Faculty of Education Policy on Honorarium Payments to Full-time Faculty Members

An honorarium is a payment to a faculty or staff member for work that is above and beyond what is typically covered by their regular salary. Honoraria are one-time payments and are not paid on an ongoing basis.

As stipulated in the Faculty of Education Faculty Workload Policy, we make reasonable efforts to ensure that all full-time tenure stream faculty members and Lecturers have opportunities to include, sustainably, in their salaried workloads the kinds and scope of teaching, scholarly activity/educational leadership and service activities that are expected as members progress in their careers and/or when they are reviewed for merit awards.

To ensure a fair distribution of work and compensation across the Faculty, we are taking steps to eliminate shadow economies where only some employees get revenues additional to salaries for particular kinds of work.

This Policy covers all honorarium payments to tenure stream faculty members and Lecturers:

1. Any overload assignments (teaching, research, educational leadership or administrative duties that exceed the expected load of a member) that may result in payments in addition to the faculty’s salary must be approved by the Head/Director who communicates such an approval with a rationale to the Dean (or the Dean’s designate) PRIOR TO the overload assignment being carried out. The Head/Director’s rationale is then reviewed by the Dean (or the Dean’s designate) who will provide a response in writing, to the Head/Director.

2. Such pre-approvals from the Head/Director and the Dean, as well as the rationale, must be documented in writing with a copy to the Director of HR, in the Dean’s Office for records.

3. Depending on the unit’s operational and instructional needs, the Head/Director may request/approve that an overload assignment which carries with it one or more course release be “banked” – that is to say, be carried forward to the faculty member’s workload next year, in which case, no honorarium payment is required.

4. Honorarium payments for overload are typically credit-based unless otherwise agreed upon between the faculty member and the Head/Director, in consultation with the Dean (or the Dean’s designate). The current overload rate is $5,500 per 3-credit (which may be pro-rated for work that is worth of a different number of credits).

5. Faculty members are strongly advised to consult with the Office of Research in Education (ORE) and also with the Director, HR, when developing a budget for a grant application in order to fully understand all eligible HR/payroll-related expenses for the grant funding including teaching buyout, salary off-setting, or top-up payments, and how such expenses are administered in the Faculty.

6. In cases where a faculty member’s research grant has a budget to cover a

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3 The Faculty’s overload rate is subject to change.
portion of the PI/Co-PI’s salaries, this portion of the grant shall be used to off-set the PI/Co-PI’s salaries paid by the Faculty, and to proportionally reduce the PI/Co-PI’s teaching responsibility to allow them to devote more time to the research project(s) funded by the grant.

6.2 Normally, teaching releases through grant-related funds will be allowable only to a maximum of 50% of a faculty member’s standard teaching load and must be approved, prior to the submission of a grant proposal, by the Head/Director with a copy of the Heads/Director’s approval provided in writing to the Director, HR, in the Dean’s Office. Such funds shall NOT be paid to the PI/Co-PI as honoraria.

7. 7.1 In cases where a faculty member’s research grant provides a budget item as a “salary top-up” for the PI/Co-PI, the faculty member must first seek approval from the Head/Director, who will in turn seek approval from the Dean (or the Dean’s designate), of the “over-and-above” research load and the top-up amount, PRIOR TO the submission of any grant proposal that includes a budget item related to “over-and-above” research work being carried out.

7.2 A faculty member’s request for a grant-funded salary top-up requires a detailed rationale as to what research related activities will require more than the typical 40% of workload for faculty members in the Professoriate stream for research work.

7.3 Normally, a grant proposal including such a salary top-up honorarium will be allowable only to a maximum of 10% of a faculty member’s full-time salary.

7.4 Such pre-approvals from both the Head/Director and the Dean, as well as the rationale, must be documented in writing with a copy to the Director of HR, in the Dean’s Office.

8. No faculty members within one workload year should receive both the teaching release AND overload honoraria/”salary top-up”. Only one or the other is permitted.

9. Payments for approved honoraria are processed as One-Time Payments in Workday after the assignments are completed. Pre-approvals from both the Head/Director and the Dean must be uploaded to the Workday BP when the honoraria are processed.

10. Honorarium payments are taxable (including income tax, CPP, EI and WCB) but do not attract pension or benefits.

Please see links below for additional information:

- **Faculty of Education Faculty Workload Policy**: https://faculty-staff.educ.ubc.ca/policies-procedures/
- **UBC Honoraria**: https://hr.ubc.ca/working-ubc/salaries/faculty-salaries/faculty-honoraria-and-administrative-stipends