

Tuskegee University
Independent Consultant
Request

The information provided below will assist the University in determining whether the individual performing the services will be classified as a Consultant or an Employee. Attach a separate sheet describing the individual's qualifications, a copy of the University Purchasing Requisition and attach appropriate documentation. Complete a (PAF) Personnel Action Form if the individual is classified as an employee. This form should be used to obtain authorization for consultant services PRIOR to performance of work.

Name: _____ Form Preparer: _____ Phone: _____

Department: _____

- I. Multiple Relationships with the University
- | | | |
|--|-----|----|
| | YES | NO |
| A. Does this individual currently work for the University as an employee? | | |
| B. Is it currently expected that the University will hire this individual as an employee immediately following the termination of his or her contract. | | |
| C. Has this individual been employed (including temporary) at the University in the past? | | X |

If the answer to questions A, B, or C is "Yes", please check the appropriate box.

If the answer to questions A, B, or C is "No", please check the appropriate box. If the answer to question C is "Yes", please check the appropriate box. If the answer to question C is "No", please check the appropriate box. If the answer to question C is "Yes", please check the appropriate box.

- II. Classification Guidelines (Complete ONLY ONE of IIA, IB, or IIC depending on the services performed by the individual. Check the box that is applicable for each section.)

- | | | | |
|---|-------------------|-------------|----------|
| A. <u>Teacher/Lecturer/Instructor</u> Applies | OR Does Not Apply | YES | NO |
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OR _____ capacity (i.e., the individual will be working under the direction of the University) _____ Employee
 OR _____ Professor or employee

Relationship #2. The individual will serve in an advisory or consulting capacity with a University #2

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 Independent

C. Individuals Not Covered Under Sections IIA & B (e.g. Honorarium) Applies

OR Does Not Apply
YES NO

1. Will the department provide the individual with specific instructions regarding performance of the required work rather than re-assigning the individual to other duties?
Treat as an Employee Go to # 2
2. Will the University set the number of hours and/or days per week that the individual is required to work, as opposed to allowing the individual to set their own work schedule?
Treat as an Employee Go to #3