

Policy on honoraria for guest speakers in EDST undergraduate and graduate courses

(Initial July 2018 policy; revised, October 2023)

A. Preamble

The current revised policy on honoraria has three formal aims:

- First, the policy seeks to encourage instructors to invite guests speakers to their classrooms and activities as part of enriching the intellectual life and learning of all participants. Invited guests are careers of significant experiences and knowledge that are of direct relevance to the work accomplished in EDST. EDST Members who invite guests speakers are strongly encouraged to invite guests speakers who are well placed to speak to the areas pertinent to the course or the designed activity; guests whose contributions make a difference for participants, and whose visit contributes meaningfully to participants' learning and intellectual growth.
- Secondly, the invitation of guest speakers is conceived of as an integral part of curriculum development and pedagogic design. The act of inviting guest speakers should be thoughtfully embedded within the activity or course in such ways that its relevance, pertinence, timeliness and contributions are clear to participants.
- Thirdly, EDST welcomes the thoughtful expansion of its professional and academic networks as part of consolidating and cultivating its relationships with communities and constituencies it serves. Inviting guest speakers, and providing them with the space to share the knowledge and experiences, represents therefore an important channel in the exposure of participants to

B. Policy framework

1. Honoraria are one-time payments governed by the UBC Human Resources guidelines for honoraria. The number of guest speaker honoraria that can be requested per course is limited to 15.
2. For EDST undergraduate and graduate courses, a maximum of \$50 is allocated per guest speaker per course session, to be drawn from departmental funds as honoraria.
3. Hosts should request gift certificates or honorarium payments from the Administrative Manager well in advance of the guests visit and before committing to the speaker. Hosts should provide the first name and the last name of the guest speaker(s), the course or activity details, and the requested amount they seek to allocate, as indicated in point 2, above.
4. Due to their Program Enhancement budgets, and annual operational budgets, the EdD and the ALGC programs can pay honoraria at their discretion provided the allocations to that end have been entered in advance into their respective annual budget, clearly justified, and ultimately approved as legitimate budget lines by EDST as part of the final program budget. The same applies to off-campus delivery MEd programs in relation to their respective cohort budgets.
5. EDST recommends that all honoraria be given to the guest speakers as gift certificates or gift cards, such as from the UBC Bookstore. Cash payments to guest speakers are not permitted.

6. EDST does not usually pay honoraria to UBC faculty members or UBC graduate students for guest lectures in UBC courses. In the exceptional case an honorarium is given to UBC-based guests, the amount, if approved, will be reported to UBC Finance for income tax purposes.
7. Parking passes for guest speakers for the day of their visit can be requested in advance by the host from EDST staff (reception) at no charge.