 6-week (intersession) course
5. The regular instructor (regular faculty member, lecturer or sessional instructor) should be in attendance when guest lecturers are presenting
6. Eligible guests will receive an honorarium of \$100 per appearance

Please note:

- Adjuncts at FHS have agreed to provide up to 6 hours of teaching per semester.
- Appearing for guest lectures in HSCI courses is part of the normal load of an FHS faculty member.

FACULTY of HEALTH SCIENCES

REQUEST FOR HONORARIUM FOR GUEST SPEAKER

Faculty member submitting request*: _____

Faculty member's signature: _____ Date signed: _____

Course #: HSCI _____ Course Name: _____

Date(s) of visit: _____

Honorarium amount: \$ _____

*** Please note that requests are due in the semester prior to the speaker's visit, and will be processed once the lecture has been delivered.**

Guest speaker information (you may attach additional information to this form):

Name: _____
(Note: honoraria paid only to individuals, not to organizations. See policy for full details.)

SFU employee: Y/N; If **yes**, employment group: _____

Full mailing address: _____

Phone and/or e-mail address: _____

Topic: _____

Qualifications / skills: _____

Office Use Only

To be completed by FHS Associate Dean of Education or delegate:

Approval: _____

To be completed by applicable Cost Centre manager (Grad or U/G Programs Manager):

Fund to be charged: _____

Approval: _____

Office Note: SIN required for any payment over \$500 (which is well outside of the normal maximum allowed under the FHS Honorarium Policy).