



**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./Life & Physical Sciences Division  
 SUBJ: PPA request for: Kim Raun  
 Title of PPA activity: Microbiology Lab Coordinator  
 Dates (or semesters) of activity: Fall 2017 and 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.

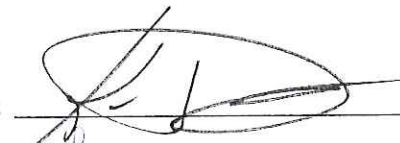
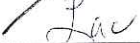
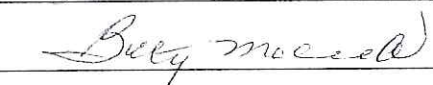
Inventory Microbiology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the Microbiology lab experience between campuses.

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)		\$1,200/semester	\$2,400
<b>TOTAL</b>		\$	<b>\$2,400</b>

C. **Approvals**

Supervisor:     Date: 9/19/17  
 VPI:     Date: 9-20-17  
 President:     Date: 9-29-17