

## College of Education Honorarium Policy

### 1 OVERVIEW

This policy seeks to define and document the procedures relating to Honorariums in the College of Education.

### 2 DEFINITIONS

An honorarium is a one-time payment made to an individual who is not an employee of the University, for a special and non-recurring activity or event for which a fee is not legally or traditionally required. If payment is negotiated and agreed upon, it is considered a contractual agreement, and should be processed as a payment for contract, not an honorarium. Honoraria are typically paid to persons of scholarly or professional standing with the intent of showing goodwill and appreciation for their participation in events such as public address, oration, participation in a panel, seminar, artistic event, or debate.

### 3 REQUIREMENTS

To be classified and paid as an honorarium, all the following requirements must be met:

- Payment is to an individual, business, corporation, partnership, etc.
- Payment is not negotiated between the inviting faculty, staff or administrator and the individual
- There is no contractual obligation or agreement
- The individual did not set the payment amount

Examples of honoraria payments:

- Guest Speaker or Presenter who is not charging a fee for their service
- Participation as a judge or panel member who is not charging a fee for their service
- Artistic performer who is not charging a fee for their service

Examples of non-honoraria payments:

- A payment is not treated as an honorarium if the payment is for specified services rendered by an independent consultant, CSU or CSU Auxiliary employee, or vendor.
- Vendor sets and/or negotiates the payment amount for service

### 4 WHERE DOES FUNDING COME FROM FOR HONORARIA?

Department base budget allocations for independent contractors are based on FTEs. Each summer the College Academic Resource Manager (ARM) will give Department Chairs their budget amount for the academic year. Departments may also use existing indirect cost funds or CERF funds to support honoraria in ways appropriate to each funding source.

Department Chairs will add honoraria budgeting to their fall department meeting agendas and will devise an internal budget and plan for how faculty and staff may request to use those funds for honoraria. Departments will decide on honoraria amounts based on the service provided as well as funds available for this purpose.

### 5 HOW TO PROCESS AN HONORARIUM

Honoraria that use stateside, base budget funding to pay the guest as an independent contractor will need to be processed stateside through procurement. Individuals who receive honoraria cannot also be separately compensated by the campus for their travel to the campus for their event; hosts should consider costs of travel in the final honorarium total when using stateside funds. The independent contractor paperwork must be filed and approved at least two weeks before the guest presents.

Honoraria that use grant funding, indirect costs, or philanthropic dollars through Toro Auxiliary Partners (TAP) will need to be processed using TAP forms and processes. TAP paperwork must be filed and approved at least one week before the guest presents.

## 6 OTHER METHODS OF SHOWING APPRECIATION

If you do not have funds to offer an honorarium to a guest speaker, other options to consider include:

- College-branded promotional products (swag)
- Lunch or dinner before or after an event (all [CSUDH hospitality guidelines](#) must be followed)
- Social media posts and/or flyers celebrating the speaker's event