Name	Current GCCISD Position	Immediate Supervisor	Outside Employer	Position at Outside Employer	Duties and Reason for Outside Employment	Does this business entity conduct or solicit business with GCCISD?	Please explain how the business entity conducts or solicits business with GCCISD.	You will need to provide a written contract describing the services you perform for the outside business entity. Can you provide this?	In your opinion, will this outside work arrangement harm the district or present a conflict of interest?	Will you be performing this outside work during your personal time (not during the workday)?
Rogelio Cardona	Principal	Mr. Kevin Foxworth	University of Louisiana- Monroe, Texas A&M- Texarkana, University of Houston-Clear	Adjunct Professor	I'm a qualified research design statistician and teach the same course across 3 universities. All duties need to take place after school or on weekends.	YES		YES	NO	YES
Sandy Conklin	Area Executive director	Susan Jackson	UHCL	idjunct Professo	Teach masters courses	YES		YES	МО	YES
Terrie Davis	SPED Coordinator	Christina Ritter	The Bridge Over Troubled Water	Relief Resident Advocate	Crisis Hotline Advocate and support for women, men and children who are living in shelter due to domestic violence and sexual assault.	NO		YES	NO	YES
Leslie Garcia	Special Projects and PD	Norma Martinez	KBCC	Therapist	Private Counseling Services	NO		YES	NO	YES
Gary Lackey	Director of Cybersecurity	Matthew Flood	TASBO	Instructor/Cur riculum Writer	Instruct TASBO training courses in Technology. Reason for employment: extra income and this work benefits K-12 schools by providing critical technology trainings	YES	They provide trainings to school district administrators in finance, transportation, technology, etc.	YES	NO	YES
Gary Lackey	Director of Cybersecurity	Matthew Flood	Lone Star College	Adjunct Instructor - Cybersecurity	Teach cybersecurity courses part-time to college students	NO		YES	NO	YES
Norma Martinez	Director of Secondary C&I	Susan Jackson	UHCL	Adjunct Professor	teach professional writing, quantitative research, and dispute resolution	YES		YES	NO	YES
Shannon Ramirez	Advanced Academics Coordinator	Norma Martinez	University of Houston Main	Field Supervisor	I currently serve as a Field Supervisor for aspiring principals in the Master's and Principal Certification programs at the University of Houston. In this role, I mentor candidates, review their submitted videos, and make recommendations regarding their readiness for principal certification. I did not actively pursue this position; rather, the College of Education invited me to serve in this capacity in recognition of my experience as both a former student and a current administrator.			YES	NO	YES
Amy Sasser	ELA Specialist	Sara Lawrence	San Jacinto College/UHCL	Part Time Professor	Teach courses to college students (courses vary, but may include: Composition I & II; Technical Writing; Advanced Writing; Advanced Communications in Business; Advanced Technical Writing).	YES		YES	NO	YES

University of Houston Z Clear Lake

College of Education Offer of Employment

TO:

Rogelio Cardona

0837355

FROM:

Dr. Terry Shepherd

Associate Dean

SUBJECT:

Adjunct - Fall

DATE:

July 18, 2025

We would like to extend to you an offer for a part-time faculty appointment at the University of Houston-Clear Lake. NOTE: The appointment is contingent upon all full-time faculty schedules being filled, minimum course enrollments, and final budget approval; thus this offer cannot be finalized until after the registrations periods have ended.

If you are now employed, part-time or full-time, by another State agency, please notify our Business Office immediately to avoid any payroll complications. This appointment does not carry a standard University rank for the purpose of accumulating credit toward tenure.

Please let us know immediately if there are changes in your mailing or email address or telephone number. We welcome your participation in the instructional program in the College of Education.

POSITION:	Adjunct		SEMESTER:	Fall – Regul August 18 –	ar Session December 24
CONTRACT S	START DATE:	August 15, 2025	CONTRACT END DATE	Decembe	r 24, 2025
SEMESTER CO	OMPENSATION:	\$3550.00	_		
COMPENSATE DATES: month for the n	nonths of October	will receive compensation 1, 2025 to Jan	uary 1, 2026	\$887.50	on the first of each
	_ <u>E</u>	DLS 7032.02 Quantitativ	re Research II		
or 1					

"I understand that, if I am a new hire or have had a break in service (i.e., have not worked consecutively during the long semesters), my employment is contingent upon the successful completion of a criminal background check as required by UHS policy SAM 02.A.37. I will only be notified if Human Resources needs additional information or if I do not pass the background check."

