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AUG 27 2019



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: August 13, 2019

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Science Division

SUBJ: PPA request for: Dr. Wendy Waters
 Title of PPA activity: Assistant Department Head - A&P Coordinator
 Dates (or semesters) of activity: Fall 2019 -Spring 2020

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 A&P 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 A&P lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for A&P courses.

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)		\$2,100/semester	\$4,200
TOTAL		\$	\$ \$4,200

C. **Approvals**

Supervisor: Kevin Dees

Digitally signed by Kevin Dees
 DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevin@wjc.edu, c=US
 Date: 2019.08.13 14:01:24 -08'00'

Date: 8/13/19

VPI: *Lac*

Date: 8-20-19

President: *Betty A. McNeal*

Date: 9-3-19

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 Vice President of Instruction
 Date: 8/13/19 Initial: TC