TERMS OF REFERENCE

THE HOOKER DISTINGUISHED VISITING PROFESSOR TRUST FUND

Policy

The Faculty of Health Sciences is allocated funds each year from the Hooker Trust Funds. The purpose of these funds shall be to bring to McMaster University distinguished scholars and guest lecturers who will stimulate educational or research programs and further the development of high standards at McMaster University. These individuals will address a broad audience of students (undergraduate and/or graduate).

The allowable costs which may be covered through these funds includes an honorarium (up to $2,000), accommodations for up to 2 nights stay capped at $129 per night plus meals, airport transfers and economy airfare, with the total of all cost not to exceed $3,500. All other costs are the responsibility of the department/school.

Procedure

1. The recommendation of a Hooker Distinguished Visiting Professor shall be made by departments/schools in the Faculty of Health Sciences (see "Hooker Distinguished Visiting Appointment Recommendation"). A call for proposals will be circulated annually before the start of the fiscal period for visits in the following academic year. Proposals should be directed to the Dean via the Faculty Relations office (HSC 2J1A), at least two months before the date of the anticipated visit. (Four months for a non-Canadian)

2. Selection of the Visiting Professors shall be the responsibility of the Dean or his/her delegate, subject to the final approval of the Faculty Appointments Committee, based on the funds available, the number of requests received and taking into consideration the suitability of the candidate.

3. Once approved by the Faculty Appointments Committee, the President will send a letter to the Visiting Professor to formally invite and appoint the individual as a "Hooker Distinguished Visiting Professor".

4. All expenses of the visitor must first be paid by the department/school and once supporting documentation is received by the Finance Office, the departmental/school account will be reimbursed via journal entry for the honorarium, airfare and expenses (accommodation and meals).

Other Issues

Honorariums paid to individuals not resident in Canada are subject to Canadian income tax withholding (usually 15%) at the time of payment. Canadian tax laws allow the withholding of income tax to be "waived" if prior approval is received by Revenue Canada. To enable the waiving of tax withholding, a “NON-RESIDENT TAX WAIVER APPLICATION” should be partially completed and forwarded, to Human Resources so that it may be sent to the individual with the letter from the President. The University will not withhold income tax if the completed and authorized waiver accompanies the payroll form.

Office of the AVP Academic
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