

Statement on Honoraria Paid to Faculty (June 13, 2016)

The Dean's Office frequently gets questions about honoraria or requests to pay honoraria where there appears to be a lack of familiarity with existing policies and procedures. This is a reminder that the Faculty of Education [Guidelines for Faculty Workload Planning](#) provides guidelines which stipulate that:

- We are making reasonable efforts to ensure that all full-time TT faculty members have opportunities to include, sustainably, in their salaried workloads the kinds and scope of teaching, scholarly activity and service activities that are expected as members progress in their careers.
- Department Heads are ultimately responsible for ensuring a fair distribution of work within Departments while the Dean is responsible for ensuring a fair distribution of work across the Faculty.
- Any overload workload assignments that result in payments in addition to faculty salaries (teaching or administrative duties that exceed the expected load of a member) **must be approved in advance** by the Head and Dean (or Senior Associate Dean, Administration and Innovation).
- We are taking steps to eliminate shadow economies where only some employees get revenues additional to salaries for particular kinds of work.

In addition to the above Workload Guidelines, there is also a [UBC Honorarium policy](#) that adds further elements to the Faculty of Education Workload Guidelines, specifically, that in the case of any payments that are in addition to salaries, that:

- **All honoraria must be approved in advance** by the Head and Dean (Senior Associate Dean, Administration and Innovation in the Faculty of Education).

Please make sure that in any plan to allocate honoraria or overload payments in addition to full-time salaries from University funds or funds that flow through the University, that: (i) these approvals are sought in advance and that (ii) where appropriate, there are not honoraria at stake since the available work is clearly articulated as Service, or on-load Teaching or Administration, so that (iii) we are not entering into enabling either unsustainable additional expenses or secondary economies that typically are not transparently managed.

Please see links below for additional information.

Guidelines for Faculty Workload Planning: http://resources-educ.sites.olt.ubc.ca/files/2013/08/Guidelines-for-Workload-Planning_5_March_2014.pdf

UBC Honoraria: <http://www.hr.ubc.ca/compensation/salary-administration/honoraria/>