



<b>ENTITY</b> <b>University of Wisconsin-Madison Interprofessional Continuing Education Partnership (ICEP): School of Medicine and Public Health, School of Nursing, and School of Pharmacy</b>	<b>NUMBER</b> <b>UW-ICEP HONOR</b>
<b>MANUAL</b> <b>Policy and Procedure</b>	<b>EFFECTIVE DATE</b> 09/2/2021
<b>SUBJECT</b> <b>Honoraria Policy</b>	<b>REVISED</b>

**Definitions:**

- CE:** Accredited continuing education activities
- UW ICEP:** University of Wisconsin-Madison Interprofessional Continuing Education Partnership
- CE Activities:** Course, Enduring materials, Internet (enduring materials), Internet (live), Regularly Scheduled Series

**I. Honoraria for University of Wisconsin-Madison Faculty and Staff**

**A. General Policies**

1. Whenever possible, CE activities engaged in by any of the UW ICEP member schools, departments or subdivision shall occur in collaboration and cooperation with their respective CE department or office.
2. UW salaried faculty will be encouraged to actively participate as planners, faculty or reviewers in UW ICEP accredited conferences, workshops and enduring activities. SMPH clinical departments may reward individuals for their participation in CE activities as outlined in their department’s specific compensation plan.
3. Regardless of the type of activity, any honorarium for a single presentation that exceeds \$3,000 must be approved by a UW ICEP member Dean, Chair or Director in consultation with the UW ICEP Leadership Committee.
4. Criteria that will be taken into account when setting an honorarium that exceeds \$3000 will include the individual's background, the usual level of honoraria for the discipline, the amount of effort entailed, and available funding.
5. Travel, meals, and lodging of all faculty will be reimbursed according to all pertinent rules and regulations set by the [University of Wisconsin-Madison](http://www.wisc.edu) in place at the time of travel, such as per diem limits and mileage reimbursement rates.
6. Participation as a planner or presenter in any of the following activities may warrant receipt of an honorarium (not an inclusive list): live activities, enduring, performance improvement CE, review of educational content created by anyone who is not a faculty member of the University of Wisconsin-Madison; function as a clinical/scientific director for the purpose of planning and implementing a CE activity such as a conference or symposium, and/or participation as subjects in educational research projects.

7. UW ICEP member schools process payment to individual faculty members who provide a service in support of CE activities but may also delegate this responsibility to one of its joint providers.

### **B. Honoraria for Visiting Faculty**

1. The honorarium for a specific individual that exceeds \$3000, must be approved by an ICEP member school Dean, Chair or Director in consultation with the UW ICEP Leadership Committee. The amount will be based upon the recommendation of course directors and/or the pertinent planning committee. Criteria that will be taken into account when setting an honorarium will include the individual's background, the usual level of honoraria for the discipline, the amount of effort entailed, and available funding. In addition to providing an honorarium, it is expected travel, meals, and lodging, of all visiting faculty will be reimbursed according to all pertinent rules and regulations set by the [University of Wisconsin-Madison](#) in place at the time of travel, such as per diem limits and mileage reimbursement rates.
2. Visiting faculty often participate in several activities when they travel to Madison (i.e. an individual may give several presentations, discuss clinical cases with residents, and share their research findings during the same visit). When this occurs, the total honorarium will not exceed \$5,000 per visit

### **C. Method of Payments**

1. Payments to UW faculty are limited to the following four scenarios: (1) a check provided by one of UW ICEP's joint providers directly to an individual [see section 7 above], (2) a funds transfer into a departmental account, (3) funds transfer into an individual's multi-donor account, or (4) an overload payroll check from the State of Wisconsin. If option (4) is chosen, the State of Wisconsin limits the total overload for any individual to a maximum of \$12,000 per calendar year. Payments into departmental or individual multi-donor accounts may only be used for authorized state expenditures such as payment of staff, purchase of equipment, and professional activities.
2. Payments to visiting faculty are limited to the following two scenarios: (1) direct payment authorized by one of the UW ICEP member schools (2) a check provided by one of UW ICEP's joint providers directly to an individual [see section 7 above].