



March 6, 2024

DEANS
VICE PROVOSTS
VICE CHANCELLORS
UNIVERSITY LIBRARIAN

Re: Delegation of Authority for Honorarium Payments

Pursuant to the March 5, 2024 delegation of Chancellor Christ to Executive Vice Chancellor and Provost that redelegates authority for honorarium payments and rescinds the authority of Chancellor Birgenau's Delegation of Authority regarding honorarium payments to non-University personnel dated May 24, 2010, I am redelegating to all Deans, Vice Provosts, Vice Chancellors, and the University Librarian the following authority, effective immediately:

- **Non-UC Personnel:** I delegate to you the authority to approve honorarium payments of up to \$10,000 for non-UC academic appointees. This authority may be redelegated to Department Chairs and Organized Research Units (ORU) Directors up to \$2,500 for any honoraria payments.
 - All payments to **non-UC personnel** must be in accordance with business process [Section D-371-35](#).
- **UC Academic Appointees:** I delegate to you the authority to approve honorarium payments up to \$5,000 for UC academic appointees not homed on the UC Berkeley campus. This authority may be redelegated to Department Chairs and Organized Research Unit (ORU) Directors up to \$2,500 for any honoraria payments.
 - All payments of honoraria to **UC academic personnel** must be in accordance with University [APM - 666](#). Please refer to the [Process for Interlocation One-Time Payment](#) and the [Multi-location Agreement \(MLA\) and One-Time Payment \(OTP\) Processes](#) documentation from the UC Berkeley Academic Personnel Office (APO) for a step-by-step guide to these types of one-time payments.
 - **UC Berkeley Academic Appointees:** Please note, in most cases, honoraria are not permitted for academics at their home campus, as described in Academic Personnel Manual-666: Salary Administration: Additional Compensation: Honoraria. There are exceptional cases, such as providing honoraria for concerts or other creative work, where honoraria may be awarded to UC Berkeley faculty (see [APM-666-8-b](#)).

Please note that it is inappropriate to pay honoraria to individuals who make significant instructional contributions to a course; it is also inappropriate to pay honoraria over several months (for example, to visiting scholars). These individuals should be hired as employees in accordance with campus policies and procedures.

Any redelegation of authority as described above shall be in writing, with a copy to the Campus Delegations of Authority Coordinator. See the attached template letter to use in redelegating this authority. If you have any questions or concerns, please contact the Campus Delegations of Authority Coordinator, Andrea Whipple-Samuel, at contactdelegations@berkeley.edu.

This delegation supersedes the May 24, 2010 delegation of authority from Executive Vice Chancellor and Provost Breslauer to approve honorarium payments to non-University personnel to Deans, Vice Provosts and the University Librarian. It also supersedes the August 20, 2010 redelegation of authority from Vice Chancellor Graham Fleming to ORU Directors.

Sincerely,



Benjamin E. Hermalin
Executive Vice Chancellor & Provost

cc: David Robinson, Chief Campus Counsel
Jaime Jue, Director, Audit and Advisory Services
Andrea Whipple-Samuel, Delegations of Authority Coordinator
Andrea Lambert-Tan, Assistant EVC and Chief of Staff to the Provost
Chief Administrative Officers
Chiefs of Staff

Encl:

[March 5, 2024 Delegation from Chancellor Carol Christ](#)
[June 14, 2010 Redelegation from Executive Vice Chancellor and Provost George Breslauer](#)
[August 20, 2010 Redelegation from Vice Chancellor for Research Graham Fleming](#)
[Template - Honorarium Delegation Dean/VC to Chair/ORU Director](#)



Carol T. Christ

CHANCELLOR

200 California Hall #1500
Berkeley, CA 94720-1500
510 642-7464
chancellor@berkeley.edu
chancellor.berkeley.edu

EXECUTIVE VICE CHANCELLOR AND PROVOST

March 5, 2024

Re: Delegation of Authority for Honorarium Payments

Effective immediately, I am delegating to you the authority to approve honorarium payments, up to \$5,000 for UC academic personnel and up to \$10,000 for all others. All payments of honoraria to UC academic personnel must be in accordance with University [Academic Personnel Manual - 666](#): Additional Compensation: Honoraria. All payments to non-academic UC personnel and all non-UC personnel must be in accordance with business process [Section D-371-35](#).

