



Invigilation and Substitution Policy

Category: Payments
Review Cycle: Last revision: 2025 Next Revision: 2028
Policy Sponsor: President

I. Overview

When a Member's required presence for duties relating to their MRFA service role make them unavailable for their teaching responsibilities, they may be authorized by the appropriate committee and/or the Executive Board to engage another Member of the Association to fulfil their teaching responsibilities as required.

II. Authority

Prior Officer or committee approval is required before an individual may make arrangements for an invigilator or substitute.

III. Eligibility

Invigilation and substitution shall normally include, but is not limited to, covering a class or providing invigilation for an exam.

IV. Limitations

When an invigilation or substitution payment is made by the MRFA directly, such service shall not be deemed eligible for Contract Service Honorarium.

V. Rate

The faculty member, whether full time or contract, providing invigilation or substitution shall be compensated at their applicable placement on the contract faculty grid, to be obtained from Payroll, for each hour of coverage provided.

VI. Process

- The applicable committee shall inquire with the Senior Administrative and Faculty Relations Officer regarding available funds from the Committee's budget.
- Following committee approval of the expense, the Member providing the invigilation or substitution, shall provide the required information for payroll processing via this [form](#).
- Payments shall be processed by Association Staff on MRU payroll payment requisition forms and signed off by the President.
- Expenses for Invigilation and Substitution shall come out of the appropriate committee's budget line, where applicable.