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AUG 27 2019



**Wharton County
Junior College**

PRESIDENT'S OFFICE
**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: Jennifer Jeffery
 Title of PPA activity: Assistant Department Head - General Biology Coordinator
 Dates (or semesters) of activity: Fall 2019 and 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 General Biology 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 General Biology lab experience between campuses. Also assist in curriculum planning, assessment, and scheduling for General Biology 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=kevind@wcjc.edu, c=US
 Date: 2019.08.13 14:02:21 -0500

Date: 8/13/19

VPI: [Signature]

Date: 8/20/19

President: [Signature]

Date: 9-3-19

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