

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

RELEASE & HONORARIUM POLICY

1. The Association Board recognizes the contributions of members towards the leadership and governance of the Faculty Association. At times, it is appropriate for faculty members to receive release or an honorarium for service to the Faculty Association.
2. Board Members and Committee Members (with the exceptions below) will be acknowledged for their service to the Association as per Article 12 of the Collective Agreement and will report service to the Faculty Association on their annual report. Normally, they will not receive release or honorarium.
3. Honorarium is only for members whose appointment types do not include service as part of their workload responsibilities.
4. Honoraria will be paid at the end of the service commitment. If a member does not attend 50% of the meetings requiring attendance, the honoraria may be 50% of the original amount. This will be determined by the Board.
5. Honoraria will be determined by the Executive Director of the Faculty Association from a schedule approved by the Executive Committee.
6. Release may also be payment to the University for replacements/substitutes to release a member from specific responsibilities or calendar dates.
7. Normally, members receiving course release will, at a minimum teach one course in the fall or winter semesters or, for non-instructional faculty, maintain a workload including at least 20% of professional practice or workload responsibilities.
8. Should a member be unable to continue or resigns during the semester of which they received a course release, the course release will be deemed to have been taken. Should a member be unable to continue or resigns before a course has started the course release will be rescinded and the member will be expected to teach the course.
9. Course release cannot be exchanged for cash payment.
10. Executive Committee members will be provided course release every academic year. The amount of course release will be determined by the Executive Committee and will be approved by the Board.

11. A President's course release may extend up to one academic year after their term is completed to enable them to reinvigorate their research, teaching, professional practice or workload responsibilities and will not exceed 2 course releases for the academic year.
12. Members who serve on the Faculty Association Negotiations Committee will be provided course release or honoraria for their service to the Faculty Association.
13. The Faculty Advocate and Board of Governors Representative will be provided course release of 1 course per semester.
14. Release and honoraria must be reported yearly to the membership by the Secretary-Treasurer at the Faculty Association's Annual General Meeting.
15. The Faculty Association will submit a course or professional practice release request to the Provost for release of members for the upcoming academic year every June.
16. The Faculty Association shall adhere to Article 7 in the Collective Agreement with respect to release time.
17. The Board shall ensure this policy is reviewed, and revised as necessary, and at minimum every two (2) years.

Effective: September 2017

Amended: April 2014, February 2015, August 2017

Related Documents: Release Time Procedures