



**Wharton County
Junior College**

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

TO: Leigh Ann Collins-Vice President of Instruction

DATE: February 2, 2021

FROM: Patrick Ralls and Sharon Prince

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

SUBJ: PPA request for: Ava Humme
 Title of PPA activity: Assistant Department Head
 Dates (or semesters) of activity: Spring 2021

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.

Ava Humme will provide support to the English Department head with the following administrative duties.

- Ava will help in the review of all PT HUMA instructor's course syllabi.
- HUMA data coordination (rubrics, assessments, data gathering, reporting, keeping the dept head in the loop on assessment).
- Ava will review and evaluate all potential HUMA PT instructors. Ms. Humme 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 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=Speech Department,
email=ralls@wcjc.edu, c=US
Date: 2019.08.15 09:26:43 -0500' Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VP1, email=lacollins@wcjc.edu, c=US
Date: 2021.02.03 13:40:16 -0600' Date: 2-3-21

President: Betsy G. McCreche Date: 2-3-21