
Procedure: Honoraria for Guest Speakers

Reference No.: 3.6

Authority: College President

Cross Reference: Policy 1.1

Approved: November 2, 1994

Revised:

When guest speakers are utilized to enhance classroom presentations or for other appropriate educational purposes, honoraria may be paid from budgeted "expenses." A guest speaker for purposes of this procedure is any individual not employed by the college on a full-time or adjunct basis. The following guidelines apply:

1. Guest speakers will ordinarily be paid up to \$40 for class-length presentations.
2. For unique situations and with the recommendations of the Department Chairperson/Director/Dean and the approval of the Divisional Dean and Executive VP and CAO higher honoraria and/or travel expenses may be paid.
3. Under normal circumstances, guest speakers should not be related to the course faculty member.
4. An "Honorarium Request" form must be completed by the sponsoring faculty member and submitted one week prior to the presentation. Each request must be approved by the appropriate Department Chairperson/Director and the Divisional Dean prior to the presentation. Request forms are available in the Divisional/Department offices.
5. Guest speakers will be required to sign a voucher which will be prepared by the Divisional Dean prior to the College initiating payment.
6. Broome County employees who are guest speakers will be paid an honorarium provided their presentation is made outside their normal work schedule.