



SAM HOUSTON STATE UNIVERSITY

FACULTY IN RESIDENCE MANUAL

TABLE OF CONTENTS

FACULTY-IN-RESIDENCE JOB DESCRIPTION	4
ELGIBILITY	4
EXPECTATIONS	4
APPLICATION AND INTERVIEW PROCESS	5
EMPLOYMENT PACKAGE	5
TRAINING AND SUPPORT	5
EVALUATION	6
PROGRAMMING EXPECTATIONS	6
RESIDENCE LIFE VISION, MISSION, AND PURPOSE	6
RESIDENCE LIFE ORGANIZATIONAL CHART	7
RESIDENCE LIFE LANGUAGE	8
STAFF	8
RESIDENCE HALLS	8
LIVING COMMUNITIES	9
ASSOCIATIONS	10
MISCELLANEOOUS LINGO	10
STUDENT LEADERSHIP IN RESIDENCE HALLS	11
EMERGENCY CONTACT AND CRISIS RESPONSE INFORMATION	12
RHD ON-CALL COVERAGE OF CAMPUS	12
SHSU DEPARTMENT OF PUBLIC SAFETY	12
FIRE ALARMS	12
KATSAFE	12
POWER OUTAGES AND SEVERE WEATHER	12
STUDENTS OF CONCERN	12
HELPFUL TIPS FOR LIVING IN THE RESIDENCE HALL	13
ACCESS TO THE RESIDENCE HALL	13
ALCOHOL	13
APARTMENT PREPARATIONS	14
CANDLES AND INCENSE	14
EXTENSION CORDS	14
FACULTY IN RESIDENCE OFFICE	14
FURNITURE	14
GUESTS	14
IMMEDIATE FAMILY MEMBERS	14
MEAL PLAN	15
PARKING	15
PERSONAL PROPERTY INSURANCE	15
PET POLICY	15
RECREATIONAL SPORTS SPOUSE PASS	15

PROGRAMMING	16
PROGRAMMING EXPECTATIONS	16
PROGRAM BUDGET	16
ACTIVE PROGRAMMING	16
PASSIVE PROGRAMMING	16
PURCHASING	17
PURCHASING CARD (P-CARD)	17
CATERING	17
SUMMER	17
TAXABLE ITEMS	17
APPENDICES	18
APPENDIX A (RESIDENCE CONTRACT)	18
APPENDIX B (TAXABLE ITEMS FORM)	19
APPENDIX C (APARTMENT AGREEMENT FORM)	20

Faculty In Residence Position Description

The SHSU Faculty in Residence (FIR) Program is a cross-campus collaborative initiative that will increase student-faculty engagement outside of the classroom, develop community inside the residence hall, enhance an environment that promotes holistic student development, and blend curricular and co-curricular student learning and development. Through structured programs and opportunities for spontaneous interaction, the Faculty in Residence Program will accomplish the following goals:

- Engage faculty in holistic student development
- Provide opportunities for faculty and students to interact outside of the classroom
- Enhance faculty presence and role modeling outside of the classroom

Eligibility

- Full time, teaching faculty/professional with a preference of at least 4 years of work experience at SHSU
- Preferred candidate must would a connection to UNIV 1101, a First-Year Learning Community, or a living community in on-campus housing
- Spouses who are not employees of Sam Houston State University must agree to have a criminal background check completed in order to live on campus

Expectations of the Faculty in Residence

- Maintain ten hours of student contact per week to include planned programs, informal meetings with students, and time available for student interaction at the FIR Office
- Organize three residential programs per semester
- Attend two Resident Advisor (RA) programs each semester
- Recruit other faculty to interact with students
- Participate in a mid-semester, end of semester, and end of year review process and document progress and accomplishments through a portfolio
- Participate in key first-year programs in the residence hall
- Attend relevant meetings and/or trainings such as select RA training and regular check-ins with the Residence Life FIR liaison
- Be open and ready for spontaneous meetings with students
- Be available, and reside, in the residence hall
- FIR and spouse/family must comply with Texas State University System Rules and Regulations and all Sam Houston State University policies, including Residence Life policies and procedures

Application and Interview Process

The application process will involve an FIR search committee

Application

- Resume or CV
- Letter of intent that explains
 - Interest in the position
 - Background of work with undergraduates and first-year students
 - Attributes, expertise, or skills that make the candidate well-suited for the position
 - Anticipated contributions to the program and the students
- Letter of support from the candidate's department

