### SALISBURY UNIVERSITY FACULTY - SUPPLEMENTAL SERVICES AGREEMENT

This Supplemental Services Agreement sets forth the terms of an agreement (“Agreement”) between the University and a current Faculty member wherein the faculty member will receive a stipend payment(s) for supplemental professional services, or other consulting services performed for the University. The requirements of any applicable Salisbury University Policies and Procedures shall apply to this Agreement, including, but not limited to, USM BOR II-3.10 – Policy on Professional Commitment of Faculty and the Salisbury University Intellectual Property Policy found in Chapters 2 and 7 of the Faculty Handbook, respectively. The services to be performed under this agreement are not to be a component or part of the employee’s primary position, and are not to interfere with or be performed as part of the employee’s normal duties, responsibilities and/or working hours.

**Department Code or Source of Funds:**

This Agreement is made by and between Salisbury University and      (the “Employee”) whose address is      and whose Employee ID Number is

1. **Scope of Services:** The University hereby engages the Employee to perform supplemental work related to     . This work includes, but is not limited to, the following: Brief Description of Duties

The Employee will report to and work under the supervision of Name/Title in the Department/School.

2. **Term:** The term of this Agreement is from      to     . There exists no expectancy of continued employment, renewal or re- contract for work covered by this Agreement beyond the above-noted term.

3. **Compensation:** For the services to be performed under the provisions of this Agreement the maximum total salary is

$     . Payment options are as follows: (*You must choose one*)

One lump sum (to be paid at the end of the contract period)

Bi-weekly payments (to be paid throughout the contract period)

Payment will not occur until a completed Pay Authorization Form has been received in the Payroll Office.

4. **Workweek:** The Employee will work an estimated average of      hours a week to provide the supplemental services under this Agreement. Such services are in addition to and different from the Employee’s normal duties. Employee’s work under this Agreement shall not be performed during the hours Employee devotes to their normal duties.

5. **Rights in Intellectual Property:** Rights in any intellectual property created in connection with this Agreement shall be governed by the Salisbury University Policy on Intellectual Property, located in the Salisbury University Faculty Handbook, Chapter 7.

6. **Discharge and Termination:**

* 1. Termination by Employer. The Employee serves at the pleasure of the Appointing Authority (the President of the University), who may, in his/her sole discretion and without cause, terminate this Agreement at any time.
  2. Termination by Employee. The Employee may terminate this agreement by giving prior notice as is reasonable under the circumstances for orderly transition of his/her duties and responsibilities, but in no event shall notice be less than ten working days. In the event of termination by the Employee or the University, the Employee is entitled to compensation for services adequately rendered and expenses incurred to the date of termination as determined by the University.

1. **Exclusive Agreement:** This Agreement, including the exhibits appended hereto, is the exclusive statement of the parties with respect to its subject matter and supersedes all prior agreements, negotiations, proposals and awards, written and oral, relating to its subject matter. The parties expressly acknowledge that this Agreement is the product of mutual negotiations thereof. No provision of this Agreement may be changed, modified, or amended except by an Agreement in writing executed by both parties.

**This above Agreement is NOT in effect until ALL signature lines are executed.**

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Faculty Signature Date

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Budget Administrator Date

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Dean/Provost Date