**Personal Services Employment Agreement**

**ACADEMIC DEPARTMENT ADMINISTRATION - CONCURRENT CONTRACT**

**An Academic Department Administration Supplemental Contract employee is defined as a SU faculty employee who is receiving stipend payment(s).**

**Department Code or Source of Funds:**

THIS AGREEMENT, made on this  day of      , 20     , by and between SALISBURY UNIVERSITY AND Name of Faculty Member, who currently is residing at Home Address and whose Employee ID is Emplid.

1. **Scope of Services:** The University hereby engages the employee to perform the duties and responsibilities of the position of. Those duties include, but are not limited to, the following: . The employee will report to and work under the supervision of **Name/Title** in the **Department/School**.
2. **Term:** The term of this contract is from <BeginDate>to <EndDate>. The employee will work an estimated average of       hours per week to provide the services under this agreement.
3. **Compensation:** For the services performed under the provisions of this contract, the University will pay the employee an amount not to exceed $. Payment will not occur until a completed Pay Authorization Form has been received in the Payroll Office.
4. **Rights in Data:** The University is the owner of all research, notes, data, computations, estimates or other information developed by the employee in the course of this employment, and of any memoranda, reports or other work products resulting therefrom. Upon the conclusion or termination of this contract, all such material will be left in the possession of the University.
5. **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 event of termination by the Employee, the Employee is entitled to compensation for services adequately rendered and expenses incurred to the date of termination as determined by the University.
6. **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 all parties.

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

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| Faculty Name |  | Date |
| Budget Administrator |  | Date |
| Dean/Provost |  | Date |