



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 1/11/2016

FROM: Patrick Ralls

DIV or UNIT: Communication and Fine Arts/Department of English

SUBJ: PPA request for: Cynthia Diener

Title of PPA activity: Assistant Department Head of English

Dates (or semesters) of activity: Spring 2016

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 English Department Head with duties specific to the leadership of the department. These duties may include but are not limited to, curriculum development, assessment, schedule development, coordinating with FT and PT faculty on curriculum issues, observation of adjunct faculty, and other duties as assigned.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1800 per semester	\$3600 <i>TR</i>
TOTAL		\$1800	\$3600 \$1800 <i>TR</i>

BUDGET NUMBER: 110.14503.6092.100

C. **Approvals**

Supervisor:

Date: 1/11/16

VPI:

Date: 1-13-16

President:

Date: 1-14-16

JHE
RECEIVED
1/11/16 *TR*