



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: August 29, 2022

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Dr. Hector Weir

Title of PPA activity: Assistant Department Head-Humanities and For. Lang.

Dates (or semesters) of activity: Fall 2022

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. Weir will help in the review of all PT HUMA/SPAN/PHIL instructor's course syllabi.
- HUMA/SPAN/PHIL data coordination (rubrics, assessments, data gathering, reporting, keeping the dept head in the loop on assessment).
- Dr. Weir will review and evaluate potential HUMA/SPAN/PHIL PT instructors. Dr. Weir will provide insight on whether PT instructors should be offered PT assignments.
- Dr. Weir will assist faculty when they need to create a justification letter that will allow them to teach HUMA/SPAN/PHIL 1301.
- Dr. Weir will assist new HUMA/SPAN/PHIL instructors with the development of their course curriculum.
- Department head and assistant will work together to create a schedule of observation for all PT HUMA/SPAN/PHIL instructors.
- 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	
TOTAL		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14506.6092.100

C. **Approvals**

Supervisor: Patrick Ralls
Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o, ou,
email=ralls@wcjc.edu, c=US
Date: 2022.08.29 14:24:48 -05'00'

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
Date: 2022.08.29 16:14:28 -05'00'

Date: _____

President: Buty C. McElwain
Date: 9-6-22