

**Faculty Honorarium Plan**  
**Token Request for Academic Year 2019-2020**

The Faculty Honorarium Plan is a credit system, whereby faculty accumulate tokens for various activities identified as undergraduate research and creative activity. When faculty accrue a set number of tokens, they can “cash-out” their honorarium for one of three options: a monetary stipend, professional development funds for research and/or travel, or a course reduction. For details: <https://drive.google.com/file/d/11pj2f9myKlQgfKiXDIAAnHBXuYVtCHBy-/view>

Faculty are responsible for self-reporting their activities to the OURCA office through the Academic Director of Undergraduate Research and Creative Activity each year. **Faculty must complete this form in its entirety and attach required documentation in PDF format.** You may add additional lines and items under each category as needed.

**Please submit this form and all documentation in ONE PDF file saved as your name AY1920 (i.e., MICHAELA MEYER AY1920.pdf).** The deadline for the completion and submission of this form is **end of business Friday, September 18th, 2020.** Token submission requests will be reviewed and formal notification of token accrual will be distributed to faculty from the OURCA office by Friday, October 16th, 2020. At that time, faculty eligible for cash outs will have until Friday, November 13th, 2020, to make their selection and process paperwork for the cash out.

Prior to beginning your report, please review the exclusions and parameters for submission.

**The following activities are defined as ineligible for submission:**

- Activities that are part of a faculty member’s contractual obligation to the university (i.e., teaching/instruction).
- Activities that are defined as parts of pillars other than undergraduate research and creative activity (i.e., study abroad, internships, community engagement). This includes internship and practicum courses.
- Activities where faculty members are already compensated in some form (i.e., external grant).

**Within the token system:**

- Faculty members may only count activities performed/completed within the immediate past academic year (similar to the AR process).
- Faculty members can accrue up to 18 tokens in any given year.
- Faculty members may count an individual student only once per academic year with the highest value activity counted.
- When a student is mentored by multiple faculty members, mentors must split tokens.
- When faculty members or students collaborate on a project/publication/performance, the end result can only be counted once for tokens.
- Similarly, faculty members requesting tokens for independent studies will only be awarded tokens per course syllabus, not individually enrolled students.

**Any questions or inquires regarding the FHP and token accrual should be directed to**  
**Dr. Michaela D.E. Meyer, Academic Director of Undergraduate Research and Creative Activity at**  
**mmeyer@cnu.edu / 757-594-7495.**

**Faculty Honorarium Plan  
Token Request for Academic Year 2019-2020**

**FACULTY MEMBER:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**Please indicate if you completed a 4-token activity with student(s):**

**Mentoring a Summer Scholar**

\*Documentation Needed: PDF of acceptance letter from OURCA office for Summer Scholars.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

\_\_\_\_\_  
\_\_\_\_\_

**Co-Authoring Publication/Performance with a Student in a Peer-Reviewed Outlet**

\*Documentation Needed: Evidence of publication/performance completion (i.e., copy of journal article, video recording of performance).

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please indicate if you completed a 3-token activity with student(s):**

**Co-Authoring Research/Creative Activity presented by a Student at a National/International Conference/Performance Venue.**

\*Documentation Needed: PDF of printed program/venue that indicates date and time of the presentation/performance.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Conducting a 3-credit Independent Study with a Research or Creative Activity Focus**

\*Documentation Needed: PDF of Independent Study Syllabus clearly articulating a focus on research and creative activity.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Please indicate if you completed a 2-token activity with student(s):**

**Co-Authored Research/Creative Activity presented by a Student at a Regional/Local Conference/Performance Venue.**

\*Documentation Needed: PDF of printed program/venue that indicates date and time of the presentation/performance.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Mentoring Research/Creative Activity presented by a Student at a National/International Conference/Performance Venue.**

\*Documentation Needed: PDF of printed program/venue that indicates date and time of the presentation/performance.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Mentoring a student for the full-year Research Apprentice Program (RAP)**

\*Documentation Needed: PDF of acceptance letter from OURCA office for RAP.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Conducting a 2-credit Independent Study with a Research or Creative Activity Focus**

\*Documentation Needed: PDF of Independent Study Syllabus clearly articulating a focus on research and creative activity.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Mentoring a Student to Publish/Perform in a Peer-Reviewed Undergraduate Outlet**

\*Documentation Needed: Evidence of publication/performance completion (i.e., copy of journal article, video recording of performance).

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Please indicate if you completed a 1-token activity with student(s):**

**Sponsoring a Student Presentation at Paideia**

\*Documentation Needed: PDF of acceptance letter from OURCA office for Paideia.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Mentoring a Student for a Research LENS Grant**

\*Documentation Needed: PDF of acceptance letter from OURCA office for Research LENS.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Mentoring a Student for the one-semester Research Apprentice Program (RAP)**

\*Documentation Needed: PDF of acceptance letter from OURCA office for RAP.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Mentoring Research/Creative Activity presented by a Student at a Regional/Local Conference/Performance Venue.**

\*Documentation Needed: PDF of printed program/venue that indicates date and time of the presentation/performance.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---

**Conducting a 1-credit Independent Study with a Research or Creative Activity Focus**

\*Documentation Needed: PDF of Independent Study Syllabus clearly articulating a focus on research and creative activity.

Number of Students Mentored: \_\_\_\_\_

Name(s) of Student(s):

---

---

---