



**Wharton County
Junior College**

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

TO: Vice President of Instruction DATE: 7-29-16

FROM: Patrick Ralls

DIV or UNIT: Communication and Fine Arts/Department of English

SUBJ: PPA request for: Cynthia Diener

Title of PPA activity: Assistant Department Head of English

Dates (or semesters) of activity: Fall 2016 and Spring 2017

A. Activity and Expected Outcomes.

The disciplines of Humanities and Foreign Language are combined with the English & Philosophy disciplines to form one department. The English Department is one of the college's largest departments in student enrollment, the number of FT and PT instructors, and the number of dual credit sections. Hence, an assistant department head is needed to assist with department oversight. These duties may include, but are not limited to, curriculum development, instructional assessment, schedule development, observation of adjunct faculty, and other duties as assigned. This role is a continuation from the previous year.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1800 per semester	\$3600
TOTAL		\$	\$3600

BUDGET NUMBER: 1110-14503-6092-100

C. Approvals

Supervisor: [Signature]

Date: 8/1/16

VPI: [Signature]

Date: 8-1-16

President: [Signature]

Date: 8-2-16

RECEIVED
 Vice President of Instruction
 Date: 8/1/16 Initial: TR