Interview Process

- Interview with the committee
- Sample program presentation

Employment Package

- One to two year appointment in a fully furnished 2 bedroom/2 bathroom apartment of approximately 1,100 sf as a condition of employment
- Washer/dryer included
- Utilities and Wi-Fi included
- Outdoor private terrace/patio available
- FIR office (workstation included) located adjacent to Community Learning Center
- August 1 move in and July 15 move out (can be somewhat flexible with dates)
- Meal plan (30 meals per semester) for FIR intended for on-campus meals with students
- Programming budget
- Paid residential parking permit for FIR
- Recreational sports pass for non-SHSU spouse (if applicable)

Training and Support

The FIR will be included in relevant Residence Life hall staff training. On-boarding and additional orientation will be done prior to the beginning of, and throughout, the Fall semester.

Support for the FIR will consist of

- Training from Residence Life Staff
- Regular communication with the hall staff
- Regular meetings with Director of Residence Life

Evaluation

In order to ensure that this program accomplishes its goals and to display the work of the FIR, the FIR will submit a portfolio at the end of each year that provides an overview of the goals that the FIR set for the school year and the activities and interactions that align to those goals.

The portfolio will be reviewed by the Faculty In Residence Committee and shared with the Office of the Provost and the Vice President for Student Affairs.

Programming Expectations

Faculty in Residence are expected to facilitate diverse programs for students that increase their and other faculty interactions with students, are educational in nature, and help students develop community with each other and a sense of belonging at the institution. In addition to attending planned residence hall programs, FIR are encouraged to host lectures, study breaks, and informal gatherings with students.

Residence Life Vision, Mission, and Purpose

Student Affairs Vision Statement

The Division of Student Affairs is committed to supporting Bearkats by creating impactful experiences and time-honored traditions that foster whole person development, focus on well-being, and prepare students for success on campus and into the future.

