



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 03-21-16

FROM: Leigh Ann Collins

DIV or UNIT: Vice-President of Instruction

SUBJ: PPA request for: Tim Guin

Title of PPA activity: Division Chair Duties

Dates (or semesters) of activity: Fall 15 & Spring 16

- 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.

Mr. Guin is assigned division chair duties in addition to his 12-month contractual duties as Instructor of Law Enforcement.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		Fall 2015--\$2500 Spring 2016--\$2500	\$5000.00
ON OVERLOAD (additional compensation)			
TOTAL		\$5000.00	\$5000.00

BUDGET NUMBER: 1110.14200.6094.400

C. **Approvals**

Supervisor: _____ Date: _____

VPI: Leigh Ann Collins Date: 3-21-16

President: Barry G. McLeod Date: 3-22-16

RECEIVED

Vice President of Instruction

Date: 3/21/16 Initial: TC