



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 9/8/2016
FROM: Kevin Dees
DIV or UNIT: Agriculture/Life & Physical Sciences Division
SUBJ: PPA request for: Sean Amestoy
Title of PPA activity: Agriculture Coordinator
Dates (or semesters) of activity: Fall 2016 - Spring 2017

- 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.

Coordinate activities related to the day to day operations of the agriculture department. This includes but is not limited to, developing class schedules curriculum updates, assessment, program management plan creation, textbook orders, maintenance of agriculture dept. website, advising and recruiting students and other duties as assigned.

budget number - 1110.14806.6179.100

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,200/ semester	\$2,400
TOTAL		\$	\$2,400

- C. **Approvals**

Supervisor: [Signature]

Date: 9/9/2016

VPI: [Signature]

Date: 9-9-16

President: Dale A. McCracken

Date: 9-9-16