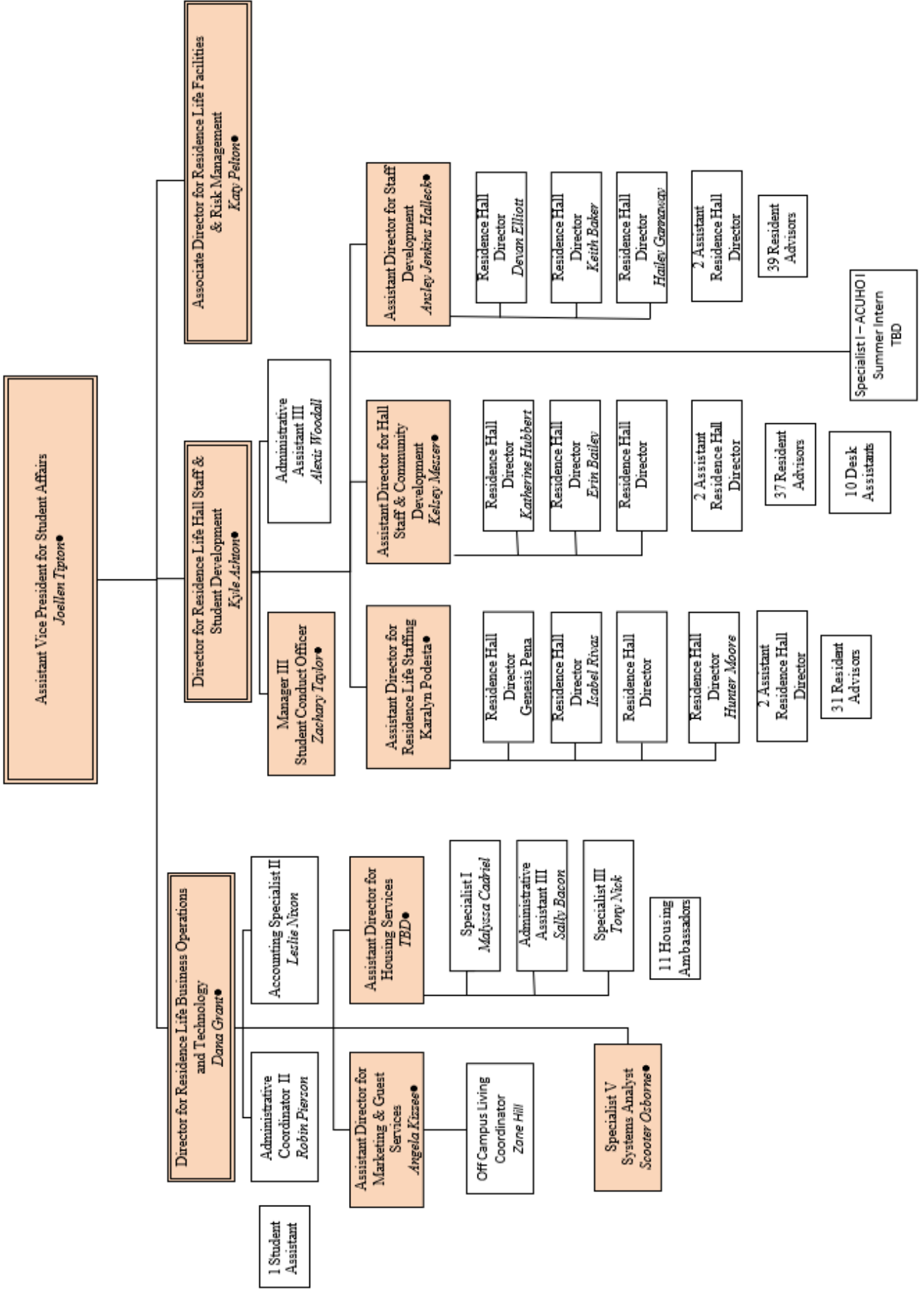
Student Affairs Vision Statement

The Division of Student Affairs is dedicated to shaping the Bearkat experience. We strive to create a unique environment where students can pursue their potential and find their community. We prioritize student involvement, student led programming, and customized resources to expand learning beyond the classroom. Our commitment to student success reflects the spirit and values of Sam Houston State University.

Residence Life Purpose Statement

To foster a welcoming, safe, and supportive community that promotes student growth while preparing them for life at SHSU and beyond.

SAM HOUSTON STATE UNIVERSITY
Department of Residence Life
 Organization Chart



Residence Life Language

Staff

Resident Advisor (RA): RAs are student leaders charged with leading a floor or wing/section of a residence hall. RAs report to the Residence Hall Director.

Residence Hall Director (RHD): RHDs are professional full-time staff members with required Bachelor's Degrees who supervise RAs and are responsible for the administration and development of their community. Note: Some areas may also have an Assistant Residence Hall Director (ARHD) who is a student in a limited supervisory role.

Faculty-In-Residence (FIR): An FIR is a SHSU faculty member who lives in a specific residential community and works collaboratively with Residence Life leadership and residence hall staff to nurture a heightened sense of community that fosters academic excellence, promotes faculty-student interaction, and enriches the student living experience.

Housing Ambassador (HA): HAs are students who work at the Residence Life Office front desk and the Community Learning Centers (CLC) in Piney Woods Hall and San Jacinto Hall and assist students by providing resources, information, and tours.

Residence Halls

It is the hope that students will find in their residence halls much more than a traditional sense of a dorm but more so a center for learning and community. Dormitory or dorm comes from the Latin word dormire, which means "to sleep." Rather than being spaces where students only sleep, SHSU Residence Life strives to create residential spaces where students can engage in academic, social and spiritual community. It is for this reason we emphasize the term residence halls rather than dorms.

We house approximately 4,300 Bearkats in 14 residence halls and 3 apartment complexes, providing one of the widest varieties of living options in our region. We have 4 small houses (which house 30-46 students in traditional double rooms with a bath shared between two rooms), 5 large traditional halls, 2 traditional halls with a private bath shared between two roommates, and 3 large suite-style halls (private bedroom with a shared bathroom and living area). These are all located within the main campus, while our apartment complexes are located near Bowers Stadium.

Living Communities

The mission of the Living Communities is to provide comprehensive and coordinated academic support that promotes development of the collegiate identity and academic and social skills necessary for a successful undergraduate experience and assists students in learning to value relationships with academic departments, faculty and fellow students.

1. Agriculture Living Community

The Ag Living Community is open to first-year students seeking a career in agriculture and is housed in Piney Woods Hall.

