



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: Dr. David Camejo

Title of PPA activity: Assistant Chemistry 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 Chemistry Department Head with duties specific to the leadership of the Chemistry 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
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1610.14302.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch

Digitally signed by Jennifer Mauch
DN: cn=Jennifer Mauch, o,
ou=Wharton County Junior College,
email=jmauch@wcjc.edu, c=US
Date: 2019.09.13 15:19:03 -0500

Date: 9-13-2019

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VPI, email=lcollins@wcjc.edu, c=US
Date: 2019.09.19 16:49:47 -0500

Date: 9-19-19

President: Betty A. McCreedy

Date: 9-23-19

RECEIVED
Vice President of Instruction
Date: 9/26/2019