

Non-Instructional Activities for Part-Time Faculty

MRFA – Board of Governors Pilot Project 2010-2012

MOU (page 125 CA)

“As a pilot project, the University shall commit over the life of the agreement, \$10,000 per academic year to the MRFA to support part-time faculty who participate in non-instructional activities. The funding shall be administered by the MRFA Executive Board, which shall devise the specific criteria and process for the administration of the funds.”

Eligible Activities:

- **Eligible** 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

Ineligible Activities:

- Committee work which is part of the normal operation of a department, discipline or program is **not eligible** for funding. e.g:
 - Regular department meetings;
 - Coordination, curriculum development and review;
 - MRFA committee meetings, and
 - Professional development seminars.
- Members who are already receiving payment for the non-instructional activity are not eligible to apply for an honorarium through this fund.
- **Incomplete forms will not be considered.**

Funding: Part-time faculty engaged in non-instructional activities that meet the eligibility requirements above are entitled to a proportionate amount of the available funds, which will be determined by the number of honoraria requested per academic term and the funds available for that term. Faculty can apply for up to 10 meetings in the Fall and Winter terms and 5 meetings in the Spring/Summer term. This funding is a taxable benefit and requires disclosure as income. No further documentation will be provided.

Process: Part-time faculty wishing to request an honorarium should submit this form to the Mount Royal Faculty Association’s executive assistant. Funds are distributed within the first week of classes of the term following the term in which the meeting took place. The deadline for submitting requests for meetings in the Fall and Winter terms is the last day of the final examination period in the semester in which the meeting took place. The deadline for submitting requests for meetings in the Spring/Summer terms is August 31. **These deadlines will not be extended for any reason.**

Honorarium Request Form

Description of Non-Instructional Activity: _____
See **Eligible Activities** for which meetings are eligible

Date of Non-Instructional Activity: _____
Date must be within the academic term in which the form is submitted

Part-Time Faculty Member: _____
Please print legibly

Member Department and Local: _____
Please print legibly

Signature of Part-time Faculty Member: _____

Signature of Meeting/Activity Chair & Local: _____
Not needed for GFC meetings as attendance lists are available online

Authorization (President or Treasurer of MRFA exec.): _____
This section will be signed upon receipt in the MRFA offices.

Mailing Address: _____
All honoraria will be delivered to the home address