



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins-VP of Instruction

DATE: 8/17/2023

FROM: Sharon Prince and Patrick Ralls

DIV or UNIT: Communication and Fine Arts/English

SUBJ: PPA request for: Hector Weir

Title of PPA activity: Assistant Department Head

Dates (or semesters) of activity: Fall 2023

- 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 with the review of all PT HUMA, PHIL, and SPAN instructor's course syllabi.
 -HUMA, PHIL, and SPAN data coordination (rubrics, assessments, data gathering, reporting, keeping the dept head in the loop on assessment). (SPAN needs little if any modification; HUMA and PHIL will be the focus for 2023-2024)
 -Assist with reviewing and evaluating all potential HUMA, PHIL, and SPAN PT instructors. Dr. Weir will provide insight on whether PT instructors should be offered new or continued PT assignments. Contribute to schedule planning.
 -Department head and assistant will work together to create a schedule of observation for all PT English, HUMA, PHIL, and SPAN instructors.
 -Compile minutes for department meetings in collaboration with Ms. Rodriguez

- 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
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14506.6092.100

- C. **Approvals**

Supervisor: Patrick Ralls
 Leigh Ann Collins
 VP: Collins

Digitally signed by Patrick Ralls
 DN: cn=Patrick Ralls, o, ou,
 email=ralls@wcjc.edu, c=US
 Date: 2023.08.17 10:30:11 -05'00'

Digitally signed by Leigh Ann
 Collins
 Date: 2023.08.18 13:53:16
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Date: _____

Date: _____

President: Betty Malach

Date: 8-21-23