



**Faculty of Medicine and Health Sciences
Guidelines for One-Time Payments and Supplemental Teaching Payments
Approved by Deanery Executive: December 16, 2022**

This document is meant to clarify existing University policies and expectations as they relate to one-time payments from McGill units to McGill faculty members.

Tenure Track and Tenured Academic Staff:

Full-time tenure track and tenured academic staff are expected to be active in all three spheres of academic activity: teaching, research, and service to the academic community. The time committed to formal classroom teaching by each faculty member is determined by the Chair/Director of the department/school, based on what is needed to deliver the curriculum, amongst other criteria. Formal classroom teaching may be done in the faculty member's home department, or in other departments within the Faculty or in other Faculties at McGill University. All teaching at McGill is recognized at the time of the annual performance evaluation and during the academic salary policy exercise. Generally, faculty members should not be receiving compensation for their McGill teaching contributions in addition to their regular salaries.

Guest speaker invitations within the McGill community are part of a faculty member's regular academic duties. Faculty members should not be receiving additional compensation for giving invited lectures within the McGill community.

Faculty members may receive compensation for consulting activities, in accordance with the University's [Regulation on Consulting and Similar Activities by Academic Staff](#). McGill staff cannot consult for McGill University.

Clinical tenure track and tenured academic staff may receive compensation for their role as Osler Fellows.

Ranked Contract Academic Staff (CAS):

Ranked Contract Academic Staff are expected to be active in at least two of the three spheres of academic activity: teaching, research, and service. Ranked CAS (Research) faculty members who hold nil-salary ranked appointments at McGill but receive a salary from a McGill-affiliated research institute generally should not be receiving compensation for their McGill teaching contributions in addition to their regular salaries. Ranked CAS (Clinical) members and ranked CAS (Professional) members who hold nil salary ranked appointments may receive compensation for their academic work.

Part-time, salaried ranked CAS members may receive compensation for academic work that is not within the scope of their McGill paid work.

The amount of compensation should be equitable for similar work, regardless of the payor.

Supplemental Teaching Payments may be appropriate when a ranked academic staff member is teaching above and beyond their usual teaching load. The approval of the Vice-Dean is required before such commitments are made. This applies to tenure track, tenured and salaried, ranked Contract Academic Staff.

Unranked Contract Academic Staff:

Academic Associates who are salaried by McGill University may receive compensation for teaching activities that are outside the scope of their regular academic duties with an MCLIU contract for credit courses.

McGill Course Lecturers and Instructors (MCLIU) Staff:

MCLIU staff may receive compensation for academic work that is outside of the scope of their MCLIU teaching contract(s).

Retired Academic Staff:

Faculty members who held full-time, salaried appointments during their career who retire and are receiving a pension from McGill University should generally not receive additional remuneration for academic work after official retirement from the University. Exceptions require the approval of the Vice-Dean, Academic Affairs.

Overhead:

Where compensation is permitted and the source of funding is external to the University, an overhead charge of 3% will be assessed by the Faculty of Medicine and Health Sciences to cover administrative costs associated with One-Time Payments.

Prizes:

Compensation linked to recognized prizes is permissible.

Special Considerations:

Exceptions to these guidelines may be permitted, if well-justified. For example, an exception may be the development of a new, revenue-generating programme. The approval of the Vice-Dean is required before such commitments are made.