

March 15, 2016

Associate Chancellor  
Provost and Executive Vice Chancellor  
Vice Chancellors  
Vice Provosts  
Deans  
University Librarian

**Delegation of Authority—Approval of Honoraria**

[Accounting Manual \(AM\)-D-371-35: Disbursements: Honorarium Payments](#) defines the types and activities for which an honorarium is appropriate and provides information on the eligibility for and processing of such payments. Section III. A. of AM-D-371-35 lists honorarium, as well as non-honorarium, activities. Section III. C. authorizes Chancellors to approve Honoria at their respective campuses. The section also permits each Chancellor to re-delegate this authority at their respective campuses. The re-delegation must be in writing.

Accordingly and effective as of the date above, I hereby re-delegate this authority to the following titled positions, within their respective areas of responsibility:

- Associate Chancellor
- Provost and Executive Vice Chancellor
- Vice Chancellors
- Vice Provosts
- Deans
- University Librarian

All approvals must be in adherence with the guidance provided in AM-D-371-35. Any exceptions to the policy and the associated procedures must be approved by the Chancellor.

This is a new delegation due to changes in the campus organization. This authority may not be re-delegated.

The following links provide additional information concerning honoraria:

- [Accounting Manual \(AM\)-D-371-35: Disbursements: Honorarium Payments](#)
- [Academic Personnel Manual \(APM\)-666: Salary Administration: Additional Compensation](#)

Sincerely

  
Kim A. Wilcox  
Chancellor



Cc: Office of the Chancellor  
Associate Chancellor  
Provost and Executive Vice Chancellor  
Vice Chancellors  
Vice Provosts  
Deans  
University Librarian  
Academic Personnel  
Associate Vice Chancellor-Financial Services  
Audit and Advisory Services  
UCR Delegations of Authority Coordinator