



**Wharton County
Junior College**

9/9/16 TC
**PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM**

TO: Vice President of Instruction DATE: 9/8/2016
FROM: Kevin Dees
DIV or UNIT: Biology Dept./Life & Physical Sciences Division
SUBJ: PPA request for: Dr. Wendy Waters
Title of PPA activity: Assistant Department Head - A&P Coordinator
Dates (or semesters) of activity: Fall 2016 and Spring 2017

- 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.

Inventory A&P lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the A&P lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for A&P courses.

Budget No. 1110.14301.6092.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,100/semester	\$4,200
TOTAL		\$	\$4,200

C. **Approvals**

Supervisor: [Signature]

Date: 9/9/2016

VPI: [Signature]

Date: 9-9-16

President: Billy A. McLaughlin

Date: 9-12-16