AP PR OV ED:	Teny Top!	D A T E:	July 18, 2025
	Associate Dean		
AP PR OV ED:	Quant.	D A T E:	July 29, 2025

Adjunct

COLLEGE OF ARTS, SCIENCES, AND EDUCATION





Dear Dr. Rogelio Cardona,

On behalf of Texas A&M University—Texarkana, we are pleased to offer you the position of Adjunct Instructor for the College of Arts, Sciences, and Education for the Spring of 2026.

This appointment is subject to the terms below:

Effective Start Date:

April 1, 2026

Courses Teaching:

EDLD 663.02W

First Day of Course:

March 06, 2026 20% @ 8-weeks

Percent Effort & Term: Term Salary:

\$4,200.00

Payment:

Salary payments are made on the first working day of each month,

starting after your effective hire date (pro-rated as necessary) and ending on the first working day of the month following your contract end date.

As a condition of your employment as an Adjunct Instructor at Texas A&M University-Texarkana you are required to:

- · Teach classes and hold office hours as assigned
- Complete required training via TrainTraq (failure to complete this training in a timely manner may result in your inability to be rehired in the future)
- Attend departmental meetings as required by your Division Chair/Program Coordinator
- Submit final grades according to the academic calendar

Duties associated with this appointment are subject to change depending on the needs of the college and/or the University. The link to the adjunct handbook will be given at a later date.

This appointment is contingent on the course(s) you are scheduled to teach meeting minimum enrollment requirements, availability of funds, and the needs of the University. There will be no substitute work assignments if enrollments are insufficient, and salary will revert to the University.

Employment is contingent on providing evidence of employment eligibility and the completion of a satisfactory criminal history investigation.

If you are currently participating in the Teacher Retirement System of Texas (TRS) or if you begin participating during this contract, please contact Human Resources immediately at hr@tamut.edu. As a TRS entity, we are required to make the mandatory deduction if you are participating in TRS.

We are pleased that you will be joining Texas A&M University-Texarkana. Please sign this letter indicating your acceptance of the terms and conditions. If you have any questions, please do not hesitate to contact me or your Division Chair.

Sincerely,

Signed by:

AC9E0EAE93A34E3

Dean of the College of Arts, Sciences & Education

Signed by:		
Accepted: Kogelio (ardona	Date: 10/7/2025	
1F60B322A99C4CD		

University of Houston **Clear Lake**

College of Education Offer of Employment

TO:	Sandy Conklin 8017071	FROM:	Dr. Terry Shepherd Associate Dean
SUBJECT:	Adjunct - Fall	DATE:	July 18, 2025
NOTE: The	appointment is contingent upon all ful	l-time faculty	nent at the University of Houston-Clear Lake. v schedules being filled, minimum course zed until after the registrations periods have
If you are now avoid any payro credit toward to	Il complications. This appointment does not ca	tate agency, pl urry a standard	lease notify our Business Office immediately to University rank for the purpose of accumulating
	now immediately if there are changes in your on in the instructional program in the College		nail address or telephone number. We welcome
POSITION:	Adjunct	SEMEST	Fall – Regular Session August 18 – December 24
CONTRACT	START DATE: August 15, 2025	CONTRACT	T END DATE December 24, 2025
SEMESTER (COMPENSATION:	_	
COMPENSA' DATES: month for the	•	n in the amoun	on the first of each
	ADSU 6638.01 School Co ADSU 6638.02 & ADSU		ations ol Community Relations (Mirrored)
semesters), my	employment is contingent upon the successful 02.A.37. I will only be notified if Human	ul completion	have not worked consecutively during the long of a criminal background check as required by ds additional information or if I do not pass the
APPROVED:	734	DAT	E: July 18, 2025
APPROVED:	Associate Dean Adjunct	DAT	E: \\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \



October 29, 2025

RE: Contract of Outside Employment at The Bridge Over Troubled Water

To whom this may concern:

I provide oversight as **Resident Advocate** (**RA**) **Relief Staff** typically on the weekends and some holidays PRN for the Bridge Over Troubled Water Domestic Violence Shelter when full-time resident advocates are absent from work. This is a part-time position set apart and separate from my hours of work at GCCISD. Below you will see responsibilities and safeguards within the position as RA Relief Staff.

