

Weill Cornell Office of CME
Policy on Faculty Honoraria and Expense Reimbursement

A. Faculty Honoraria for Internal CME Activities

1. All continuing education activities engaged in by any of Weill Cornell Medical College's departments or subdivisions shall occur in collaboration and cooperation with the Office of Continuing Medical Education (OCME).
2. With regard to live presentations and workshops, it is expected that salaried faculty will actively participate in local (i.e. Greater New York Metropolitan area) continuing education activities sponsored by the Weill Cornell Medical College. Participation is considered part of routine faculty duties; therefore, no additional compensation will be provided. However, at the approval of the CME Committee, clinical departments may compensate individuals for their participation in these local continuing education activities as outlined in their department's specific compensation plan. The OCME may provide or approve honoraria and/or other in-kind contributions to salaried faculty for participation in any live continuing education activity at the approval of the CME Committee.

3. Participation in other types of continuing education activities are not considered part of routine faculty duties. These types of activities may include, but are not limited to the following:
 - a. Development of educational web pages
 - b. Creation of internet materials such as streaming videos or animations
 - c. Authoring articles, manuscripts, and monographs
 - d. Creation of videotapes, audiotapes, CD-ROMs or DVDs
 - e. Development of home study courses
 - f. Participation in the assessment or remediation of health professionals
 - g. Review of educational content created by anyone who is not a faculty member of the organization
 - h. Participation in research projects.
4. Regardless of the type of activity, all honoraria must be approved by the Associate Dean of CME, after review by the CME Committee.
Honoraria in excess of \$3,000 will be subjected to additional scrutiny, and may require additional documentation.

B. Honoraria for Visiting Faculty Providing Local Presentations

The honorarium for a faculty member will typically be approved by the Weill Cornell CME Committee based upon the recommendation of course directors and/or the planning committee. In addition, criteria for determining an honorarium will include the individual's background, the level of honoraria for the discipline, time and development considerations as well as other unique factors. In addition to providing an honorarium, it is expected that travel, meals, and lodging will be reimbursed. Suggested criteria are as follows:

- **Junior Faculty** (clinical instructors, assistant professors, equivalent):
\$500-\$750 per activity
- **Senior Faculty** (associate professors, professors, equivalent):
\$750-\$1500 per activity
- **Other Faculty** (internationally recognized faculty or those requiring more than one day's travel)
\$1,500-\$2000 per activity

C. Faculty Honoraria for Regional Symposia

The honorarium for faculty giving a presentation at a regional symposium will typically be approved by the CME Committee based upon the recommendations of course directors and/or the planning committee. Criteria for determining an honorarium will include the individual's background, the level of honoraria for the discipline, time and development considerations and available funding. In addition to providing an honorarium, it is expected that travel, meals, and lodging for faculty will be reimbursed. Suggested criteria are as follows:

- **Junior Faculty** (clinical instructors, assistant professors, equivalent):
\$500 per activity
- **Senior Faculty** (associate professors, professors, equivalent):
\$1000 per activity
- **Other Faculty** (internationally recognized faculty or those requiring more than one day's travel)
\$1,500-\$2000 per activity

D. Honoraria for Other Types of Continuing Education Activities

The honorarium for participating in other types of continuing education activities as described in section A3 above will be approved by the CME Committee based upon the recommendation of the course director. Criteria that will be taken into account when setting an honorarium will include the individual's background, the level of honoraria for the discipline, the amount of effort entailed, and available funding.

E. Faculty Honoraria for National Symposia

The OCME sponsors continuing education activities targeted at national and international audiences. Honoraria usually range from \$1,000 to \$3,000 for faculty members who participate in national- or international-level continuing education activities that are sponsored or jointly sponsored by WCM produced by the OCME (often in collaboration with external partners), and involve nationally and internationally recognized leaders in the field. The OCME may authorize direct payment to individual faculty members for participating in such activities but may also delegate this responsibility to one of its educational partners.

F. Honoraria and or out-of-pocket expenses review

Honoraria and or out-of-pocket expenses for all faculty, planners, teachers, authors and staff are subjected to CME Committee review, and must comply with Weill Cornell policies on reimbursement. These are available at:
http://intranet.med.cornell.edu/finance/pol_pro.html

G. Method of Honoraria Payments

Payments are limited to the following three methods:

- A payroll check from Weill Cornell Medical College
- A funds transfer into a departmental account
- A check provided by an educational partner approved by the Weill Cornell Medical College CME Committee, paid directly to a faculty member [see section E above].