

**REQUEST FOR BOARD APPROVAL OF
PERSONAL SERVICES CONTRACT**

Pursuant to House Bill 3372 (Effective June 22, 2025)

INSTRUCTIONS: This form must be submitted at least five (10) school days prior to a regularly scheduled Board meeting, but earlier submission is strongly encouraged. A copy of the written personal services contract must be attached to receive consideration. Incomplete forms or late submissions may result in delays or denial of review.

Administrator Information

Full Name: Dr. Michelle Hurst
Job Title/Position: Sec. Science Coordinator
Campus/Department: Teaching and Learning
Email Address: michellehurst@misdmail.org
Phone Number: 817 299 4385

Contracting Entity Information

Name of Contracting Entity: TCU

Does the entity conduct or solicit business with Mansfield ISD?

☐ Yes → STOP. This arrangement may not qualify for an exception under HB 3372. You are advised to seek legal counsel.

☒ No

Type of Entity (Check one):

☐ Business (conducts or solicits business with the District)

☐ Education Business (provides services regarding curriculum/administration)

☒ Public Education Institution (e.g., charter school, regional education service center, other ISD) private

Contract Information

Title of Services to Be Performed: adjunct

Brief Description of Services: 1 teach a class for undergraduate students

District Use Only

Date Received: _____

Reviewed by (Name & Title): _____

- ☐ Contract Attached.
- ☐ Administrator is not a Superintendent, Associate Superintendent, or Board of Managers member.
- ☐ Administrator's responsibilities do not primarily involve classroom instruction.
- ☐ Administrator is not a Trustee.

Recommendation:

- ☐ Forward to Board for Consideration
- ☐ Returned – Not Eligible
- ☐ Returned – Incomplete

Board of Trustees Action

(To be completed following Board review)

- ☐ Approved
- ☐ Denied

Board Meeting Date: _____

Comments or Conditions (if any): _____

Board President Signature: _____

Date: _____

Total Compensation to Be Received: \$ _____

Term/Duration of Contract: Aug - Dec 14 2026

Will any services be performed during your regular work hours?

☐ Yes → STOP. Services must be performed entirely on personal time.

☒ No

Attach a copy of the written contract describing the services to be performed.

☐ Attached

Acknowledgments

(Please initial each statement)

MA I acknowledge that the services described will be performed entirely on my personal time, outside of my work hours with the District.

MA I acknowledge that the contract does not create a conflict of interest with my duties to the District.

MA I acknowledge that the arrangement will not harm the District or interfere with District operations.

MA I acknowledge that the contract is subject to disclosure under the Texas Public Information Act.

MA I acknowledge that violation of HB 3372 may result in personal civil penalties up to \$10,000 per violation.

Signature:  **Signature**

Date: 9/8/26

[Remainder of page intentionally left blank]



ADJUNCT FACULTY CONTRACT – Fall 2026

DATE July 13, 2026

NAME Michelle Hurst

TCU ID NO. [REDACTED]

DEPARTMENT/SCHOOL 61030-Teaching and Learning Sciences

PERIOD OF APPOINTMENT: BEGINS August 17, 2026

ENDS December 19, 2026

ASSIGNMENT

COMPENSATION

1) EDMS 51103-Section 080-REG (2026 Fall Term)

1) \$3,850.00

2) EDSE 51103-Section 080-REG (2026 Fall Term)

2) \$0.00

3) EDUC 55313-Section 080-REG (2026 Fall Term)

3) \$0.00

4) _____

4) \$0.00

5) _____

5) \$0.00

TOTAL COMPENSATION: \$3,850.00

(payable in 5 equal installments)

CONDITIONS OF EMPLOYMENT

1. If the minimum enrollment, as defined by the academic dean or academic vice chancellor, for the course(s) does not materialize, the course(s) may not be offered and the University will have no contractual obligation to you.
2. Enrollment patterns in the unit may necessitate permanent faculty reassignments which may result in the above course(s) being taught by a permanent faculty member. If this occurs, the University will have no contractual obligation to you.
3. The Appointee agrees to meet every scheduled class and/or to perform such duties as are assigned by proper University officials. In the event an emergency arises where an instructor cannot meet his/her class or perform such assigned duties, he/she shall contact the Department and/or School/College office so that a decision can be made concerning a qualified substitute. Any individual who is to substitute for an adjunct faculty member must receive prior approval by the appropriate University official.
4. The Appointee agrees to abide by the policies of the Department and/or School/College concerning syllabi, book orders, grading policies, examination schedules and other University policies and procedures. It is incumbent upon all employees of the University engaged in teaching to be familiar with all regulations relating to students, not only those contained in the *Faculty Handbook*, which may be amended from time to time.
5. In addition to regular classroom and laboratory times, adjunct faculty members are expected to be available for consultation with students. The times available for consultation may be regularly scheduled and/or by appointment. You are urged to consult with the dean or departmental chair concerning appropriate times and available locations for these meetings.
6. This appointment is for only the period specified and will automatically terminate at the end of that period. There is no obligation on the part of the University, stated or implied, to extend or renew this appointment. Furthermore, this appointment shall have no bearing and shall not count towards completion of the tenure probationary period. Adjunct appointments are not eligible for benefits.
7. This appointment is contingent upon the university's approval of your background check, degree and/or credential verification, identity verification, and legal authorization to work in the United States. Your initial and continued employment is contingent upon compliance with the policies, regulations of TCU as published the current *Faculty Handbook* and other relevant TCU policies as published.

Texas Christian University

Floyd L. Wormley Jr., Ph.D.

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Provost and Vice Chancellor for Academic Affairs