



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Policy 5.08
Volume 5: Continuing Education
Chapter 08: Continuing Education
Faculty Honoraria
Responsible Office: Continuing
Education
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Continuing Education Faculty Honoraria Policy

Policy Statement

Payment of honoraria and reimbursement of out-of-pocket expenses for faculty must be reasonable, customary, and proper as defined by the University System of Georgia Board of Regents policies.

Reason For Policy

The Medical College of Georgia Division of Continuing Education is responsible for ensuring that faculty who instruct Continuing Education courses or activities are paid an honoraria and out-of-pocket expenses of a reasonable and customary amount, according to guidelines set by the accrediting bodies and the University System of Georgia Board of Regents.

Entities Affected By This Policy

All continuing education course directors, course planning committees, course faculty, commercial supporters (sponsors, grantors, and exhibitors), course participants, and university administrators are covered by these policies.

Who Should Read This Policy

This policy should be read by continuing education course directors, course planning committees, course faculty, commercial supporters, and university administrators.

Contacts

Contact	Phone	e-mail/URL
Director, Continuing Education	706-721-3967	http://www.mcg.edu/ce/
Senior Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/med.html
Assistant Conference Coordinator for Medicine	706-721-3967	http://www.mcg.edu/ce/med.html
Dental Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/dental.html
Assistant Conference Coordinator for Dentistry	706-721-3967	http://www.mcg.edu/ce/dental.html
Nursing/Allied Health Conference Coordinator	706-721-3967	http://www.mcg.edu/ce/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p508.pdf>

Related Documents

Policy Manual of the Board of Regents:
<http://www.usg.edu/regents/policymanual>
 Medical College of Georgia Administrative Policies & Procedures:
<http://www.mcg.edu/policies/>

Overview

The Division of Continuing Education is required by its accrediting bodies to ensure appropriate payment of reasonable honoraria and reimbursement of out-of-pocket expenses to activity faculty. Payment must also be in accordance with University System of Georgia policies.

Process/Procedure

Honoraria received by guest faculty of a continuing education event are paid by the Division of Continuing Education after appropriate paperwork is received from the payee. Honoraria are paid to Medical College of Georgia faculty for their participation in continuing education events at the discretion of the managing department. Reimbursement of out-of-pocket expenses is paid by the Division of Continuing Education as a course expense.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.08, Continuing Education Faculty Honoraria Policy, are:

Director of Continuing Education	Provides oversight and ensures compliance with accreditation agencies regarding the payment of honoraria and out-of-pocket expenses incurred by faculty for Continuing Education events.
Senior Conference Coordinator	Manages planning process to ensure all necessary paperwork is completed for payment of faculty honoraria and out-of-pocket expenses.
Assistant Conference Coordinator for Medicine	Compiles documentation necessary to comply with Medical College of Georgia's policies for payment of faculty honoraria and out-of-pocket expenses.
Dental Conference Coordinator	Manages planning process to ensure all necessary paperwork is completed for payment of faculty honoraria and out-of-pocket expenses.
Assistant Conference Coordinator for Dentistry	Compiles documentation necessary to comply with Medical College of Georgia's policies for payment of faculty honoraria and out of pocket expenses.
Nursing/Allied Health Conference Coordinator	Manages planning process to ensure all necessary paperwork is completed for payment of faculty honoraria and out-of-pocket expenses.
Business Manager	Receives, records, and issues payment of faculty honoraria. Audits expense reports and submits them to travel office for payment.