Any redelegation of authority shall be in writing, with a copy to the Campus Delegations of Authority Coordinator. If you have any questions or concerns, contact the Campus Delegations of Authority Coordinator Andrea Whipple-Samuel, at awhipplesamuel@berkeley.edu.

This delegation supersedes the May 21, 2010 letter from Chancellor Birgeneau delegating authority for honorarium payments to non-University personnel, as well as any subsequent redelegations of that authority.

Sincerely,

Carol T. Christ

Carol T. Christ
Chancellor

cc: David Robinson – Chief Campus Counsel
Jaime Jue – Director, Audit and Advisory Services
Andrea Whipple-Samuel – Compliance & Policy Specialist, Delegations of Authority Coordinator

Encl: [May 21, 2010 Delegation from Chancellor Birgeneau to Executive Vice Chancellor and Provost](#)

Cindy Major

FILE

From: Campus Administrative Memos, Chancellor's Communications & Resource Center
[CALmessages@berkeley.edu]
Sent: Monday, June 14, 2010 6:00 PM
To: Campus Administrative Memos
Subject: Authority to approve honorarium payments to non-University personnel

June 14, 2010
-prev 5/21/10

TO: Deans, University Librarian, Vice Provosts

FROM: George W. Breslauer, Executive Vice Chancellor and Provost

Chancellor Birgeneau recently increased the Berkeley campus maximum honorarium rate from \$7,500 to \$10,000 in accordance with Section D-371-35 of the UC Accounting Manual, which states that Chancellors may establish honorarium rates for their respective jurisdictions.

Effective May 24, 2010, I am delegating to the Deans, University Librarian and Vice Provosts the authority to approve honorarium payments to non-University personnel up to and including \$10,000. This authority may not be redelegated. Honoraria above this amount must be approved in advance by the Executive Vice Chancellor and Provost.

All payments of honoraria must be in accordance with University policy. Section D-371-35 defines the policy on honorarium transactions, including eligibility and definition of types of activities for which an honorarium may be paid:
<http://www.ucop.edu/ucophome/policies/acctman/d-371-35.pdf>

Please note that it is inappropriate to pay honoraria to individuals who make significant instructional contributions to a course, and to pay honoraria over several months, such as to visiting scholars. These individuals should be hired as employees in accordance with campus policies and procedures.

If you have questions, please contact Lynn Geske-Morgan at lgmorgan@berkeley.edu or 642-9573.

cc: Chancellor Robert J. Birgeneau
Controller John Ellis
Auditor Wanda Lynn Riley
Director, Controls and Accountability Barbara VanCleave Smith
Assistant Controller Delphine Regalia
Chief of Staff Phyllis Hoffman
Campus Delegations Coordinator Cindy Major
Chairs of Academic Departments

August 20, 2010

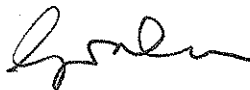
To: Unit Directors
Acting Unit Directors

Subject: Authority to approve honorarium payments to non-University personnel

Chancellor Birgeneau recently increased the Berkeley campus maximum honorarium rate from \$7,500 to \$10,000 in accordance with Section D-371-35 of the UC Accounting Manual, which states that Chancellors may establish honorarium rates for their respective jurisdictions.

Effective August 20, 2010, I am delegating to you, the authority to approve honorarium payments to non-University personnel up to and including \$10,000. This authority may not be re-delegated. Requests for honoraria payments above this amount must be approved in advance by the Vice Chancellor for Research.