Responsibilities: The primary responsibility is to maintain the flow of operations for the organization until primary staff return. However, at any time situations may occur which require my judgement and response. Therefore, I provide crisis intervention assistance to victims of Domestic Violence (DM) and Sexual Assault (SA) through telephone hotline and online chat. I also accept victims into the shelter as clients providing orientation, crisis intervention and ensuring that they adhere to all shelter guidelines. When necessary, I give referrals to other shelters, drug rehabs, psychiatric hospitals, suicide prevention hotlines or entities to help individuals in crisis. The position requires that I communicate with non-resident advocates, hospitals, law enforcement, DALE alerts, SANE nurses and sometimes DFPS for the purpose of getting victims to safety.

Safeguards: GCCISD students or staff are not compromised as the scope of my position here is strictly confidential. All TBOTW clients' identities and personal information are strictly confidential. The scope of the RA position is to support the victims and build a rapport with the at-risk population to ensure their security and well-being. Residential advocacy staff do not interact with or contact LEAs to update families' status or discuss education with clients as they have childcare directors and advocates to communicate with LEA's and clients regarding education.

Sincerely,

Terrie D. Davis



Terrie D. Davis, Ed.D.
Coordinator for Special Education Programs
FOCUS and REACH Services
Dream the impossible, seek the unknown
and achieve greatness.
Phone: 201–20-4520 (73669
Email term demonspaces and
www.acctad.net





Contract Therapist Labor Agreement

I. Introduction

On this date, $\frac{5/25/2025}{}$, this Contract Therapist Labor Agreement is made between Kimberly Boyd Counseling Center, LLC (KBCC) and Leslie Garcia (Contract Therapist). This Agreement replaces any previous agreements between KBCC and Contract Therapist.

II. Goals and Objectives

- A. To provide assessment, treatment planning, and therapeutic interventions/services to individuals, couples, groups, and families.
- B. To maintain accurate records (session notes) of all services provided to individuals, couples, groups, and families.
- C. To maintain accurate records of all dates of services and payments received for services provided to individuals, couples, groups, and families as outlined by the office program selected by Kimberly Boyd Counseling Center, LLC. Example: Therapy Appointment.

III. Locations of Services

Therapeutic services will be provided at the Office of Kimberly Boyd Counseling Center, LLC located at:

- A. 1801 Kingwood Dr., Suite 200/240, Kingwood, TX 77339
- B. 7702 FM 1960 E., Suite 200, Humble, TX 77346
- C. 1111 N. Loop W., Suite 935, Houston, Texas 77008
- D. 401 E. Crockett St., Cleveland, TX 77327

IV. Duties and Responsibilities

Kimberly Boyd Counseling Center, LLC

- A. Client referrals to Contract Therapist.
- B. Shall maintain office space.
- C. Shall maintain custodial service.
- D. Shall maintain office supplies.
- E. Shall hold accounting records / Submit client claims as indicated by Contract Therapist; Apply payments to client accounts as indicated by Contract Therapist and/or insurance carrier.
- F. Shall verify client benefits.
- G. Shall maintain re-Attestation to all insurance panels.
- H. Shall maintain contract with front office admin to obtain client information, schedule initial client appointments, verify client benefits, and enter client information into office system.

Contract Therapist

- A. Shall maintain and provide proof of adequate liability insurance coverage from a reputable carrier. Insurance panels require an updated copy of license 30 days prior to license expiration date. Contract therapist to provide updated face sheet of policy to KBCC 45 days prior to expiration.
- B. Shall maintain and provide proof of licensure. Insurance panels require an updated copy of license 30 days prior to license expiration date. Contract therapist to provide updated license to KBCC 45 days prior to expiration.
- C. Shall adhere to all rules and regulations set forth by Contract Therapist's licensing board(s).
- D. Shall provide therapeutic services for client(s) as set forth by Contract Therapist's licensing board(s).
- E. Shall be responsible for maintaining follow-up and rescheduling of client appointments not handled by the front office contract admin.
- F. Shall maintain client files according to the Texas Administrative Code, and Licensing guidelines. It is understood that Contract Therapist is the sole conservator of their client files and is responsible for the contents of said file(s).
- G. Shall coordinate with front office admin and/or owner to collect outstanding client balances.
- H. Shall provide copies of Continuing Education Certificates to KBCC two weeks prior to LPC renewal deadline.
- I. Shall maintain confidentiality regarding policies and practices of KBCC.
- J. Shall Immediately notify KBCC of any change to Contract Therapist's contact information i.e., home address.

