

**666-0 Policy**

Academic appointees may receive honoraria for lectures and similar services in accordance with this policy.

**666-4 Definition**

An honorarium is payment (generally not required) by the University to an academic appointee for *occasional* lectures and similar public appearances beyond normal academic responsibilities to the University. Such service (though possibly related to normal responsibilities) falls outside the appointee's normal academic responsibilities due to the nature of the work or where it is performed (e.g., delivering an occasional lecture at a campus other than the home campus). More than occasional teaching at a campus other than the home campus is covered by a multi-location agreement. Honoraria may be paid only under the conditions described in Section 666-8 below.

**666-8 Types of Honoraria**

**a. Seminars, Lectures or Campus-Sponsored Program Reviews**

Academic appointees may receive honoraria for seminars, lectures or UC-sponsored program reviews when these activities occur on any campus or location of the University, other than the campus or location at which the appointee normally serves.

**b. University-Sponsored Conferences, Panels and Concerts/Creative Works**

Academic appointees may receive honoraria for concerts or other creative work or for University-sponsored conferences and panels when these activities occur on any campus or location of the University, including the campus or location at which the appointee normally serves.

**666-14 Eligibility**

Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from honoraria. See [APM - 670](#), Health Sciences Compensation Plan, for additional information on the Plan.

**666-16 Restrictions**

Academic appointees should not receive honoraria for activity relating to departmental personnel actions or *ad hoc* committees, service on thesis committees or service on campus or systemwide committees.

**666-18 Amount**

- a. There is no set dollar amount for honoraria as defined in this policy. The honorarium may be subject to negotiation in each case but may not exceed an amount stipulated periodically by the Provost and Executive Vice President and published as part of the Academic Salary Scales.
- b. Total annual honoraria under this policy may not exceed 10 percent of the appointee's annual base salary.

**666-20 Reimbursement of Expenses**

An academic appointee may be reimbursed for allowable expenses<sup>1</sup> incurred in the performance of services under this provision on campuses of the University other than the campus or campuses on which the appointee normally serves.

**666-22 Funds**

Compensation may not be made from State funds, but is permitted from gifts, endowments, contracts and grants with specifically budgeted provisions for such honoraria, Chancellor's discretionary funds or similar sources.

**666-24 Authority**

- a. The Chancellor has authority to make exceptions and to approve honoraria.
- b. If the activity related to the honoraria occurs on a campus other than the campus or campuses on which the appointee normally serves, the Chancellor of the sponsoring campus must notify the home campus of the activity in advance of the activity being performed. The home campus must confirm that the academic appointee is eligible to receive the honorarium prior to payment.

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<sup>1</sup> See Business and Finance Bulletin G-28 for guidelines related to reimbursement of business and travel expenses.  
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- c. When the activity related to the honorarium occurs under the sponsorship of a major Department of Energy Laboratory, the home campus must be notified of any honorarium prior to payment.
- d. It is the responsibility of the home campus to monitor the total annual compensation paid for services in accordance with this policy.