



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins-Vice President of Instruction

DATE: July 30, 2020

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication & Fine Arts/English, Humanities, Foreign Language

SUBJ: PPA request for: Ava Humme  
 Title of PPA activity: Assistant Department Head  
 Dates (or semesters) of activity: Fall 2020

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.

Ava Humme will provide support to the English Department Head with the following administrative duties:

- Review all PT HUMA instructors' course syllabi;
- Coordinate data of all HUMA courses (rubrics, assessments, data gathering, reporting, communicating progress of assessment with the department head);
- Review and evaluate all potential HUMA PT instructors, including recommendations for assignments;
- Collaborate with department head to schedule observation for all PT English, HUMA instructors; and
- Contribute 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	
<b>TOTAL</b>		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls  
DN: cn=Patrick Ralls, o,  
ou=Speech Department,  
email=rallsp@wcjc.edu, c=US  
Date: 2019.08.15 09:26:43 -05'00' Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
DN: cn=Leigh Ann Collins, o=WCJC,  
ou=VPI, email=lacollins@wcjc.edu, c=US  
Date: 2020.07.30 13:55:43 -05'00' Date: \_\_\_\_\_

President: Betsy A. Melnick Date: 8-6-20