



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Contract Service Honourarium Policy

Category: Member Benefits

Date last Revised: August 24, 2021

I. Overview

In accordance with article 14.15 of the Collective Agreement, the MRFA shall annually allocate \$20,000 in honoraria to contract faculty for eligible activities.

II. Applicable Committee

The MRFA Grants Committee, with the support of the Senior Administrative and Faculty Relations Officer, is responsible for processing Contract Service Honourarium allocations.

III. Authority

The MRFA Grants Committee has the authority to approve allocations within the parameters outlined in the Collective Agreement and in accordance with the forms approved by the MRFA Executive Board.

IV. Eligibility

All Contract faculty members are eligible to apply for this fund.

V. Process

- i. Applications shall be submitted to the Senior Administrative and Faculty Relations Officer by the deadline specified on the application form (<https://mrfa.net/contract-service-honorarium/>).
- ii. Applications shall be compiled and reviewed by the Senior Administrative and Faculty Relations Officer who shall provide a detailed report with recommended allocations to the Grants Committee for review.
 - i. Should any questions arise regarding specific activities, the member or their Chair may be contacted for further information to determine eligibility of the activity.
 - ii. The amount of each individual honorarium shall be proportionate to the total number of eligible activities applied for and the amount of funds available.
 - iii. Due to the variety of time commitments and formats of eligible service activities, activities shall be considered in three-hour increments, where applicable.
- iii. A report detailing the allocation of funds shall be submitted annually to Academic Affairs.

VI. Appeals

Funding Appeals may be submitted in accordance with the Association's Appeals Policy