



**Wharton County
Junior College**

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

9/9/16 TC

TO: Vice President of Instruction DATE: 9/8/2016
 FROM: Kevin Dees
 DIV or UNIT: Biology Dept./Life & Physical Sciences Division
 SUBJ: PPA request for: Kim Raun
 Title of PPA activity: Microbiology Lab Coordinator
 Dates (or semesters) of activity: Fall 2016 and 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.

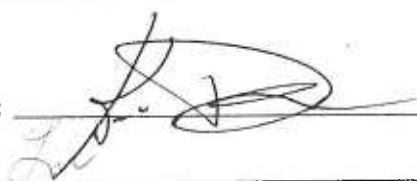
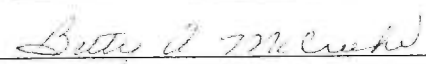
Inventory Microbiology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the Microbiology lab experience between campuses.

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)		\$1,200/semester	\$2,400
TOTAL		\$	\$2,400

C. **Approvals**

Supervisor:  Date: 9/9/2016
 VPI: _____ Date: 9-9-16
 President:  Date: 9-12-16