

# SAM HOUSTON STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS

## New Employee Awareness Program Check List

\_\_\_\_\_  
New Employee Name

\_\_\_\_\_  
Employment Area (Department)

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Beginning Date of Employment\*

The following is a list of the departments/areas in the Division of Student Affairs at Sam Houston State University. Each new employee is required to schedule a meeting through the appropriate department contact who will set up a brief meeting and tour of facilities and program orientation with the department head or designee. It is highly recommended that this task be completed within 90 days of the initial date of employment.

The department head or designee will sign and date (in the space provided below) when each visit has concluded. The supervisor will follow through with the new employee to ensure the task is complete. Once complete, the hiring department will keep the form for their records.

<b>Scheduling Contact and Location</b>	<b>Office of the VP for Student Affairs – Drew Miller, Interim VP for Student Affairs</b>	<b>Date/Time</b>
Contact; Debbie Nichols nichols@shsu.edu  LSC 310		
<b>Scheduling Contact and Location</b>	<b>Counseling Center – Shantha Stokes, Interim Director</b>	<b>Date/Time</b>
Contact; Jeana DuBose jld116@shsu.edu  William R. Powell Bldg. 2 <sup>nd</sup> Floor (Next to Old Main Market)		
<b>Scheduling Contact and Location</b>	<b>Dean of Students – Chelsea Smith, Dean of Students</b>	<b>Date/Time</b>
Contact; Teresa Bird tlb022@shsu.edu  LSC 210		
<b>Scheduling Contact and Location</b>	<b>Leadership Initiatives – Meredith Conrey, Director</b>	<b>Date/Time</b>
Contact; Meredith Conrey mlc033@shsu.edu  LSC 326		
<b>Scheduling Contact and Location</b>	<b>Lowman Student Center – Rob Webber, Director</b>	<b>Date/Time</b>
Contact; Brenda Rusk blr032@shsu.edu  LSC 331		

<b>Scheduling Contact and Location</b>	<b>Recreational Sports –</b> <i>Melissa Fadler, Associate Director</i>	<b>Date/Time</b>
<i>Contact; Melissa Fadler mfadler@shsu.edu</i>  Health & Kinesiology (Located within the RecSports Center)		
<b>Scheduling Contact and Location</b>	<b>Residence Life –</b> <i>Joellen Tipton, Executive Director</i>	<b>Date/Time</b>
<i>Contact; Robin Pierson rlm057@shsu.edu</i>  Lone Star Hall 101 (across from Counseling Center)		
<b>Scheduling Contact and Location</b>	<b>Services for Students with Disabilities –</b> <i>Kelley Osborn, Director</i>	<b>Date/Time</b>
<i>Contact; Terra Dougan ted025@shsu.edu</i>  Lee Drain Annex		
<b>Scheduling Contact and Location</b>	<b>Student Activities –</b> <i>Brandon Cooper, Director</i>	<b>Date/Time</b>
<i>Contact; Megan Ellisor mme014@shsu.edu</i>  LSC 215		
<b>Scheduling Contact and Location</b>	<b>Student Health Services –</b> <i>Erica Bumpurs, Director</i>	<b>Date/Time</b>
<i>Contact; Shannon Edwards srr025@shsu.edu</i>  William R. Powell Bldg. 2 <sup>nd</sup> floor #264 (next to Old Main Market)		
<b>Scheduling Contact and Location</b>	<b>Student Legal &amp; Mediation Services –</b> <i>Gene Roberts, Director &amp; Associate Dean</i>	<b>Date/Time</b>
<i>Contact; Gene Roberts gene.roberts@shsu.edu</i>  LSC 327		

The supervisor and employee will review the program checklist on or about the third day of employment.

Date of program's conclusion: \_\_\_\_\_