



**Wharton County  
Junior College**

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

TO: Vice President of Instruction      DATE: September 19, 2017  
FROM: Kevin Dees  
DIV or UNIT: Biology Dept./Math & Science Division  
SUBJ: PPA request for: Dr. Wendy Waters  
Title of PPA activity: Assistant Department Head - A&P Coordinator  
Dates (or semesters) of activity: Fall 2017 -Spring 2018

- 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: 9/19/17

VPI: [Signature]

Date: 9-20-17

President: [Signature]

Date: 9-28-17