

SKHS GUEST LECTURERS and HONORARIUM POLICY AND PAYMENT FORM

POLICY

- (a) Guest lecturers in SKHS courses: Course Instructors may invite guest lecturers to attend their regularly scheduled classes to provide instruction to students in the guest lecturer's area of expertise. The guest lecturer's area of expertise may complement or exceed the specific expertise of the course instructor that will in turn enhance the students' educational experience. These lecturers may be members of the Queen's community not receiving a full-time Queen's salary (excluding sessional adjunct faculty members), members of the Kingston community, or that of the larger academic or professional community. All courses are entitled to a maximum of two (2) guest lecturers in a single term of study, funded through this policy. The course instructor must be in attendance during the guest lecture. The maximum amount to be paid to a guest lecturer in a course is \$150.00.
- (b) Guest lecturers/ presenters for events organized by SKHS faculty and staff members: Faculty and staff members may request an honorarium from SKHS operating funds to support the participation of guest lecturers or presenters at events that support the work of SKHS committees, task groups and/or research programs. These lecturers may be members of the Queen's community not receiving a full-time Queen's salary (excluding sessional adjunct faculty members), members of the Kingston community, or that of the larger academic or professional community. Honorarium amounts will depend on alignment with strategic and academic priorities, the amount of funds available in the SKHS budget, the potential of the speaker to draw a broad audience, and the availability of funds from other sources (e.g., faculty member grants) that will be used to support the speaker's visit. Honorarium will be provided based on the following tiers: (1) Keynote presentation, maximum \$500 honorarium; and (2) Guest presentation and/or panel participant, maximum \$250 for faculty members from other academic institutions, and up to \$350 for non-academic guest speakers (including students).

Funds distributed through this policy are for the provision of honoraria and are not intended to support travel costs for the visiting speaker. Requests for exceptions (e.g., re-allocation of funds to support a gift purchase or expense reimbursement related to travel) should be noted on the application form.

PROCESS

- (a) Guest lecturers in courses: The course instructor will complete the attached application form and submit it to the SKHS Financial Assistant at birchali@queensu.ca. Instructors are encouraged to submit requests well in advance of the lecture date as the funds will be administered on a “first confirmed-first processed” basis. Requests for exceptions to the policy must be approved by the SKHS Director and/or Departmental Manager.
- (b) Guest lecturers/ speakers at events: Faculty or staff members must complete the application form attached and submit it to the SKHS Department Coordinator and Assistant to the Director at skhs.admin@queensu.ca. Applications will be accepted on a rolling basis and will be reviewed at the monthly SKHS Admin Academic Committee meeting. Applicants are encouraged to submit requests well in advance of the event date as the funds will be administered on a “first confirmed-first processed” basis.
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Guest Lecturer and Honorarium Application Form

Applicant: _____

* Course Code/ Title and Term (if applicable) _____

Presentation Date: _____

Guest Lecturer's Name: _____

Guest Lecture's Title/ Organization (if applicable): _____

Guest Lecturer's Mailing Address: _____

Guest Lecturer Email: _____

Amount requested: _____

Proposal (~100-250 words): Provide a brief description of the lecture/ presentation topic, a brief biography of the speaker and a brief explanation of the interest of the topic to either the course or the event* (*for events, please also provide a brief description of the intended audience).