



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: January 12, 2016

FROM: Kevin Dees

DIV or UNIT: CHEM/PHYS Dept./ Life & Physical Sciences Division

SUBJ: PPA request for: Ramiro Acevedo

Title of PPA activity: Assistant Department Head - Physics

Dates (or semesters) of activity: Spring 2016

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.

Assist the Chemistry, Physics and Engineering (CPE) Department head with duties specific to the Physics area. This includes but is not limited to assisting with preps for lab exercises, serving as the point of contact for FT and PT faculty, updating and assessing curriculum, and providing input on ordering supplies. Works with the CPE dept head to ensure course schedule is developed, textbook orders are submitted, assessment plans are implemented and documented, and faculty are selected and evaluated.
budget number - 1110.14307.6092.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,800/ semester	\$1,800
TOTAL		\$	\$1,800

C. **Approvals**

Supervisor: Kevin Dees Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US
Date: 2016.01.12 16:24:23 -06'00' Date: _____

VPI: [Signature] Date: 1-13-16

President: [Signature] Date: 1-19-16

APPROVED
1/12/16 TC