- K. Therapist to respond to AR Reports / Inquiries with in 4 business days.
- L. Shall complete all charting within forty-eight hours of scheduled session.
- M. Therapist shall wait a few moments after locking a note to allow the system to create a claim for billing.
- N. Newly licensed therapists will be responsible for \$100.00 of the credentialing fee per insurance company. The fee will be due up completion of the credentialing with each insurance company. KBCC will cover the remaining cost of credentialing.

V. Responsibilities of Both Parties

- A. Maintain liability insurance Limits of 1,000,000/3,000,000 per occurrence and list KBCC as an additional insured.
- B. Maintain appropriate licensure and credentialing requirements per Contract Therapist's licensing board(s).

VI. Compensation

For Therapist to receive compensation, Therapist shall:

- A. Counseling sessions provided by Contract Therapist at KBCC will be compensated as 50% of monies collected for services rendered.
- B. A 1099 miscellaneous income form will be issued to Contract Therapist and postmarked by the end of January, the following year.
- C. Monies paid will be reported to the IRS as such.
- D. Percentage retained covers costs of: Office space, office equipment, supplies, janitorial services, credit card processing, EHR, admin, and email services.

VII. Emergency Procedures

KBCC leadership agrees to be available for emergency situations. The Contract Therapist can call Owners at all available phone numbers. Kimberly Boyd is to be notified of emergency situations as soon as possible. The order of notification for any emergency is Kimberly Boyd and Andrew Boyd, in that order, as Officers of the LLC.

In the event of incapacitation or death of Kimberly Boyd, Chief Officer of the LLC, Andrew Boyd, is to become Chief Officer of the LLC.

VIII. Termination of Contract Therapist Labor Agreement

- A. This agreement may be terminated with a 30-day (4 session) notice by either Party.
- B. KBCC reserves the right to terminate Contract immediately in certain situations. Contract Therapist shall adhere to ethical guidelines mandated by their licensing board(s).

IX. Conflict Resolution

- A. Each person has the right to due process in the event of conflict/disagreement.
- B. In the event the Contract Therapist believes their rights have been violated, it is the right of the Contract Therapist to identify such to an Officer of the LLC.
- C. If the concern of the Contract Therapist is not alleviated by mutual discussion, then either party may bring in a third party.
- D. Any fees resulting from the use of a third party are the responsibility of the Contract Therapist.
- E. In the event either of these methods do not result in a resolution of the conflict, KBCC and Contract Therapist shall mutually terminate this contract.

X. Terms and Renewal

- A. The term of this Contract Agreement is for one year from the date listed in paragraph I.
- B. This Contract Agreement will renew automatically on a year to year basis.
- C. KBCC reserves the right to amend this Contract Agreement at any time and will provide written notice to Contract Therapist.

Andrew W. Boyd	5/25/2025	
Andrew W. Boyd, COO	Date	_
Xm.	5/25/2025	
Contract Therapist Signature	Date	
Leslie Garcia		
Printed Name		
2518 gentle breeze lane	Baytown tx hop 77523	
Address	City, State, Zip	

Gary Lackey gary.lackey@live.com

Dear Gary:

On behalf of Lone Star College, I am pleased to formally extend you this offer of employment. As you know, Lone Star College is committed to attracting and retaining the best and brightest in the workforce to support the mission of providing comprehensive educational opportunities and programs to enrich lives. I am excited you will become a valued member of our organization.