2. CAM Creative Community

The CAM Creative Community is open to all students in the College of Arts and Media and is housed in Belvin-Buchanan Hall.

3. CHSS Living Community

The CHSS Living Community is open to first-year to College of Humanities and Social Sciences students and is housed in Piney Woods Hall.

4. Criminal Justice Living Community

The CJ Living Community is open to first-year criminal justice students and is housed in San Jacinto Hall.

5. Education Living Community

The Education Living Community is open to first-year students seeking a career in education and is housed in Piney Woods Hall.

6. Health Sciences Living Community

The Health Sciences Living Community is open to first-year students in the College of Health Sciences and is housed in Piney Woods Hall.

7. Honors Living Community

The Honors Living Community is open to all students accepted into the Elliott T. Bowers College and is housed in Piney Woods Hall.

8. Pre-Nursing Living Community

The Pre-Nursing Living Community is open to first-year students considering a career in nursing and have a major in the College of Health Sciences and is housed in Piney Woods Hall.

9. STEM Living Community

The STEM Living Community is open to first-year non-agriculture majors in the College of Science and Engineering Technology and is housed in Piney Woods Hall.

Associations

The Association of College and University Housing Officers – International (ACUHO-I) ACUHO-I empowers residence life professionals as they work to create educational and enriching residential experiences around the world.

Southwest Association of College and University Housing Officers (SWACUHO)

SWACUHO is a regional affiliation of ACUHO-I comprised of schools in Arkansas, Oklahoma, and Texas, as well as in Mexico. It seeks to further the educational and research purposes of its member colleges and universities.

National Association of Student Personnel Administrators (NASPA)

Primarily an association for Student Affairs Administrators in Higher Education, NASPA aims to be the main source of leadership, scholarship, professional development, and advocacy for student affairs.

National Association of College and University Residence Halls (NACURH)

NACURH is a student organization that seeks to empower, motivate and equip residence hall leaders by providing them with skills and resource in order for them to excel and positively impact their campus communities

Miscellaneous Lingo

StarRez : Database system used to manage student housing information, occupancy management, incident reports and maintenance work orders.

Incident Report (IR): An incident report is a written record of any unusual event, behavioral issue, policy violation, emergency situation, or the like. Incidents are written using the Incident management system in StarRez.

Temporary Assignment: A term used to describe certain spaces that are converted into temporary student bed spaces to accommodate students when the incoming class is above the regular residence hall capacity. This may be a space living with an RA, living in a study lounge in Piney Woods Hall, living as a third roommate in a larger double room, or living in the University Hotel. These accommodations are meant to be short-term, with the students being moved into a permanent assignment as soon as space becomes available through no-shows or through other students leaving the university for various reasons.

Community Learning Center (CLC): The Frank Cloud Community Learning Center is a multi-use facility within Piney Woods, that offers individual and group study space, an open access computer lab with 10 workstations, and other state-of-the-art technology. Other amenities include a printer, whiteboards, and study materials for the GRE, LSAT, GMAT, TExES PPR, TExES Special Ed, as well as a host of other reference materials. A smaller CLC exists in in San Jacinto Hall to support students in that community.

Student Leadership in Residence Halls

Residence Halls Association (RHA) is a registered member organization within NACURH and is affiliated with the Southwest region (SWACURH). RHA is made up of on-campus student leaders. Their office is in Piney Woods Hall. RHA meets to work towards the following purpose and goals:

- Represent and act as the voice for all residence hall students
- Develop programs and initiatives geared towards creating an inclusive community and promoting the values and objectives of Residence Life
- Advocating for student needs and providing feedback to Residence Life leadership
- Assist in creating a positive living environment
- Represent SHSU at state, regional, and national student housing conferences

Emergency Contact and Crisis Response Information

Residence Life has specific protocols that must be followed in the event of an emergency. For any situation regarding residents or the residence hall, such as medical issues, suicide ideation, fire, severe weather, or serious facilities issues (flood, power outage), please contact the RA on duty via the duty cell phone for your hall. The hall staff will then handle the situation appropriately.

RHD On-Call Coverage of Campus

RAs and A/RHDs participate in a rotating “duty” system, or “on call” system, in order to make sure someone is available to handle emergencies when University offices are not open. They have master keys to all residence halls. Contact the duty cell phone number listed on exterior doors if you should need assistance. RHD duty will be from 5:00pm to 8:00am each evening Sunday through Thursday, and weekend duty hours will last from Friday at 5:00pm to Sunday at 5:00pm. This includes all holiday periods and breaks.

