

## INSTRUCTIONAL SPEAKER CONTRACT

Approved Independent Contractor (ICQ) # \_\_\_\_\_

*This contract is intended for execution by individuals providing instruction, workshops, lectures, or similar services to University departments or groups. No modifications to this contract may be made without prior written approval by Procurement Services.*

This contract is entered into on \_\_\_\_\_ by and between \_\_\_\_\_ hereinafter called the "Instructor" and the University of Mary Washington, hereinafter called the, "University" or "UMW".

**WITNESSETH** that the Instructor and the University, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

Individual Services Provided (include a breakdown of services with associated fees per service/event, as applicable):

\_\_\_\_\_

Topic or Name of Event: \_\_\_\_\_

Place of Engagement: \_\_\_\_\_

Date(s) & Time(s) of Engagement: \_\_\_\_\_

Compensation Agreed Upon (**NTE "Not to Exceed"**): \_\_\_\_\_

Additional Event Details: \_\_\_\_\_

**TRAVEL EXPENSES:** Unless otherwise specified\*, the University agrees to pay to Instructor the above Not to Exceed Compensation amount. This sum represents the total consideration payable by the University for the services provided herein, and any travel or other expenses incidental to the appearance shall be the sole responsibility of the Instructor and will not be additionally reimbursed by the University. *Travel or other related expenses could include airfare/railway fare, ground transportation (car rentals/taxis), hotel accommodations, and meals.*

\*If UMW will cover/reimburse travel expenses to the Instructor, an entry in [Chrome River](#) needs to be completed and approved prior to appearance. Approved travel shall be reimbursed per Commonwealth of VA per diem and lodging rates.

### INSTRUCTOR ONBOARDING, PAYMENT METHOD, and PAYMENT TERMS:

1. Instructor Onboarding:
  - a. Instructors providing a service to the University must be registered with the University in order to receive payment. Prior to payment being issued, Instructors must complete the [questionnaire on the Accounts Payable website](#) to receive a secure link to submit the required paperwork to register with the University.
  - b. The following must be received by Accounts Payable at least *two (2) weeks prior* to the Event. *If all required documents are not received within that timeframe, payment will be made net 30 days after the Event, regardless of payment date entered in 2.a.*
    - i. Completed and signed Instructional Speaker Contract. Send an executed copy of this contract (signed and dated by both parties) to [invoices@mail.umw.edu](mailto:invoices@mail.umw.edu).
    - ii. Required paperwork referenced in 1a.

2. Payment Terms/Schedule:

- a. Payment terms shall be net 30 days *unless* an alternative payment date is requested here: (alternate payment date) \_\_\_\_\_.
- b. If compensation will be made over multiple checks, provide the payment schedule (dates) below:  
 Check 1: \_\_\_\_\_ Check 2: \_\_\_\_\_ Check 3: \_\_\_\_\_ Check 4: \_\_\_\_\_

☐ Instructor is requesting check to be picked up following the final date of the provided services. \*Unless this box is checked, checks will be mailed to the address below, net 30 days, or on the date/s specified in 3a or 3b.

Make check payable to: \_\_\_\_\_

Send check to (address): \_\_\_\_\_

\_\_\_\_\_

3. Method of Payment: The Instructor shall be paid using one of the following methods:
  - a. Special Pay: Employees and/or students providing services may be paid through Payroll's Special Pay process.
  - b. Check: The required payment due date is established by the terms of this contract. If no terms are specified, then payment will be made 30 calendar days after satisfactory performance of the contract in all provisions thereof; in accordance with Chapter 43, VPPA, Article 4, Code of Virginia.
  - c. Virtual Payables through Bank of America: All payments under Virtual Payables will have a net 16 payment term. For more information about this payment option, contact UMW's Accounts Payables department at [payables@umw.edu](mailto:payables@umw.edu) or view <http://www.bankofamerica.com/epayablesvendors>.
  - d. ACH (*for payment using state funds only*): Suppliers must register for [EDI \(Electronic Data Interchange\) with the Commonwealth of Virginia](#) in order to receive payments via ACH.
  - e. Wire Transfer: Wire transfers may be made under certain circumstances with prior approval from Accounts Payable and Finance. Contact Accounts Payable [payables@umw.edu](mailto:payables@umw.edu) for details.

|   |
|---|
| FUND: _____ ORG: _____ ACCT: <u>71268</u> PRGM: _____ ACT: _____ LOC: _____ |
|---|

All who sign this agreement are authorized to bind both parties to the terms and conditions outlined herein.