All payments of honoraria must be in accordance with University policy. Section D-371-35 defines the policy on honorarium transactions, including eligibility and definition of the types of activities for which an honorarium may be paid:
<http://www.ucop.edu/ucophome/policies/acctman/d-371-35.pdf>.



Graham Fleming
Vice Chancellor for Research
Melvin Calvin Distinguished
Professor of Chemistry

cc: Chancellor Robert J. Birgeneau
Controller John Ellis
Internal Auditor Wanda Lynn Riley
Director, Controls & Accountability Barbara VanCleave Smith
Assistant Controller Delphine Regalia
Chief of Staff Beata FitzPatrick
Campus Delegations Coordinator Cindy Major

[[Highlights in pink are to be updated with final information by the Dean / Vice Provost / Vice Chancellor / University Librarian issuing the letter and content in brackets [[____]] should be removed before issuing the letter]]

Insert department letterhead here

DEPARTMENT CHAIR(S) / ORU DIRECTORS FOR DIVISION/COLLEGE NAME / ORU NAME (note that delegations of authority are to the position, not the person, so please do not include any names here)

Date

Re: Delegation of Authority for Honorarium Payments

Pursuant to Chancellor Christ's Delegation of Authority regarding honorarium payments to Executive Vice Chancellor and Provost Hermalin dated March 5, 2024 and EVCP Hermalin's redelegation of the same dated March 6, 2024, I am redelegating to your role as department chair the following authority.

Effective immediately, I delegate to your role as department chair the authority to approve honorarium payments to non-University personnel and UC academic appointees up to and including \$insert dollar amount [[please note this amount may not exceed the maximum allowed by the EVCP's delegation -- i.e., \$2500]]. This authority may not be redelegated.

This delegation supersedes any prior delegations of authority to approve honorarium payments to University and non-University personnel.

In administering this authority, bear in mind the following policies and business procedures:

- **Non-UC Personnel:** All payments to **non-UC personnel** must be in accordance with business process [Section D-371-35](#).
- **UC Academic Appointees:** All payments of honoraria to **UC academic personnel** must be in accordance with University [APM - 666](#). Please refer to the [Process for Interlocation One-Time Payment](#) and the [Multi-location Agreement \(MLA\) and One-Time Payment \(OTP\) Processes](#) documentation from the UC Berkeley Academic Personnel Office (APO) for a step-by-step guide to these types of one-time payments.
 - **UC Berkeley Academic Appointees:** Please note, in most cases, honoraria are not permitted for academics at their home campus, as described in Academic Personnel Manual-666: Salary Administration: Additional Compensation: Honoraria. There are exceptional cases, such as providing honoraria for concerts

or other creative work, where honoraria may be awarded to UC Berkeley faculty (see [APM-666-8-b](#)).

Please note that it is inappropriate to pay honoraria to individuals who make significant instructional contributions to a course; it is also inappropriate to pay honoraria over several months (for example, to visiting scholars). These individuals should be hired as employees in accordance with campus policies and procedures.

If you have any questions or concerns, please contact the Campus Delegations of Authority Coordinator, Andrea Whipple-Samuel, at contactdelegations@berkeley.edu.

Sincerely,

Insert name

Insert title

cc: David Robinson – Chief Campus Counsel
Jaime Jue – Director, Audit and Advisory Services
Andrea Whipple-Samuel – Delegations of Authority Coordinator (contactdelegations@berkeley.edu)
Office of the Executive Vice Chancellor and Provost (EVCP@berkeley.edu)
Department/ORU managers

Encl: [August 20, 2010 Redlegation from Vice Chancellor for Research Graham Fleming](#)
[March 5, 2024 Delegation from Chancellor Carol Christ](#)
[March 6, 2024 Delegation from Executive Vice Chancellor and Provost to all Deans, Vice Provosts and the University Librarian](#)