

**SAM HOUSTON STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS**  
 Departmental Onboarding for New Employees

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

\_\_\_\_\_  
 Employee 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.

Scheduling Contact and Location	Office of the VP for Student Affairs	Date/Time
Contact: Debbie Nichols <a href="mailto:nichols@shsu.edu">nichols@shsu.edu</a>  LSC310		
Scheduling Contact and Location	Counseling Center	Date/Time
Contact: Jennifer Harlow <a href="mailto:jlh045@shsu.edu">jlh045@shsu.edu</a>  William R. Powell Bldg. 2 <sup>nd</sup> Floor (Next to Old Main Market)		
Scheduling Contact and Location	Dean of Students' Office	Date/Time
Contact: Teresa Bird <a href="mailto:tlb022@shsu.edu">tlb022@shsu.edu</a>  LCS 210		
Scheduling Contact and Location	Student Involvement: Leadership & Service	Date/Time
Contact: Meredith Conrey <a href="mailto:mlc033@shsu.edu">mlc033@shsu.edu</a>  LSC 326		
Scheduling Contact and Location	Lowman Student Center	Date/Time
Contact: Jessica Kemmerling <a href="mailto:jlj015@shsu.edu">jlj015@shsu.edu</a>  LSC 331		
Scheduling Contact and Location	Campus Recreation	Date/Time
Contact: Heather Dolezal <a href="mailto:hdolezal@shsu.edu">hdolezal@shsu.edu</a>  Health & Kinesiology (Located within the RecSports Center)		

<b>Scheduling Contact and Location</b>	<b>Residence Life</b>	<b>Date/Time</b>
Contact: Robin Pierson <a href="mailto:rlm057@shsu.edu">rlm057@shsu.edu</a>  Lone Star Hall 101 (across from Counseling Center)		
<b>Scheduling Contact and Location</b>	<b>Services for Student with Disabilities</b>	<b>Date/Time</b>
Contact: Terra Dougan <a href="mailto:ted025@shsu.edu">ted025@shsu.edu</a>  Lee Drain Annex		
<b>Scheduling Contact and Location</b>	<b>Campus Activities &amp; Traditions</b>	<b>Date/Time</b>
Contact: Breanna Dotson <a href="mailto:bnp010@shsu.edu">bnp010@shsu.edu</a>  LSC 215		
<b>Scheduling Contact and Location</b>	<b>Student Health Center</b>	<b>Date/Time</b>
Contact: Shannon Edwards <a href="mailto:srr025@shsu.edu">srr025@shsu.edu</a>  William R. Powell Bldg. 2 <sup>nd</sup> floor #264 (next to Old Main Market)		
<b>Scheduling Contact and Location</b>	<b>Student Wellness</b>	
Contact: Lindsey Lopez <a href="mailto:llopez@shsu.edu">llopez@shsu.edu</a>  Rec Center Suite 115		
<b>Scheduling Contact and Location</b>	<b>Student Legal &amp; Mediation Services</b>	<b>Date/Time</b>
Contact: Gene Roberts <a href="mailto:gene.roberts@shsu.edu">gene.roberts@shsu.edu</a>  LSC 327		
<b>Scheduling Contact and Location</b>	<b>Fraternity &amp; Sorority Life</b>	<b>Date/Time</b>
Contact: Victoria White <a href="mailto:vbw002@shsu.edu">vbw002@shsu.edu</a>  LSC 315D		

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

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