



**Wharton County
Junior College**

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

TO: Betty McCrohan

DATE: 9/21/20

FROM: Lac

DIV or UNIT: Vocational Science Division

SUBJ: PPA request for: Tim Guin
 Title of PPA activity: Vocational Science Division Chair
 Dates (or semesters) of activity: Academic Year 2020-21

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.

Mr. Guin has a 12-month contract as Instructor of Law Enforcement. He is also assigned division chair duties, including all deliverables outlined in the WCJC Division Chair Procedures. This PPA compensates Mr. Guin (\$2500 fall and \$2500 spring) for his supervisory duties as division chair. These duties include supervision of programs in the Vocational Science Division; evaluation of division faculty and staff; oversight of division curriculum and advisory committee activities; compliance with accrediting and licensing agencies; and all reporting requirements for internal processes. Additionally, he monitors enrollment, ensures student needs are met, and serves as liaison between his division and other college departments.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 5,000.00	
TOTAL		\$ 5,000.00	\$ 0.00

Budget Number : 1110-14200-6094-400

C. **Approvals**

Supervisor: _____

Date: _____

VP: Lac

Date: 9-29-20

President: Betty McCrohan

Date: 9-30-20