GUIDELINES FOR PROVIDING HONORARIA TO GUEST LECTURERS IN UNDERGRADUATE OR GRADUATE COURSES

General principle:
The aim is to support interaction between our students, instructors and experienced personnel working in the health community outside of SFU. Developing a set of criteria for honoraria is important both for fairness and to enable the faculty to maintain a sustainable level of support for these endeavours.

Guidelines:

1. Normally, instructors must obtain pre-approval from the Associate Dean, Academic in the semester before the scheduled course. Forms are available on the website and the form must be approved before the guest is invited.
2. The use of guest lecturers will be reviewed by the AD Academic to ascertain whether these guest lecturers expertise significantly adds to the pedagogy of the course
3. A minimum contribution of one 50-minute class is required to receive an honorarium
4. Normally, a maximum of two paid lecturers are permitted within one 13-week (regular session) or one 6-week (intersession) course
5. The regular instructor (regular faculty member, lecturer or sessional instructor) should be in attendance when guest lecturers are presenting
6. Eligible guests will receive an honorarium of $100 per appearance
   - Individuals from not-for-profit organizations qualify for compensation.
   - If the lecturer is an adjunct, there is no compensation
   - If the lecturer is already funded by SFU or another publicly-funded institution (e.g., health authority, university or college), there is no compensation