



**Wharton County
Junior College**

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

TO: Leigh Ann Collins-Vice President of Instruction

DATE: _____

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication & Fine Arts/English, Humanities, Foreign Language

SUBJ: PPA request for: Hector Weir

Title of PPA activity: Assistant Department Head-Humanities/Foreign Language

Dates (or semesters) of activity: Spring 2023

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. Hector Weir will provide support to the English Department head with the following administrative duties.

- Dr. Weir will help in the review of all PT HUMA, PHIL, and SPAN instructor's course syllabi.
- HUMA, PHIL, and SPAN data coordination (rubrics, assessments, data gathering, reporting, keeping the dept head in the loop on assessment).
- Hector will review and evaluate all potential HUMA, PHIL, and SPAN PT instructors. Dr. Weir will provide insight on whether PT instructors should be offered PT assignments.
- Department head and assistant will work together to create a schedule of observation for all PT English, HUMA, PHIL, and SPAN instructors.
- Contribute to schedule planning.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	
TOTAL		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o, ou,
email=ralls@wcjc.edu, c=US
Date: 2023.01.26 09:05:42 -06'00' Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2023.01.27 11:12:52
-06'00' Date: _____

President: *Debra A. McCord* Date: 2-9-23