



## Service Honorarium Application Form for Contract Faculty

### Article 14.15 of the Collective Agreement

“The Board shall provide an annual grant of \$20,000 to the Association to support Contract Employees who participate in non-instructional activities. The funding shall be administered by the Association, which shall devise the specific criteria and process for the administration of the funds.”

#### Eligible Activities:

- **Eligible** meetings and activities include, but may not be restricted to:
  - Institutional, academic unit and/or discipline-specific planning meetings and task forces
  - Participation in Faculty and institutional governance;
  - Selection committees;
  - Development and application of academic policies;
  - Revision of academic programs;
  - MRFA-Board Joint Committees and MRFA Committees;
  - University involvement stipulated in the Collective Agreement, such as attending contract faculty hiring criteria development meetings; and
  - External service as a formal representative of MRU.

#### Ineligible Activities:

- **Ineligible** meetings and activities include, but may not be restricted to:
  - Meetings which are part of the normal operation of a department, discipline or program, such as Department Meetings;
  - Meetings directly related to the contract member’s current teaching responsibilities; and
  - Professional development activities, such as sessions offered by ADC.
- Members who are already receiving payment for the non-instructional meeting or activity are not eligible to apply for an honorarium through this fund.
- If you are uncertain of eligibility please submit the form and provide a description of the meeting/activity.

**Funding:** Contract faculty attending eligible non-instructional meetings or engaged in eligible non-instructional activities are entitled to a proportionate amount of the available funds, which will be determined by the number of honoraria requested per academic year. This funding is a taxable benefit and requires disclosure as income. No further documentation will be provided.

**Process:** Contract faculty wishing to request an honorarium should submit this form to the Mount Royal Faculty Association’s Executive Assistant. Funds are distributed annually every May for the prior academic year (May 1 – April 30). The deadline for submitting requests for meetings in the Fall and Winter terms is the last day of the final examination period. The deadline for submitting requests for meetings in the Spring and Summer is August 31.

### Honorarium Request Form

Non-Instructional Activity (with description if required): \_\_\_\_\_  
\_\_\_\_\_

See **Eligible Activities** for which meetings are eligible. If you are unsure as to whether it is eligible, please provide a description of the meeting to assist us in determining eligibility.

Date(s) of Non-Instructional Activity: \_\_\_\_\_  
Date(s) must be within the academic term in which the form is submitted

Contract Faculty Member: \_\_\_\_\_  
Please print legibly

Member Department and Local: \_\_\_\_\_  
Please print legibly

Signature of Faculty Member: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
All honoraria will be delivered to home addresses