



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 8/14/2017

FROM: Megan Costanza

DIV or UNIT: Vocational Instruction

SUBJ: PPA request for: Tim Guin

Title of PPA activity: Division Chair Duties for Vocational Sciences Division

Dates (or semesters) of activity: Academic Year 2017-2018

A. Activity and Expected Outcomes.

Mr. Guin is assigned division chair duties, including all deliverables outlined in the WCJC Division Chair procedure manual, in addition to his 12-month contractual duties as Instructor of Law Enforcement. Duties include supervision of programs, evaluation of faculty and staff, oversight of curriculum, advisory committee activities, alignment with accreditation boards and licensing agencies, and all reporting requirements for internal processes and external agencies. In this role, he also monitors enrollment, ensures student needs are met, and serves as liaison for his division with other departments throughout the college.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		Fall 2017 - \$2,500 Spring 2018 - \$2,500	\$5,000
ON OVERLOAD (additional compensation)			
TOTAL		\$	\$5,000

BUDGET NUMBER: 1110.14200.6094.400

C. Approvals

Supervisor: Megan Costanza Digitally signed by Megan Costanza
DN: cn=Megan Costanza, o=DVI, ou=Academic
Affairs, email=costanzam@wcjc.edu, c=US
Date: 2017.08.14 15:24:30 -0500 Date: _____

VPI: [Signature] Date: 8-15-17

President: [Signature] Date: 8-17-17

RECEIVED
Vice President of Instruction
Date: 8/14/17 Initial: JK