



**Wharton County
Junior College**

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

TO: President Betty McCrohan

DATE: June 21, 2017

FROM: Pam Youngblood

DIV or UNIT: Technology and Institutional Research

SUBJ: PPA request for: Tessa Mathews

Title of PPA activity: Extra Functions Pertaining to Institutional Effectiveness

Dates (or semesters) of activity: 6/1/2017 – 8/31/2017

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.

Ms. Mathews has been handling extra functions regarding data gathering and reporting that were originally handled by the Dean of Institutional Effectiveness who has since retired. Ms. Mathews will continue to handle the extra data gathering and reporting functions relating to Institutional Effectiveness until the position of Vice President of Planning and Institutional Effectiveness have been filled.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$3,000.00	\$3,000.00
TOTAL		\$3,000.00	\$3,000.00

BUDGET NUMBER:

C. **Approvals**

Supervisor: Pam Youngblood

Date: 6-21-2017

VPI: _____

Date: _____

President: Betty C. McCreche

Date: 6-26-2017