


March 28, 2019

To: Faculty and Staff

From: Carol Robles-Román, General Counsel & Ethics Officer 

Re: Honoraria/Outside Activity Reporting

The State Ethics Law requires faculty and staff who received honoraria and/or travel reimbursements to file an annual report for the period from April 1, 2018 to March 31, 2019 with the Campus Ethics Officer, Carol Robles-Román. The College in turn must file a compilation report with the New York State Joint Commission on Public Ethics (JCOPE).

Please be aware this filing is separate and in addition to the Financial Disclosure Statement that many of you are required to file each year.

To download the annual reporting form, memo and guidelines, visit the Human Resources website at <http://www.hunter.cuny.edu/hr/policies/policies-page>.

In 2013, CUNY adopted a different definition of honorarium for faculty than in prior years. An honorarium for these purposes is a speaking fee or compensation received from a non-CUNY entity in consideration for writing an article, serving on a panel, or similar activities, or reimbursement for travel expenses not arising from your CUNY job. While JCOPE defines honoraria as compensation for work unrelated to an employee's official duties, CUNY has determined that faculty must report receipt of all speaking fees, reimbursed travel expenses, and payments received for writing and/or presenting written materials, even if these items are paid in connection with work within your academic discipline. Employees do not need to report travel reimbursements that are paid by any CUNY related entities.

Please note that non-academic employees must receive approval in advance from their department heads in order to accept honoraria and must report the receipt of honoraria to the Campus Ethics Officer on the annual report. Faculty (including adjuncts), do NOT need to seek prior approval for receipt of honoraria although they must report having received them.

If you received an honorarium or travel reimbursement from a non-CUNY entity during the period cited above, you must file an annual report with the Office of Legal Affairs **no later than May 15, 2019**.

Please send completed honoraria reports to the office of Legal Affairs by email to legal@hunter.cuny.edu, by fax to (212) 650-3495 or by inter-office mail to Legal Affairs, Room E1705A. Thank you.