



**Wharton County  
Junior College**

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

TO: VPI Leigh Ann Collins

DATE: 8/26/2019

FROM: Jennifer Mauch, MPS Division Chair

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Bracha Silverstone  
 Title of PPA activity: Assistant Credit Level Math Department Head  
 Dates (or semesters) of activity: Fall 2019

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 Math Department Head with duties specific to the leadership of the Math Department. These duties will include conducting assessments, coordinating content and instruction of courses among full and part-time faculty, completing part-time instructor appraisals and other duties as assigned (\$2100.00 for the Fall 2019 semester).

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
<b>TOTAL</b>		\$ 2,100.00	\$ 2,100.00

Budget Number : 1610.14305.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch  
Digitally signed by Jennifer Mauch  
 DN: cn=Jennifer Mauch, o,  
 ou=Wharton County Junior College,  
 email=mauchj@wcjc.edu, c=US  
 Date: 2019.09.13 15:32:52 -0500

VP: Leigh Ann Collins  
Digitally signed by Leigh Ann Collins  
 DN: cn=Leigh Ann Collins, o=WCJC,  
 ou=VPI, email=lacollins@wcjc.edu, c=US  
 Date: 2019.09.19 16:52:52 -0500

President: *Betty L. McClure*

Date: 9-13-2019

Date: 9-19-19

Date: 9-23-19

**RECEIVED**  
 Vice President of Instruction  
 Date: 9/19/19 Initial: TC