



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

TO: VPI Collins

DATE: 1/20/2026

FROM: Jennifer Mauch

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Rocio Doherty
 Title of PPA activity: Development of CHEM 2423 lab manual
 Dates (or semesters) of activity: Spring 2026

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.

Organic Chemistry I, CHEM 2423, does not have an "official" lab manual for the course. Students are given individual PDF handouts for each experiment, which can be confusing and inconsistent from one lab to the next. There is also no single reference students can use throughout the semester and keep as beyond the completion of the course.

Dr. Doherty will work on a lab manual that will include safety information, course expectations, and all required experiments for the course. The lab manual will make the labs more organized, give students a better understanding and purpose for each lab, and ensure consistency across sections and instructors.

Once adopted, the lab manual will be sold through the WCJC bookstore, which would generate royalties for the Chemistry department, instead of relying on Publisher materials.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,800.00	\$ 2,800.00
TOTAL		\$ 2,800.00	\$ 2,800.00

Budget Number: 1110.14302.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch
 Date: 2026.01.20 15:07:20 -06'00' Date: 1-20-2026

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
 Date: 2026.03.06 13:09:22 -06'00' Date: _____

President: [Signature] Date: 03/16/26