**INSTRUCTOR**

**UNIVERSITY OF MARY WASHINGTON**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules §36* or against an individual because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.

*Terms and Conditions Pages Follow*

**TERMS AND CONDITIONS:** The Instructor, its officers, employees, and agents, agree to adhere to the following:

1. EXPRESSED VIEWS DISCLAIMER: Any views, thoughts, and opinions expressed by the Instructor are solely that of the individual Instructor and do not reflect the views, opinions, policy, or position of the University of Mary Washington.
2. ADVERTISEMENT & BROADCASTING: Unless explicitly stated otherwise by the Instructor, the University is hereby authorized to use Instructor's name and other service marks to advertise the scheduled Event. The University will not broadcast or photograph any portion of the Event without the prior official consent of the Instructor.
3. MERCHANDISE: The Instructor has the right to sell their merchandise and is solely responsible for their sale. UMW has the right to negotiate commission on all merchandise while on University property. Should the Instructor enter into an agreement with a student to sell their merchandise, this relationship will be solely between the student and the Instructor. The University assumes no responsibility for loss of merchandise or revenue as a result of this relationship.
4. SUBSTITUTES: The Instructor agrees that substitute Instructors will not replace featured members of the group unless a request in writing is approved by the University. If the University does not approve the substitution(s), this Agreement shall be rescinded.
5. CHANGES TO THE CONTRACT: Changes may be made to the contract by mutual written agreement between the parties up to two weeks prior to the Event. Any changes to event dates/times or services provided that affect the agreed upon compensation or payment dates must be made via a formal Contract Modification document to supplement this contract.
6. CANCELLATION OF CONTRACT: Either Party may cancel this contract, without penalty, given at least 14 days' prior notice to the other Party. The University, additionally, reserves the right to cancel the contract due to low enrollment, if applicable. The University will notify the Instructor at least 14 days in advance of the course enrollment totals. If the enrollment is below 7 registrants, the course will be cancelled with no compensation rendered. However, if the Instructor and the University mutually agree to extend the enrollment period, the University will notify the Instructor of the enrollment status 2 times weekly until 3 days prior to the course start date, at which time the course may be delivered with partial, but no less than half compensation, or the course may be cancelled with no compensation rendered.
7. NON-EXCLUSIVE CONTRACT: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Instructor. The contract shall not restrict UMW from acquiring similar, equal or like goods and/or services from other sources.
8. EMPLOYEE/INDIVIDUAL BACKGROUND CHECKS AND QUALIFICATIONS: The University may require that the Instructor undergo appropriate background screening and possess all necessary qualifications to comply with the terms of this contract.
9. STANDARDS OF CONDUCT IN THE WORKPLACE: The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, Instructor or volunteer in the workplace, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment. [http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_80.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_80.html). Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.
10. FRATERNIZATION: Any behavior by any Instructor that is determined to be inappropriate by the University may be cause for request for removal of the Instructor or Instructor's employee from University property, at minimum, and/or result in contract termination.
11. INDEPENDENT CONTRACTOR RELATIONSHIP: In performing any and all of the services to be provided under this contract, the Instructor shall at all times and for all purposes be and remain an independent contractor. In no case and under no circumstances shall the Instructor or any of its employees, including but not limited to those of its employees actually performing any of the services, have authority to make any representations or commitments on behalf of the University or be considered the agent of the University for any purpose whatsoever. No persons engaged by the Instructor in connection with the provision of Services shall be considered employees of the University. As between the parties, the Instructor shall be responsible for hiring, supervising, training and instructing those individuals performing the services and shall pay any required state and federal taxes on behalf of such persons and provide them with any legally required employee benefits.
12. AUDIT: The Instructor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The University, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
13. INSURANCE: If required, it shall be the Instructor's obligation to maintain all necessary personal, property and liability insurance. In any and all contracts and agreements where required among the Instructor and its employees, agents,

consultants, and representatives, the Instructor shall ensure that appropriate liability and property insurance be obtained.

