

Special Consultant Versus Independent Contractor

Summary of Assignments

This guide is intended to provide a high level overview of the fundamental differences between a Special Consultant and Independent Contractor, such as appointment type and scope of work.

Special Consultant	Independent Contractor
<ul style="list-style-type: none">▪ SC can be current CSUSM Employee (this is not encouraged if it results in an overload)	<ul style="list-style-type: none">▪ Not currently appointed to a temporary, probationary, or permanent University-funded or reimbursed position.
<ul style="list-style-type: none">▪ Does not have to be a current CSUSM employee. Must not meet criteria for independent contractor	<ul style="list-style-type: none">▪ Is engaged in the pursuit of an independent trade, business, or profession in which these same services are offered to the public (business license number, taxpayer I.D.).
<ul style="list-style-type: none">▪ No other appropriate classification currently exists in CSU system	<ul style="list-style-type: none">▪ The services contracted are not available within CSUSM, cannot be performed by CSUSM employee, or are of such a specialized or technical nature that the knowledge, experience or ability are not available through the normal staffing process.
<ul style="list-style-type: none">▪ Work is of a temporary nature (normally not to exceed one year).	<ul style="list-style-type: none">▪ University does not exercise control over details of the services to be performed (methods, hours worked).
<ul style="list-style-type: none">▪ Will not act as coordinator of an on-going or recurring academic or academic-related program. Such coordinators should be placed in an appropriate CSU classification (e.g., class code 2361, 12-month faculty).	<ul style="list-style-type: none">▪ Supplies, work area, benefits, and personal liability insurance are not furnished by the University.