



## CHS Lived Experience Honoraria Policy

<b>Classification</b> Academic Operations	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope..... 2 3 Policy Statement ..... 2 4 Related Information ..... 2 5 History ..... 2
<b>Approval Authority</b> Department Head	
<b>Implementation Authority</b> Department Head	
<b>Effective Date</b> March 30, 2022	
<b>Last Revision</b> March 29, 2022	

### 1 Purpose

The Department of Community Health Sciences is committed to providing excellent student experiences in the Department’s training programs. Lived experiences play a vital role in the instruction and delivery of concepts in the classroom. Students have indicated very positive learning outcomes are a result of first hand perspectives that support the concepts they are learning. However, engaging with a class does take time and compensation is a crucial component of ethical engagement with those with lived experiences. The Department has created an honorarium to support faculty with incorporating a lived experience guest speaker into their lesson plans. Accessing the honorarium and the guidelines for its use will be addressed in this policy.

The purpose of this policy is to ensure:

- a) support for all teaching faculty in Community Health Sciences teaching MDCH graduate courses who wish to invite a guest speaker to discuss their subject-relevant lived experiences in the classroom;
- b) compensation for guests with lived experience who are invited to speak;
- c) alignment with the approved procedures, by the Associate Vice-President (Finance), for the distribution of honorarium funds related to guest speakers in the classroom;
- d) prudent and judicious use of Department funds; and
- e) compliance with accounting and reporting regulations.

- 2 Scope** This policy applies to honoraria related to:
- a) Lived Experience guest speakers invited to provide their perspectives in classes within the MDCH Graduate Training Program.
- 3 Policy Statement**
- General**
1. Departmental (and by extension University) Funds may be used for Lived Experience Honorariums when:
    - a) The guest speaker’s lived experience directly supports the subject matter or concepts being taught in the classroom;
    - b) The content can be defined as relevant and appropriate as related to the subject matter being taught;
    - c) Properly processed (i.e. guest speaker information provided to the Department Head’s Executive Assistant for processing; Please note: honoraria will only be processed **after** the presentation has been completed); and
    - d) Approved by an Authorized Approver.
  2. One Lived Experience Honoraria of \$300.00 per MDCH Graduate Course offering will be provided annually.
- Policy Review and Revision**
3. Policy will be reviewed and revised on an annual basis in alignment with the Department’s fiscal situation, program needs and usage, and the procedures attached to this policy.
- 4 Related Information** [Visitor Health and Safety Standard](#)  
[Code of Conduct](#)
- 5 History**
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| March 24, 2022 | Policy drafted and submitted for review. |
| March 29, 2022 | Revised and approved.                    |