Appendix J: Instructional Expenses Policy and Form

FHS POLICY ON INSTRUCTIONAL EXPENSES – 2016

The University has two policies (that overlap) related to funds to support teaching in both the graduate and undergraduate programs. GP 10 (Special Fees) provides a list of activities for which units can charge fees to students on a cost-recovery basis for field schools, photocopying of materials such as lab manuals, etc.

see http://www.sfu.ca/policies/gazette/general/gp10.html

The second university policy is AD 3.12 (Supplementary Course Fees). These cover optional/discretionary fees (such as provision of photocopying privileges to students) and mandatory fees. Mandatory fees are those required for successful completion of a course (e.g., field school fees). To recover these costs, the instructor must complete a form (available on the website noted below) that is signed by the Dean. The signed request form must be submitted to the university Advisory Body 6 months prior to the start of the semester in which the fees are applied. The fees covered by these policies are recurring and are associated with a particular course.

see http://www.sfu.ca/policies/gazette/administrative/ad3-12.html

In FHS, all instructors, including limited term instructors, are eligible to apply for funds from the Faculty to support teaching that do not fall under these policies, i.e., are not cost recovery and/or are non-recurring. Funds (up to a maximum of $400 per instructor) will be made available to approved requests on a first come-first served basis until that semester’s funding is spent ($2000), subject to budget availability. All requests must be received by the Associate Dean Education no later than one month before the start of the semester in which funds are to be used, i.e.,

Aug. 1 for fall semester
Nov. 1 for spring semester
Apr. 1 for summer semester

Requests received after these dates will not be considered.

*Eligible expenses include:

- purchase of materials for distribution that are in addition to required or recommended texts and that are not available through Simon Fraser University library or its affiliated libraries in Canada
- videotaping of lectures for flipped classroom
- rental of transportation for class outings if public transit is not feasible
- rental of poster boards from Facilities Management to display posters for course projects
- entry fees for class outings, (e.g., educational film screening)
*Ineligible expenses include:

- books, videos, i-clickers, or other materials that can be accessed via the university library system or are considered part of the required or recommended readings for a course
- payment of student expenses for poster printing, videotaping or software purchases
- costs of public transport
- honoraria for guest speakers (Honoraria are available from a separate fund up to $200 per course; a separate application form is available via FHS Infocentral)
- food/beverages for students/class, e.g., end of semester party
- faculty expenses covered by their professional development allowance (e.g., computer hardware, books)
- costs that fall under GP10 or AD3.12

*These lists are not exhaustive and interested instructors should discuss their requests with the ADE if they are unsure about their eligibility. Instructors are expected to apply for Teaching and Learning Grants for teaching-related technologies that exceed that amounts available from the faculty.

**To apply:**

By the deadline, please complete and send the application form below to the Associate Dean-Education. The form requires the name of the instructor and course plus the following information: a description of the expense, the rationale as to how it will improve the student experience, and whether it is a one-off purchase or continuing expense for the class (maximum 2-pages). In addition, please provide a separate page containing a quote for the requested funds or other information relating to the costs, if applicable (e.g., quote for materials purchase).
FACULTY of HEALTH SCIENCES

REQUEST for REIMBURSEMENT of INSTRUCTIONAL EXPENSES*

Faculty Member: (print) _______________________________________________________

Faculty Member: (signature) ________________________________________________

Course: (name and number) ________________________________________________

Semester: ______________________

Date: ______________________

Total Projected Expenses:  _$_____________

Description of expenses:

Rationale for use:

Estimate or quote for expenses:

Single expense  ○  Ongoing expense  ○

To be completed by Associate Dean, Education and designated authority.

Approval (ADE) __________________________________________________________

Approval (Program Director) _______________________________________________

Approval (Cost Center Mgr.) _______________________________________________

Fund ______________________________

Date ______________________________

* Please note that funds will be processed on a first-come, first-serve basis and are subject to budget availability. All expenses will be reimbursed after original receipts are submitted with a copy of this form.