You are being offered the position of Adjunct Faculty, Computer Information Technology-Cybersecurity beginning March 19, 2025 as a tentative start date and at an hourly rate of \$67.70. Adjunct Faculty employees are allowed to work up to 19 hours each week. Your weekly hours cannot exceed 19 hours unless approved in advance by your direct supervisor. Your work schedule may vary depending upon the needs of the department. Please note, as a part time employee of Lone Star College, you are required to participate in a state sponsored retirement plan as the College does not participate in the Social Security System. We are required by law to provide you with the attached Form SSA-1945, which contains additional information regarding your earnings at Lone Star College. Please read this form carefully, sign it, and return as in the Action Required section below before your first day of employment.

You are required to submit official transcripts for all conferred degrees within thirty (30) days from your hire date. The salary offer you received was determined based on the degree(s) listed on your resume or curriculum vitae. If you fail to provide the official transcripts within the specified timeframe, it could affect your employment status. Specifically, it could impact your salary or eligibility to meet the minimum qualifications required for the position. Official transcripts should be sent to the Office of Human Resources at LSC-System Office, The Woodlands. To be considered official, transcripts must be received in a sealed envelope or electronically from the awarding institution. Employees who have received degrees from a foreign institution must have their credentials evaluated (not translated) by a National Associate of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) approved organization for the equivalence of a U.S. degree prior to beginning work with Lone Star College.

Your employment with Lone Star College is at-will and subject to all applicable laws and current LSC Board Policies and Chancellor Procedures. This letter is not an employment agreement and does not represent any commitment to a minimum term of employment with the College. By accepting an appointment, you acknowledge and agree to uphold the College's purpose, mission, and vision (http://www.lonestar.edu/about-lsc.htm).

Lone Star College requires that all employees reside in the State of Texas. You must currently reside in Texas or relocate by your start date.

The College's Board Policy (IV.A.(e) – Nepotism) states specific situations that exclude an individual from being eligible for hire. This includes persons related to any Board of Trustee member or in the direct line of supervision of a family member. The policy may be viewed at https://www.lonestar.edu/hiring-employees.htm. Acceptance of this offer indicates that you have reviewed this policy and are not subject to its contents.

This offer of employment is contingent upon completion and receipt of the following (we cannot hire you without these items):

- Successful background checks, which can include but are not limited to criminal, educational attainment, and work-related references (will receive separate email upon acceptance)
- Signed SSA-1945 Form (see attached and upload with your acceptance)
- Signed Retirement Questionnaire (see attached and upload with your acceptance)
- Copy of your Social Security Card (upload with your acceptance)

- Copy of a valid state drivers' license or state issued ID card (upload with your acceptance)
- Official Transcripts for all conferred degrees (within 30 days of the hire date)

ACTION REQUIRED (Job Aid Attached): All required documents should be returned by selecting Send to Recruiter and checking the box next to each document with your acceptance within 5 business days of the date of this offer. If you do not select Send to Recruiter and check the boxes next to the documents with your acceptance your documents will not upload, and your acceptance will not be documented within the system. If you do not return your documents on or before your first day of employment, your offer will be void.

It is a pleasure to extend you this offer to join the Lone Star College team! Please click Accept to indicate your acceptance and acknowledgement of this offer and the outlined employment terms and conditions within five (5) business days of receipt. By clicking "Accept" you also acknowledge receiving Form SSA-1945 and understand that you must return this Form to Lone Star College by your first day of employment. Failure to do so automatically rescinds the College's offer of employment.

Sincerely, Donna Ivey

Attachments: SSA-1945

Retirement Questionnaire Offer Acceptance Job Aid

Procedures for Submitting Official Transcripts



FIELD SUPERVISOR AGREEMENT

Field Supervisor Information

 Full Name: Ramirez, Shannon L.

 Last
 First
 M.I.

 TEA ID Number 2118503
 Cell Phone: 281-389-8929

Email: drshannoncramirez@gmail.com or shannon.ramirez@gccisd.net

Home Address: 15039 Gulfstream Park Ave. Mont Belvieu, TX 77523

Agreement

I agree to serve as a Field Supervisor for the principal certification candidates at the University of Houston as defined by the Texas Administrative Code.

