



Wharton County Junior College

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: Jennifer Jeffery

Title of PPA activity: Assistant Department Head - General Biology 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 BIOL1406/1407 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 13:55:55 -05'00'

Date: _____

President: Betty A. McCracken

Date: 6-6-22