



**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: Jennifer Jeffery
 Title of PPA activity: Assistant Department Head - General Biology 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.

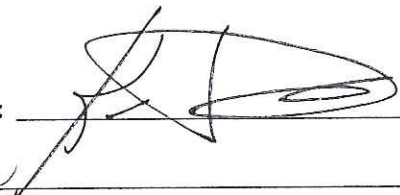
Inventory General Biology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the General Biology lab experience between campuses. Also assist in curriculum 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:  Date: 9/19/17
 VPI: Luc Date: 9-20-17
 President: _____ Date: _____