



January 7, 2026

Carolie Campbell
campbell_c@utpb.edu

Dear Carolie:

I am pleased to offer you a position as a temporary, part-time employee in the Department of the College of Education. This position is offered for the 2026 whole semester, beginning January 12, 2026, and ending May 8, 2026.

Your compensation will be \$400.00 per candidate(s). Please know that courses must meet or exceed the established minimum enrollment thresholds in order to proceed. If a low-enrolled course is allowed and approved by the Provost/VPA, the rate of pay will be prorated accordingly. Your total anticipated compensation for the semester is \$1,600.00:

Course	Candidates	Observations
Intern Teacher Supervisor	4	6

This is an offer of a potential appointment based on the University's expected needs. The actual appointment, at the terms listed above, is contingent on the University's actual need for instructors during the semester. The University has the right to cancel classes or reassign this course assignment(s) to current faculty, as it deems necessary. All appointments of part-time temporary faculty are subject to the approval of the President of the University.

This position is a non-tenure track, non-faculty position. Your employment with the University is at-will, contingent on continued funding, and conditional upon our receipt of all documentation that demonstrates legal eligibility to work in the United States and including passing a criminal background check. In order to document your employment eligibility, please provide the documentation for completion of the I-9 form, which is described in the 'list of acceptable documents' (<http://www.uscis.gov/i-9-central/acceptable-documents>). The compensation does not include benefits but will include social security, unemployment compensation, and worker's compensation as required by law.

As a part-time employee, you will be provided:

- Information from the department chair or discipline coordinator on course content expectations;

COLLEGE OR UNIT HERE

Building Name (not abbreviated), Room XXXX
4901 E. University Blvd. | Odessa, TX 79762
(432) XXX-XXXX | email@utpb.edu | utpb.edu

- A list of department procedures for the use of copiers, purchase of class supplies, and other class support;
- A UTPB e-mail address for communication with students.

If you wish to accept this position at the terms listed above, please sign below and return a copy of the signed letter to Jeanette Hickey no later than Monday, January 12, 2026. Acceptance also allows the University to list your name in course schedules and in other publicity as the instructor for the course(s) shown above.

Part-time faculty members such as you are very important to the University of Texas Permian Basin, as you bring unique expertise and skills to our students and our programs. Our faculty, staff, and students look forward to having you as part of the University community in the coming semester.

Sincerely,



Dr. Jennifer Sevbert
Dean, College of Education

Carole Campbell

Carole Campbell (Jan 8, 2026 13:51:19 CST)

Carole Campbell

01/08/26

Date

December 5, 2025

Carole Campbell
caroleabuhr@gmail.com

Dear Carole:

I am pleased to offer you a position as a temporary, part-time employee in the Department of the College of Education. This position is offered for the 2025 8W1 semester, beginning January 12, 2026, and ending March 6, 2026.

Your compensation will be \$3,000.00 per course for teaching the following course(s). Please know that courses must meet or exceed the established minimum enrollment thresholds in order to proceed. If a low-enrolled course is allowed and approved by the Provost/VPA, the rate of pay will be prorated accordingly. Your total anticipated compensation for the semester is \$3,000.00:

Course	Title	Current Enrollment
EDLD 6370.783	Instructional Leadership	5

This is an offer of a potential appointment based on the University's expected needs. The actual appointment, at the terms listed above, is contingent on the University's actual need for instructors during the semester. The University has the right to cancel classes or reassign this course assignment(s) to current faculty, as it deems necessary. All appointments of part-time temporary faculty are subject to the approval of the President of the University.

This position is a non-tenure track, non-faculty position. Your employment with the University is at-will, contingent on continued funding, and conditional upon our receipt of all documentation that demonstrates legal eligibility to work in the United States and including passing a criminal background check. In order to document your employment eligibility, please provide the documentation for completion of the I-9 form, which is described in the 'list of acceptable documents' (<http://www.uscis.gov/i-9-central/acceptable-documents>). The compensation does not include benefits but will include social security, unemployment compensation, and worker's compensation as required by law.

As a part-time employee, you will be provided:

- Information from the department chair or discipline coordinator on course content expectations;
- A list of department procedures for the use of copiers, purchase of class supplies, and other class support;
- A UTPB e-mail address for communication with students.

If you wish to accept this position at the terms listed above, please sign below and return a copy of the signed letter to Jeanette Hickey no later than Friday, December 12, 2025. Acceptance also allows the University to list your name in course schedules and in other publicity as the instructor for the course(s) shown above.

Part-time faculty members such as you are very important to the University of Texas Permian Basin, as you bring unique expertise and skills to our students and our programs. Our faculty, staff, and students look forward to having you as part of the University community in the coming semester.

Sincerely,



Jennifer Seybert
Dean, College of Education

Dr. Carole A. Campbell

Dr. Carole A. Campbell (Dec 15, 2025 21:25:46 CST)

Carole Campbell

12/15/25

Date