



## 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 must **submit this form by the second Friday in May** of each calendar year to the Administrative Assistant of the Mount Royal Faculty Association. Funds are distributed annually every May and cover service work performed for the period of May 1<sup>st</sup> (in the prior calendar year) to April 30<sup>th</sup> (in the current calendar year).

### Honorarium Application 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: \_\_\_\_\_

Contract Faculty Member: \_\_\_\_\_

Member Department: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

All honoraria will be delivered to home addresses