

Industry Practice (IP) Checklist (for use in determining Independent Contractor status)

For use when hiring Individuals not currently employed in any capacity by ODU or the Commonwealth of Virginia.

If the provider does not fit into the categories on this checklist, you **MUST** complete a Worker Classification Review Questionnaire and submit it with the Independent Personal Services Certification Form (IPSC) to Human Resources for worker classification.

Individuals considered an employee must be paid through the Payroll process and **cannot** be paid using this checklist and the IPSC.

Provider Name _____

Date(s) of Service(s) _____

- 1. Complete the checklist**
- 2. Attach it to the Independent Personal Services Certification Form (IPSC)**
- 3. Send to Accounts Payable with the appropriate procurement documentation**

PLEASE CHECK ONLY ONE (1) CATEGORY:

Performing Artists:

_____ **To perform a concert as part of the F. Ludwig Diehn Concert Series:**

The people with whom we contract are usually at the university for a day or two to perform in the evening at a specified time in a specified hall. They may rehearse while here at specified times and in specified halls and on occasion such rehearsals may be open to the public. Payment is in the form of a fee, usually negotiated with the performer's agent or at times with the performers themselves.

_____ **To provide a workshop or master class as part of the F. Ludwig Diehn Residency Series:**

The people with whom we contract are usually at the university for as short a time as one day and as long as 6 days. They provide a master class, workshop or clinic to selected musicians who may or may not be students at the University. These master classes, workshops and clinics are not for credit and are free. When the classes, workshops and clinics are open to the public for observation, and they frequently are, attendance is free. Payment is in the form of a fee usually negotiated with the performer's agent or at times with the performers themselves.

_____ **To provide literary readings or lectures as part of the Old Dominion University Literary Festival:**

The people with whom we contract are authors who are usually at the university for a short time -- from one day to as long as 6 days. They perform reading of their work at specifically scheduled times and places both on and off the campus depending on the contract. They may occasionally be contracted to serve on a panel to discuss a particular aspect of literature, to give a lecture about their own writing or to provide a writing workshop for students and occasionally the community. Payment is in the form of a fee usually negotiated with the authors themselves.

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_____ **To provide lectures and workshops in conjunction with the University Gallery:**

The people with whom we contract are usually artists who have been invited to exhibit their work at the university gallery either in a one person exhibition or in a group exhibition. The exhibitions usually last for a month or so. The lectures or workshops are scheduled at particular times and places and may last as short as one hour in the case of a lecture or as long as three or four days of workshops scheduled during each day. Occasionally the gallery or art department may contract with an artist who is not part of an exhibition at the gallery to provide a workshop, lecture, or lead a panel in discussion of some aspect of the visual arts. Payment is in the form of a fee usually negotiated with the artists themselves.

_____ **To provide lectures, workshops or panel discussions on some aspect of the humanities:**

The people with whom we contract are scholars in a variety of fields and are invited to give a lecture, workshop or panel discussion on some aspect of their field. These lectures, workshops and panel discussions are usually discreet lasting for a single lecture of 1 to 1 and 1/2 hours but may take the form of a longer series of discrete programs. These programs are usually in association with the Department of Communications and Theatre Arts for either the Film Festival, the Theatre program or the Dance Program; the History Department in conjunction with the Odyssey Program and occasionally a special program of topical interest; the Humanities program as part of their series of symposia and occasionally by the Department of Sociology, English department, Foreign Languages and Literatures to name a few. Occasionally a scholar will be invited to be in residence for a period of several weeks. This is done primarily by the English Department through the Creative Writing Program. In these cases the fee is negotiated as a flat fee for the residency. These programs are usually free and always open to the general public. Payment is in the form of a fee sometimes negotiated with the scholar's agent but usually negotiated with the scholars themselves.

OTHER Independent Contractor Activities:

_____ **To serve as an Official for a Sporting Event:**

The people with whom we contract are at the University for the Specific Sporting Event at a specified time in a specified location. They are only here for the duration of the sporting event. Payment is in the form of a fee usually set by the Local Officials Association or the NCAA.

_____ **To conduct a non-credit workshop/seminar/lecture/presentation or serve as a guest speaker or narrator:**

The people with whom we contract are usually at the university for as short a time as one hour and as long as a couple days. They provide a workshop to individuals who may or may not be students or employees at the University. Payment is in the form of a fee usually negotiated with the persons themselves.

_____ **To serve as a consultant on a particular issue:**

The people with whom we contract are experts on a particular issue who are usually at the university for a short time -- from one day to as long as a week. Or, their consulting work is performed over several months' time with payment only at the end of their conclusions and they do their work off-site. Payment is in the form of a fee usually negotiated with the consultants themselves. This also includes The Monarch Teach Supervisors and Field Observers.

_____ **To participate as a member of a panel:**

The people with whom we contract are usually experts on a particular issue who serve on a panel to discuss their areas of expertise. The panel discussions usually last only a few hours. Payment is in the form of a fee usually negotiated with the experts themselves.

_____ **To provide radio or television play-by-play or announcing for athletic events or other public relations activities for the Athletics Department.**

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The people with whom we contract provide radio or television commentary during athletic events or other public relations activities throughout the year for the Athletics Department. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To perform as an actor, stage performer, musician, or DJ for receptions, luncheons, dinners, or other university events.**

The people with whom we contract perform as an actor, stage performer, musician or DJ during receptions, lunches, dinners, and other university events. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To support cultural events through serving as a stage manager, costume, lighting, or set designer, or choreographer, or other such position as necessary for the successful presentation of the event.**

The people with whom we contract provide event support necessary for the successful presentation of the cultural event. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To provide photography or graphic services or other public relations-related services or items for university departments.**

The people with whom we contract provide photography or graphic services or other public relations-related services or items for university departments. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To provide program review for accreditation purposes or dissertation reviews.**

The people with whom we contract are experts who review university programs or student dissertations as part of the accreditation or degree granting process. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To provide tuning or adjustments to university musical instruments.**

The people with whom we contract are experts who tune or adjust university musical instruments. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To provide IT or media-related services to the university both on the main campus as well as higher education centers and distance learning sites.**

The people with whom we contract are experts in the IT/media field who provide services to support the University's ability to provide distance learning and mediated instruction that cannot be fully supported by ODU IT staff. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To design courses or workshops for university departments.**

The people with whom we contract are experts in the field for which courses or workshop content is to be designed. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To serve as a Judge for competitions**

The people with whom we contract are experts in the field for which they are serving as Judges for musical or other competitions. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To participate in a musical or other competition and be selected as winners.**

The people (non-students) who perform a concert or reading or other activity related to a musical, talent, or other competition and are selected as winners of the competition are compensated with a set amount of award money.