14. **INDEMNIFICATION:** Instructor agrees to indemnify, defend and hold harmless the University as an agency of the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Instructor/any services of any kind or nature furnished by the Instructor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Instructor on the materials, goods or equipment delivered.

15. **LIABILITY:** The University assumes no individual or otherwise personal liability by the execution of this contract or by reasons of default of the University in the performance of any of the terms hereof. All such liability as such is hereby released by the Instructor as a condition of and consideration for the execution of this contract.

16. **WARRANTIES:** The Instructor represents and warrants that (1) its presentation in all respects (including any instructional or performance materials will not violate any copyright, and all the necessary approvals to use copyrighted works have been obtained, (2) the material presented in the Event is appropriate for radio/web broadcasting including suitable content, gestures, etc., (3) all equipment and materials used by the Instructor are in good working, safe order, and (4) all employees, agents and volunteers acting on behalf of the Instructor have been properly trained to perform the services in a safe, efficient, workmanlike manner.

17. **FORCE MAJEURE:** The University, its officers, employees and agents, and the Instructor, its officers, employee and agents will not be responsible for any delay or failure in the performance resulting from any cause beyond their control, including without limitation: war, strikes, labor disputes, civil disturbances, fires, natural disasters, acts or regulations of public authorities, and acts of God.

If in the sole judgment of the University, it becomes necessary to cancel the event/service to protect life or its property or the property of others, then the University may do so without liability to the Instructor.

Any deposits or prepayments made by the University to the Instructor will be returned to the University if the Instructor's service under this Agreement is canceled for any reason.

In the event that the Instructor does not fully discharge all obligations under the terms of the contract, partial payment for partial services completed by the Instructor may *only* be made if the scope of work and payment terms within the

contract specifically define degree of completion per payment amount.

18. **NOTICES:** Any official legal notice, demand, request, consent, approval or communication required by this Agreement to be provided in writing by either party, shall be addressed to the University or Instructor at their respective addresses entered below. These notices shall be sent via certified mail, return receipt requested, and shall be considered by the sender received within five (5) days of delivery to the U.S. Postal Service, or via the stamped evidence of delivery, whichever occurs first. Any unofficial notices or communications may be sent via electronic mail.

**If to the University:**

Attn: Procurement Services  
1301 College Avenue  
Fredericksburg, VA 22401

**If to the Instructor:**

Attn: \_\_\_\_\_  
Address: \_\_\_\_\_

19. **PUBLIC HEALTH AND SAFETY:** The Instructor shall comply with all current public health and safety protocols in place at the University. It is the Instructor's responsibility to be aware of any such protocols, to communicate to, and ensure compliance by its employees and any subcontractors, as applicable.

a. In the interest of campus safety, any individual on University property or in University facilities may be required to identify themselves at any time by an administrative officer of the University or the University Police. The Instructor agrees to be aware of and abide by fire safety regulations and procedures, including proper exit procedures, room capacity, and room set up requirements. Haze or smoke of any kind is not allowed in any indoor facility on the University of Mary Washington campus.

b. The University reserves the right to move any physical Event to a virtual platform, as warranted by the current conditions impacting public health and safety. Should the Event be moved to a virtual platform, the Instructor agrees to reduce the total invoice for the Event by 50% (or as otherwise negotiated), and any travel or related expenses included in the Agreement shall no longer apply and will not be paid by the University.

20. **SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.