SHSU Department of Public Safety

For an emergency, call 936-294-1000. For a non-emergency, call 936-294-1800.

Fire Alarms

Fire drills are conducted once each semester to educate residents with the sound of the fire alarm, the emergency exits that are available and the procedure for evacuating the building. The FIR and all FIR’s occupants must evacuate the building anytime a fire alarm sounds, at any hour. Please use the stairway exit closest to the apartment.

KatSafe

KatSafe is the University’s emergency management system. The FIR is required to register a cell phone and email with the KatSafe system in order to receive notices and updates. You may find further information here: <https://www.shsu.edu/katsafe/>

Power Outages and Severe Weather

In the event of a weather event or a power outage, please refer to the information noted on the Residence Life website at and in Residence Life communications. Please also pay attention to any KatSafe messages and proceed accordingly.

Students of Concern

Occasionally, the FIR might become aware of a resident who is experiencing mental health concerns or exhibiting behaviors that may seem unusual or worrisome. Please contact hall staff or the Director for Residence Life Hall Staff to assist these students. For more urgent situations, contact duty staff or UPD.

Helpful Tips for Living in the Residence Hall

Access to Residence Hall

The Department of Residence Life offers increased security through the use of the Bearkat OneCard system. All residence halls with interior room doors are equipped with card access. Exterior doors are locked 24 hours a day after move-in. Each of the main doors is equipped with a card reader. Tapping the card or sliding the magnetic stripe on the back of the ID card will give access to the assigned hall. Only the residents of the particular hall are coded for access to that hall; therefore, it is important not to admit non-residents without an escort. This system offers better security because once a lost card is reported, the ID card can be quickly deactivated so that no one else can use it.

Some other features of this system and related security policies are:

- Should any card be used in a reader that is not authorized to access that particular hall the system will identify the ID number, record the unauthorized attempt, and deny access.
- Should there ever be a power outage, back-up batteries will allow the system to continue to operate for a limited time.
- Guests should contact their host, and must be escorted within the hall by their host

Typically, during the check-in process at the beginning of each semester, the exterior doors will be unlocked within certain time periods to assist with students moving in.

A lost Bearkat One Card requires immediate action due to building security, personal identification as well as potential meal plan and money theft. Report lost cards immediately to staff and the Bearkat One Card Office.

Alcohol

THE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER THE LEGAL AGE IS STRICTLY PROHIBITED. The legal age for possession and/or consumption of alcoholic beverages in the State of Texas is 21 years of age. For those of legal age, the possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University is limited to individual apartments and areas specified in other published alcoholic beverage policies. Those of legal age who choose to consume alcohol in their rooms/apartments must keep their door closed. All residents and guests who are 21 years of age and choose to drink within a resident room/apartment are still responsible for their behavior and abide by the Residence Life expectations and policies. All private parties held in student rooms/apartments must be confined to the specific room/apartment with the door closed.

FIRs should also be mindful of where and with whom they are partaking of alcoholic beverages. It is expected that FIRs will not drink with residents, RAs, or students on campus. FIRs must abide by the SHSU Alcohol Beverage Policy. Specifically, individuals organizing events (which would include any FIR gathering in the residential living space) “where alcohol beverages are to be served . . . are required to complete a letter to the President requesting permission to serve alcohol.” Further alcohol may only be served on the SHSU campus by a licensed caterer.

Apartment Preparations

The Associate Director of Residence Life Facilities and Risk Management assists with the daily management of all the residential facilities on campus and serves as the departmental liaison with the custodial contractor to get necessary work completed. This Associate Director is also responsible for preparing FIR apartments for move-in and will be in contact with FIRs ahead of their move to campus. Residence Life does not provide for moving expenses.

Candles and Incense

Candles, candle/oil/wax warmers, diffusers, Scentsy devices, wax sculptures, potpourri pots, paraffin baths, incense, and any open flame are strictly prohibited in residence halls/apartments for fire safety reasons. Candles may not be used during power outages or in seasonal decorations such as jack-o-lanterns, Christmas wreaths or menorahs. Candles and incense that are unused, have the wick removed or still in their original packaging (unopened) are also considered a violation. This is in accordance with the State Fire Marshal's Office.

