



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: September 1, 2025

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Science Division

SUBJ: PPA request for: Dr. Wendy Waters

Title of PPA activity: Assistant Department Head - A&P Coordinator

Dates (or semesters) of activity: Fall 2025 & Spring 2026

- 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 A&P 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 A&P lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for A&P courses.

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)		\$2,400/semester	\$4,800
TOTAL		\$	\$ \$4,800

- C. **Approvals**

Supervisor: Kevin Dees Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US
Date: 2020.09.03 11:41:18 -05'00' Date: 9/1/2025

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.08.25 09:23:56 -05'00' Date: _____

President: Amanda A. Allen Digitally signed by Amanda A. Allen
Date: 2025.08.25 13:31:37 -05'00' Date: _____