

**Template for use by deans, vice provosts, vice chancellors, and the University Librarian to redelegate honorarium authority to chairs and ORU directors.**

Note to reader:

- Instructions are demarcated by double square brackets. Remove these before issuing the re delegation letter. There are eight such areas. They are numbered. Make sure to catch them all.
- Underlined areas are to be updated with final information by deans, vice provosts, vice chancellors, or University Librarian issuing the letter.

—template begins below—

[[#1 Here, insert department letterhead]]

[[#2 Here, insert title of chair or director, and name of department or ORU. Do not use the name of the individuals currently occupying the roles to which authority is being redelegated]]

[[#3 Here, insert 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 \$[[#4 here, insert dollar amount. Note that this amount must not exceed the maximum allowed by the EVCP’s delegation, i.e., \$2,500]]. 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](mailto:contactdelegations@berkeley.edu).

Sincerely,

[[#5 Here, insert your signature]]

[[#6 Here, insert your name]]

[[#7 Here, insert your title]]

cc: David Robinson – Chief Campus Counsel  
Jaime Jue – Director, Audit and Advisory Services  
Andrea Whipple-Samuel – Delegations of Authority Coordinator  
([contactdelegations@berkeley.edu](mailto:contactdelegations@berkeley.edu))  
Office of the Executive Vice Chancellor and Provost ([EVCP@berkeley.edu](mailto:EVCP@berkeley.edu))  
[[#8 Here, insert the name and title of your department/ORU manager]]

Encl: [August 20, 2010 Redefinition 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](#)