Section 1: Relationship with the University

1. Does the individual currently work for Marshall University or MURC as an employee? ☐ ☐
2. Did the individual work as an employee of the university during the 12 months prior to the date of this contract? ☐ ☐
3. Has an offer of employment been extended to the individual? ☐ ☐
4. Is the individual a student of the university or a nonresident alien with a student or research scholar immigration status? ☐ ☐

If the answer to all of these questions is “No,” PROCEED to Section 2.
If the answer to any of these questions is “Yes,” STOP. Check the Employee box in Section 3 below.

Section 2: Classification Guidelines (Complete only ONE of the following sections [A, B, or C])

A. Teacher/Lecturer/Instructor

1. Is the individual an invited guest lecturer (lectures in a seminar, colloquium, class, etc.)? ☐ ☐
2. Has the individual been at the university in this capacity fewer than four times in the past 12 months? ☐ ☐
   If the answers to questions 1 and 2 are “Yes,” STOP. Check the Independent Contractor box in Section 3.
   If the answer to either question is “No,” PROCEED.

3. Is the individual teaching a course for which the students can receive credit toward a university degree? ☐ ☐
   If the answer to question 3 is “Yes,” STOP. Check the Employee box in Section 3.
   If the answer to question 3 is “No,” PROCEED.

4. Has the individual provided the same or similar services as an ongoing business to other unrelated entities in the last 12 months? ☐ ☐
5. Does the university have any control over course materials that are used by the individual? ☐ ☐
   If the answer to question 4 is “Yes,” AND the answer to question 5 is “No,” STOP.
   Check the Independent Contractor box in Section 3; otherwise, check the Employee box.

B. Researcher

1. Will the individual perform research under the direct supervision of a university professor or employee? ☐ ☐
2. Will the individual serve in an advisory or consulting capacity for a university professor or employee? ☐ ☐
   If the answer to question 1 is “Yes,” STOP. Check the Employee box in Section 3.
   If the answer to question 2 is “Yes,” check the Independent Contractor box.

C. Individuals Not Covered Under Sections A or B

1. Has the individual provided the same or similar services to other unrelated entities or to the general public as a trade or business during the last 12 months? ☐ ☐
2. Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual’s expertise? ☐ ☐
3. Can the university set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set his/her own work schedule? ☐ ☐
   If the answer to question 1 is “Yes,” AND the answer to questions 2 and 3 is “No,” STOP. Check Independent Contractor box in Section 3.
   If the answer to question 2 OR 3 is “Yes,” check the Employee box in Section 3; otherwise, check the Independent Contractor box.

Section 3: Classification and Method of Payment (Check only one.)

☐ Employee Classification
☐ Independent Contractor Classification