**FACULTY of HEALTH SCIENCES**

**REQUEST FOR HONORARIUM FOR GUEST SPEAKER**

Faculty member submitting request*: __________________________________________________________

Faculty member's signature: ___________________ Date signed: ________________

Course #: HSCI _________ Course Name: _________________________________________________

Date(s) of visit: _______________________________________________________________________

Honorarium amount: $ __________

* Please note that requests are due in the semester prior to the speaker’s visit, and will be processed once the lecture has been delivered.

**Guest speaker information** (you may attach additional information to this form):

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
<th>(Note: honoraria paid only to individuals, not to organizations. See policy for full details.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full mailing address: ___________________</td>
<td></td>
</tr>
<tr>
<td>Phone and/or e-mail address: ___________</td>
<td></td>
</tr>
<tr>
<td>Topic: _______________________________</td>
<td></td>
</tr>
<tr>
<td>Qualifications / skills: __________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+++

To be completed by FHS Associate Dean of Education or delegate:

Approval: ____________________________________________________________________________

To be completed by applicable Cost Centre manager (Grad or U/G Programs Manager):

Fund to be charged: ___________________________________________________________________

Approval: __________________________________________________________________________

Office Note: SIN required for any payment over $500 (which is well outside of the normal maximum allowed under the FHS Honorarium Policy).

Return completed form to Sheila Falconer (undergrad courses) or Jen Van Rassel (grad courses).
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