Field Supervisor

TAC Chapter 228.2

(18) Field supervisor--A currently certified educator, hired by the educator preparation program, who preferably has advanced credentials, to observe candidates, monitor their performance, and provide constructive feedback to improve their effectiveness as educators. A field supervisor shall have at least three years of experience and current certification in the class in which supervision is provided. A field supervisor shall be an accomplished educator as shown by student learning. A field supervisor with experience as a campus-level administrator and who holds a current certificate that is appropriate for a principal assignment may also supervise classroom teacher, Requirements for Educator Preparation Programs §228. October 2020 Update Page 3 master teacher and reading specialist candidates. A field supervisor with experience as a district-level administrator and who holds a current certificate that is appropriate for a superintendent assignment may also supervise principal candidates. If an individual is not currently certified, an individual must hold at least a master's degree in the academic area or field related to the certification class for which supervision is being provided and comply with the same number, content, and type of continuing professional education requirements described in §232.11 of this title (relating to Number and Content of Required Continuing Professional Education Hours), §232.13 of this title (relating to Number of Required Continuing Professional Education Hours by Classes of Certificates), and §232.15 of this title (relating to Types of Acceptable Continuing Professional Education Activities). A field supervisor shall not be employed by the same school where the candidate being supervised is completing his or her clinical teaching, internship, or practicum. A mentor, cooperating teacher, or site supervisor, assigned as required by §228.35(f) of this title (relating to Preparation Program Coursework and/or Training), may not also serve as a candidate's field supervisor.

Field Supervisor Duties

TAC Chapter 228.35

(h) Ongoing educator preparation program support for certification in a certification class other than classroom teacher. Supervision of each candidate shall be conducted with the structured quidance and regular ongoing support of an experienced educator who has been trained as a field supervisor. Supervision provided on or after September 1, 2017, must be provided by a field supervisor who has completed TEA-approved observation training. The initial contact, which may be made by telephone, email, or other electronic communication, with the assigned candidate must occur within the first quarter of the assignment. For each formal observation, the field supervisor shall participate in an individualized pre-observation conference with the candidate: document educational practices observed; provide written feedback through an individualized, synchronous, and interactive post-observation conference with the candidate; and provide a copy of the written feedback to the candidate's site supervisor. Neither the preobservation conference nor the post-observation conference need to be onsite. Formal observations conducted through collaboration with school or district personnel can be used to meet the requirements of this subsection. Informal observations and coaching shall be provided by the field supervisor as appropriate. The field supervisor shall collaborate with the candidate and site supervisor throughout the practicum experience. (1) An EPP must provide a minimum of one formal observation within the first third of the practicum, one formal observation within the second third of the practicum, and one formal observation within the final third of the practicum. (2) The three required formal observations must be at least 135 minutes in duration in total throughout the practicum and must be conducted by the field supervisor. (3) If a formal observation is not conducted on the candidate's site in a face-to-face setting, the formal observation may be provided by use of electronic transmission or other video or technologybased method. A formal observation that is not conducted on the candidates' site in a face-toface setting must include a pre- and post-conference.

If you have completed a TEA Field Supervisor	training course, please provide the following
information: Training Date: January 2022	Trainer or Location: Keith Butcher
If you have not had the opportunity to receive Houston will provide the required training.	Field Supervisor training, the University of

In addition, I agree to complete all mandatory training as required by the University of Houston.

Please return this **signed agreement**, a copy of your **resume**, and a copy of your current **educator certifications** to Keith Butcher (kbutcher3@uh.edu). A copy of your TEA educator certifications can be found at Certificate Lookup.

Semester/Term: Fall	Year: 2025	Amount: \$2,00	00		
Signature Field Supervisor_	Shannon F	amires/	Date:	08/07/2025	
Signature Program Director_	Keith Butc	her	Date:	08/07/25	-

