



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 2-14-24

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Dr. Hector Weir

Title of PPA activity: Assistant Department Head-Humanities/Foreign Language

Dates (or semesters) of activity: Spring 2024

- 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.

Dr. Hector Weir will provide support to the English Department head with the following administrative duties.

- Dr. Weir will help in the review of all PT HUMA, PHIL, and SPAN instructor's course syllabi.
- HUMA, PHIL, and SPAN data coordination (rubrics, assessments, data gathering, reporting, keeping the dept head in the loop on assessment).
- Hector will review and evaluate all potential HUMA, PHIL, and SPAN PT instructors. Dr. Weir will provide insight on whether PT instructors should be offered PT assignments.
- Department head and assistant will work together to create a schedule of observation for all PT English, HUMA, PHIL, and SPAN instructors.
- Increased exposure to to schedule planning.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	
TOTAL		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14503.6092.100

- C. **Approvals**

Supervisor: Patrick Ralls
VP: Leigh Ann Collins
President: Betty Melnick

Digitally signed by Patrick Ralls
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Vice President of Institution
2/14/24