



PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction DATE: June 2, 2022
 FROM: Kevin Dees
 DIV or UNIT: Biology Dept./Life Science Division
 SUBJ: PPA request for: Wendy Waters
 Title of PPA activity: Assistant Department Head - Human Anatomy & Physiology Coordinator
 Dates (or semesters) of activity: Summer 2022 (May 23 -Aug. 12, 2022)

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.

In addition to the regular Assistant Dept. Head duties for summer: 1) develop additional on-line BIOL2401/2402 lab materials to improve the academic rigor and quality of lab assessments. 2) serve as a mentor for any new faculty added to the department and help them prepare for fall 2022.

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)		\$1,000	\$1,000
TOTAL		\$	\$1,000

C. **Approvals**

Supervisor: Kevin Dees Digitally signed by Kevin Dees
 DN: cn=Kevin Dees, o=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US
 Date: 2020.09.03 11:39:09 -05'00' Date: 6/3/2022

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
 Date: 2022.06.03 13:56:45 -05'00' Date: _____

President: *Betty M... (signature)* Date: 6-6-22