



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: 8-15-2018

FROM: Kelley Whitley

DIV or UNIT: Math and Physical Science

SUBJ: PPA request for: Yvonne Smith  
 Title of PPA activity: Assistant Math Department Head  
 Dates (or semesters) of activity: Fall 2018

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 Math Department Head with duties specific to the leadership of the Math Department. These duties will include conducting assessment, coordinating content and instruction of courses among full and part-time faculty, completing part-time instructor appraisals, and other duties as assigned (\$2100 for the Fall 2018 semester).

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
<b>TOTAL</b>		<b>\$ 2,100.00</b>	<b>\$ 2,100.00</b>

Budget Number : 1110.14305.6092.100

C. **Approvals**

Supervisor: Kelley Whitley  
Digitally signed by Kelley Whitley  
Date: 2018.08.23 10:35:51 -05'00'

VP: Leigh Ann Collins  
Digitally signed by Leigh Ann Collins  
DN: cn=Leigh Ann Collins, o=WCJC,  
ou=VP, email=leacollins@wcjc.edu, cn=US  
Date: 2018.08.24 17:40:23 -05'00'

President: *Betty A. Malcher*

Date: 8-23-2018

Date: 8-24-18

Date: 8-28-18

**RECEIVED**  
 Vice President of Instruction  
 Date: 8/23/18 Initial: R