University of Houston Za Clear Lake

College of Education Offer of Employment

TO:	Norma Veguilla-Martinez 0771930	FROM:	Dr. Terry Shepherd Associate Dean
SUBJECT:	Adjunct – Fall	DATE:	July 18, 2025
NOIE: Ine	appointment is contingent upon all full	-time faculty	nent at the University of Houston-Clear Lake. y schedules being filled, minimum course zed until after the registrations periods have
If you are now e avoid any payrol credit toward ter	il complications. This appointment does not ca	ate agency, pl rry a standard	lease notify our Business Office immediately to University rank for the purpose of accumulating
Please let us kno your participation	ow immediately if there are changes in your on in the instructional program in the College	mailing or em of Education.	ail address or telephone number. We welcome
POSITION:	Adjunct	SEMEST	Fall – Regular Session August 18 – December 24
CONTRACT	START DATE: August 15, 2025	CONTRACT	TEND DATE December 24, 2025
SEMESTER C	OMPENSATION: \$6300.00	_	
COMPENSAT DATES:	ION You will receive compensation	in the amount	t of \$1575.00 on the first of each
month for the n	nonths of October 1, 2025 to Janu	ary 1, 2026	
	EDLS 7034.01 Prof. Writin		
semesters), my e	employment is contingent upon the successfuld 02.A.37. I will only be notified if Human R	l completion of	nave not worked consecutively during the long of a criminal background check as required by its additional information or if I do not pass the
APPROVED:	Tem Toll	DATE	E: July 18, 2025
APPROVED:	Associate Dean Adjunct	DATE	G: <u>07/28/25</u>

University of Houston **Z** Clear Lake

Offer of Employment Letter

Amy Sasser	(EID: 937509

Please review, sign, date, and return this Offer of Employment Letter ASAP to Evangelina Gomez

via DocuSign or email to gomeze@uhcl.edu or visit Bayou 1529

Position Information

(grades due: 12/12/2025

)

Title: Adjunct

Department: Communications & Studio Arts

Term: Fall 2025

Course(s): WRIT 3307.10 & WRIT 3307.11

Unique Courses: 2

Total Term Salary: \$ 6,000.00 distributed in 4 monthly payments, on: 10/1, 11/1, 12/1, 1/1

Adjunct appointments offer no tenure credit and are binding only after registration is finalized and all full-time faculty schedules are confirmed. You are responsible for confirming your teaching schedule and addressing any necessary revisions with your department chair. This offer is contingent upon course enrollment meeting a minimum threshold. Please consult with your department chair if you have any questions about this.

Please note that nothing in this letter creates a contract or property rights to continued employment or changes the employment-at-will relationship between yourself and the University. This teaching assignment is tentative and subject to change; moreover, the appointment is subject to all rules and regulations of the University of Houston-Clear Lake and applicable statutes of the State of Texas.

Your signature affirms your pledge to uphold all normal University of Houston System and University of Houston-Clear Lake instructional procedures in force. These include but are not limited to preparing course syllabi in accordance with state and university guidelines, maintaining weekly student-contact office hours (two per course minimum), posting F2F and hybrid course meeting hours and final exam schedules, and upholding procedures for submitting final grades. In addition, instructors of fully online courses should ensure that students have access to all course materials and assignments, maintain regular and pedagogically appropriate communication with students, and maintain virtual office hours in accordance with university policy. Maintaining virtual office hours includes real-time availability — by e-mail, telephone or video conferencing technology — of the instructor at regular, predictable, fixed times as stated in the course syllabus

The Office of the Dean must receive a signed Offer of Employment Letter to process payment. No student contact or instruction may begin without an accurate, signed, original offer of employment letter and current I-9 Employment Eligibility Verification on file.

Approved and Employment Conditions Accepted By:

DocuSigned by:			
400450500041487	8/12/2025	Human Resources Only	
Chloe Diepenbrock	DATE	Received: 8/13/2025	
DocuSigned by:	8/13/2025		
463C485E29D14DE	DATE	I-20 Expiration: NA	DB DS
Amy Sasser		Confirmed By: AL	VD



May 8, 2025

Amy Sasser 3805 Redbud Drive La Porte, TX 77571

Dear Amy,

This letter provides reasonable assurance of continued employment with San Jacinto College when the school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on college wages during any scheduled school breaks, including, but not limited to, the summer, winter holiday, and spring breaks. This assurance is contingent on continued school operations and sufficient enrollment in the areas in which you teach, and will not apply in the event of disruption, financial exigency, or other unforeseeable events beyond the control of the College.

Nothing in this document constitutes an employment contract or guarantee of future employment. Your continued employment is on an at-will, noncontract basis. As a noncontract employee, you have no property interest in your employment. At-will employees may be terminated at any time, by the College for any reason or no reason at all, with or without notice, so long as if there is a reason, it is not an illegal one. A part-time faculty member may also terminate employment with the college for any reason or no reason at all, with or without notice.

Sincerely,

San Jacinto College Human Resources

281.998.6115

Fax: 281.998.6165