



**Wharton County  
Junior College**

**PAID PROFESSIONAL ASSIGNMENT  
(PPA) REQUEST FORM**

TO: Vice President of Instruction      DATE: September 10, 2018

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Science Division

SUBJ: PPA request for: Dr. Wendy Waters  
 Title of PPA activity: Assistant Department Head - A&P Coordinator  
 Dates (or semesters) of activity: Fall 2018 -Spring 2019

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Inventory A&P lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the A&P lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for A&P courses.

Budget No. 1110.14301.6092.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,100/semester	\$4,200
<b>TOTAL</b>		<b>\$</b>	<b>\$4,200</b>

C. **Approvals**

Supervisor: Kevin Dees      Digitally signed by Kevin Dees  
DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US  
 Date: 2018.09.10 10:01:58 -0500      Date: 9/10/18

VPI: Leigh Ann collins      Digitally signed by Leigh Ann collins  
DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US  
 Date: 2018.09.10 15:10:40 -0500      Date: 9-10-18

President: *Betty A. McLeod*      Date: 9-11-18