Extension Cords

Use of extension cords is also prohibited in the halls/apartments by order of the State Fire Marshal. Power strips are to be used as an alternative.

Faculty In Residence Office

An office with desktop workstation is provided in the residence hall specifically for the FIR. It is located near the Community Learning Center.

Furniture

The FIR apartment is furnished. FIRs may bring additional furniture if desired; however, furnishings that come with the apartment must remain and may not be stored.

Guests

FIRs are permitted to entertain guests beyond the prescribed visitation hours for all residential communities. All guests must be accompanied by the FIR at all times. For security and liability issues, access cards cannot be given to guests; and FIRs and family members should not give their ID or access cards to their guest to use. FIRs should consult the Director for Residence Life Hall Staff and Student Development if they intend to have a guest stay more than a week.

Immediate Family Members

The living quarters for FIR are provided to FIR and their immediate family members only. Generally speaking, this means spouse and children. These family members are welcome and encouraged to be engaged in the life of the community, its activities and programs, and with residents; this is certainly not a requirement though. For safety purposes, FIR children should be monitored at all times and are not allowed in the residential wings or in students' rooms without parental escort.

Meal Plan

A 30 meals per semester plan will be provided for the FIR in order to encourage casual contact with residents. These meals will be loaded to the FIR's Bearkat OneCard at the beginning of each fall and spring semester. Meals not eaten during the semester will not roll over and will be returned to Dining Services.

The meal plan will only work at the two residential dining halls (General's Market and Old Main Market), and only when dining halls are open. The Campus Dining Services website is the best place to learn of any dining hall hour changes or closures.

Parking

The FIR will be provided with a paid residential parking pass. The pass is taxable.

Personal Property Insurance

SHSU does not insure personal property within residential facilities. It is the responsibility of the FIR to provide protection for their personal property, and it is strongly recommended that FIRs purchase property insurance coverage. SHSU will also not reimburse for any deductibles that may be in place on a FIR's policy

Pet Policy

Service Animals, Emotional Support Animals (ESAs), and approved pets are allowed in FIR apartments. If the FIR has a need of a Service Animal, ESA, or interest in a pet in their apartment, they must follow the same procedures for approval as our student residents. Information can be found on the Residence Life website.

Recreational Sports Spouse Pass

If the FIR has a spouse that does not automatically have free access to recreational sports programs and facilities, a free pass may be provided. This pass entitles the spouse to participate in C-Rec intramural activities with their husband/wife. An active "spouse Pass" and photo ID must be presented to enter facilities, activity areas, or to participate in programs. The pass is taxable.

Programming

Programming Expectations

Faculty in Residence are required to facilitate diverse programs for students that increase their, and other faculty, interactions with students, are educational in nature, and help students develop community with each other and a sense of belonging at the institution. In addition to attending planned Residence Hall programs, FIRs are encouraged to host lectures, study breaks, and intimate gatherings with students.

Specifically, the FIR is expected to organize, publicize, and execute three residential programs per semester. They are also asked to attend two resident advisor programs each semester. In addition, FIRs should be open and ready for spontaneous meetings with students.

Program Budget

Faculty in Residence will have funding from the Department of Residence Life available to accomplish these programming efforts. The baseline programming budget will be \$2,000 for the academic year. Faculty in Residence may request additional funding from the Department of Residence Life if they feel more is needed. Additional funds will be granted based on availability and at the discretion of the Department. Any excess funds will be returned to the Department of Residence Life at the end of the Spring semester. University and departmental purchasing policies and guidelines must be followed for all purchases

Active Programming

Active programming is an event in which facilitators and participants are both present and actively engaged in the learning experience. Examples of active programming could be a faculty led workshop, demonstration, or advising session. Active programming could also be an activity or event that engages the residents outside of the residence hall. These are programs planned and coordinated by the FIR.

Passive Programming

Passive programming is an educational or community building opportunity for residents in which the facilitator may not be present and in which residents can engage with the experience on their own time. Example of passive programming could be information such as registration tips on a bulletin board or a display on the effects of alcohol and drug use or up and coming research in a lobby or other common area. Passive programming is an opportunity to reach students with varying schedules and interests in a topic.

