



**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: Ariel Taylor
 Title of PPA activity: Assistant College Readiness 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 Developmental Math program. These duties will include coordinating content and instruction among full and part-time faculty, conducting activities that support WCJC's participation in MOUs with area school districts as part of our commitment to HB 5, conducting 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
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14306.6092.100

C. **Approvals**

Supervisor: Kelley Whitley
Digitally signed by Kelley Whitley
Date: 2018.08.23 10:29:36 -05'00'

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC, ou=VP, email=acollins@wcjc.edu, c=US
Date: 2018.08.24 17:41:45 -05'00'

President: *Debra J. McLaughlin*

Date: 8-23-2018

Date: 8-24-18

Date: 8-28-18

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