

Procedure:	Honoraria for Guest Speakers	Procedure No.:	AA4015.1
Authority:	College President	Associated Policy Reference No.:	AA4015
Procedure Owner:	Vice President for Academic Affairs	Responsible Party:	Academic Affairs
Approved:	11/2/1994		
Revised:	March 12, 2024		

Purpose

The purpose of this procedure is to provide the process for paying an honorarium for guest speakers in the classroom.

Statement of the Procedure

When guest speakers are utilized to enhance classroom presentations or for other appropriate educational purposes, an honorarium of up to \$45 may be paid from budgeted "funds." The faculty member should get approval from the department to ensure that there are departmental funds to support the request. A guest speaker, for purposes of this procedure, is any individual not employed by the college on a full-time or adjunct basis. [Purchasing guidelines](#) will be followed.

Related Policies (by number)

AA4015 Honoraria for Guest Speakers

To Whom it Applies (title or department)

SUNY Broome faculty

Definitions

For purposes of this procedure, the following definitions apply:
 "Honorarium: a payment given for professional services that are rendered nominally without charge."

"Honorarium."

Oxford Languages:

<https://www.google.com/search?q=definition+honorarium>. Accessed 20 Sept. 2023.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
Created 3.6	11/2/1994		
Reviewed	03/11/2024	PK	VP Acad Affairs