



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: 1/7/2019

FROM: Jennifer Mauch

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Bracha Silverstone
 Title of PPA activity: Assistant Credit Level Math Department Head
 Dates (or semesters) of activity: 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.

Assist the Math Department Head with duties specific to the leadership of the Math Department. These duties will include conducting assessments, coordinating content and instruction of courses among full and part-time faculty, completing part-time instructor appraisals, and other duties as assigned (\$2100.00 for the Spring 2019 semester).

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14305.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch Date: 1-18-19

VP: LW Date: 1-24-19

President: Betty A. McLeod Date: 1-24-19

Vice President of Instruction
Date: 1/22/19