



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: August 19, 2016

FROM: Megan Costanza

DIV or UNIT: Vocational Instruction

SUBJ: PPA request for: Tim Guin

Title of PPA activity: Division Chair Duties for Vocational Sciences Division

Dates (or semesters) of activity: Academic Year 2016-2017

- 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.

Mr. Guin is assigned division chair duties, including all deliverables outlined in the WCJC Division Chair procedures manual, in addition to his 12-month contractual duties as Instructor of Law Enforcement. Duties include supervision of programs, evaluation of full and part-time faculty and department staff, oversight of curriculum, advisory committee activities, accreditation boards and licensing agencies, and all reporting requirements for internal processes, as well as external agencies. Monitor enrollment, ensure student needs are met, and serve as liaison for division with other departments within the college.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		Fall 2016 - \$2,500 Spring 2016 - \$2,500	\$5,000
ON OVERLOAD (additional compensation)			
TOTAL		\$	\$ 5,000

BUDGET NUMBER: 1110.14200.6094.400

- C. **Approvals**

Supervisor: Megan Costanza Date: 8/19/16

VPI: [Signature] Date: 8-19-16

President: Betty A. McLeod Date: 8-23-16