



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

TO: Leigh Ann Collins

DATE: 9/3/2025

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts-English

SUBJ: PPA request for: Dr. Jessi Snider

Title of PPA activity: Assistant Department Head-English

Dates (or semesters) of activity: Fall 2025

- 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.

Dr. Snider will assist with the following tasks:

- Create a new data collection system for program learning outcomes (PLO) due to the discontinuation of PCLAR and implementation of a new assessment system;
- Coordinate all communication with FT & PT faculty regarding PLO data collection processes;
- Gather and disseminate data that will be used by faculty to measure student success with SLOs;
- Oversee grading and rubric norming meetings with faculty, including revision of rubrics as needed;
- Assist the Department Head with scheduling across all campuses;
- Collaborate with the Department Head in the review of part time applicants; and
- Assist with PT faculty evaluations.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,400.00	
TOTAL		\$ 2,400.00	\$ 0.00

Budget Number : 1110.14503.6092.100

- C. **Approvals**

Supervisor: Patrick Ralls
Digitally signed by Patrick Ralls
Date: 2025.09.03 12:48:29 -05'00'
Date: _____

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
Date: 2025.09.03 14:31:36 -05'00'
Date: _____

President: Amanda A. Allen
Digitally signed by Amanda A. Allen
Date: 2025.09.04 08:15:51 -05'00'
Date: _____