



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: August 29, 2022

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Dr. Jessi Snider

Title of PPA activity: Assistant Department Head

Dates (or semesters) of activity: Fall 2022

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 help in the review of PT ENGL instructors' course syllabi.
- Dr. Snider will coordinate the data-gathering process for the department: send instructor emails, receive data, and compile data. The specific data that needs to be compiled will be determined at the fall departmental meeting.
- Dr. Snider will assist in modifying assessments and rubrics as needed.
- Dr. Snider will facilitate a committee to assess and revise the ENGL assessments and rubrics
- Dr. Snider will review and evaluate potential Wharton, Bay City, and El Campo PT ENGL instructors. Dr. Snider will provide insight on whether candidates should be offered PT assignments and evaluate those adjuncts.
- Department head and assistant(s) will work together to create a schedule of observations for all PT English instructors. She will also observe PT instructors as needed.
- Dr. Snider will 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 : 1110.14506.6092.100

C. **Approvals**

Supervisor: Patrick Ralls
Digitally signed by Patrick Ralls
 DN: cn=Patrick Ralls, o, ou,
 email=ralls@wcjc.edu, c=US
 Date: 2022.08.29 14:25:06 -05'00'

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
 Date: 2022.09.06 14:22:33 -05'00'

Date: _____

President: Betty A. McElwain Date: 9-9-22