



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 9/28/2016

FROM: G.G. Hunt

DIV or UNIT: Math Readiness & Justice Division

SUBJ: PPA request for: Sherry Liu

Title of PPA activity: Assistant Department Head for Developmental Math

Dates (or semesters) of activity: Fall 2016- Spring 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.

Assist the College Readiness Department Head with duties specific to the leadership of the College Readiness- Math Department. These duties may include but are not limited to curriculum development, assessment, schedule development, coordinating with FT and PT faculty on curriculum issues, PT classroom observations and other duties as assigned.


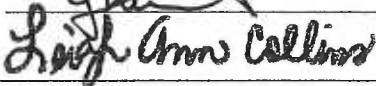
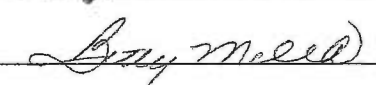
Additionally, new textbooks, new course outlines, new student learning outcomes and new user interface in MyMathLab needs to be completed. This department is also experiencing an unprecedented increase in student enrollment due to new TSI scores.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,100 per semester	4,200.00
TOTAL		\$2,100.00	\$ 4,200.00

BUDGET NUMBER: 1110.14506.6092.100

C. **Approvals**

Supervisor:  Date: 9-28-16
 VPI:  Date: 9-28-16
 President:  Date: 9-28-16