Purchasing

Purchasing Card (P-Card)

The FIR will be trained on the department's purchasing procedures, and Residence Life Staff will have access to the Residence Life P-card to make purchases for programs and events.

Catering

Any catering used for programs and events in residence halls must be provided by SHSU Hospitality.

Summer

Selected residence halls are used for New Student Orientation and some summer camps during the summer months, so the feel and vibe of the building will be markedly different. There are likely to be periods of complete quiet followed by periods of noise and crowds. The location of the FIR apartment is such that the FIR is not expected to be significantly affected by these differences.

Taxable Items

Below is a list of items in the FIR employment package that are taxable or tax exempt:

- Rent-free housing for the FIR is NOT a taxable item. The FIR housing is not taxable because it is a work-related requirement. Specifically, 1) the lodging is on the premises of a business; 2) the employer must have a valid business purpose for providing housing beyond giving the employee additional compensation; and 3) the employee must accept the lodging as a condition of employment (employment as FIR).
- The meal plan that is provided to the FIR is NOT a taxable item. The meal plan is not taxable because it is a work-related requirement and not for the FIR's personal use.
- Because it is not provided as a condition of employment or connected to any work-related requirements, the recreational sports spouse pass is taxable.
- Because it is not provided as a condition of employment or connected to any work-related requirements, a parking pass provided to the FIR and through the position is taxable.

Items in the employment package that are not a condition of employment are taxable. SHSU will deduct this estimated tax from the employee's salary. The FIR is not required to accept any taxable items. If the FIR does accept any taxable items, he/she must complete and submit Appendix B.

Appendices

Appendix A

Faculty In Residence Contract

July 2026 - July 2027

The duties, title, and position, of the Faculty-In-Residence is at-will and may be expanded, reduced, amended, merged with other duties, or eliminated in whole or in part at any time in the sole discretion of Sam Houston State University. Failure of a Faculty-In-Residence to comply with Texas State University System Rules and Regulations, Sam Houston State University policies, including Residence Life Policies and this Manual may result in removal for the position with or without notice in Sam Houston State University's sole discretion, and may result in other personnel action in accordance with Sam Houston State University Personnel Policies, to include the Faculty Handbook.

Printed Name of Faculty-in-Residence

Signature of Faculty-in-Residence

Date

Appendix B

Faculty In Residence Taxable Items Form

First Name

Last Name

SAM ID

Items in the employment package that are not a condition of employment are taxable. SHSU's Payroll Department will deduct the estimated tax from the employee's salary.

Please check any taxable items in the employment package that you accept:

Faculty-in Residence parking permit

Recreational sports spouse pass

I, _____, accept this three semester housing offer for 2026-2027. Printed Name of Occupant

Signature

Date

This document must be sent to Payroll (payroll_office@shsu.edu) and the FIR email account (shsu-fir@shsu.edu) no later than August 15th at the beginning of the FIR term.

Appendix C

Faculty In Residence Apartment Usage Agreement

This is a memorandum of understanding (MOU) for a two bedroom apartment to be awarded at no charge to a faculty member who holds a Faculty In Residence position.

- Occupant acknowledges, as part of living within a state-owned property, the bathroom(s) within the Occupant's assigned room/apartment will be professionally cleaned once a year by the service contracted by the Department of Residence Life. Occupant will be notified by the Department of Residence Life of the approximate day cleaning is to occur.
- Occupant acknowledges that Residence Life Maintenance and/or hall staff will periodically need to access my living quarters to perform routine maintenance, fire and safety checks and that the occupant is required to cooperate with these inspections and that prior notice may not be possible.
- Occupant acknowledges that should the Occupant's assigned room/apartment be found in violation of basic safety and health standards, the Department of Residence Life will address the specific issues and remedies with the Occupant.
- Occupant acknowledges that he/she is responsible for any damages not associated with normal wear and tear. Any such damages shall be repaired by SHSU and the cost will be billed to the occupant once damage repair is complete.

I, _____, accept this three semester housing offer for 2026-2027.
Printed Name of Occupant

Signature of Occupant

SAM ID Number of Occupant

Date



Sam Houston State University

Residence Life

Student Affairs

910 Bearkat Blvd.

Huntsville, TX 77340

936.294.1812

shsu.edu/offices-departments/residence-life