



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

TO: Vice President of Instruction DATE: 8/15/2017

FROM: Betty McCrohan

DIV or UNIT: Math & Physical Science Division

SUBJ: PPA request for: Kelley Whitley

Title of PPA activity: Division Chair Duties for Math & Physical Science Division

Dates (or semesters) of activity: 1.5 months summer 2017

A. Activity and Expected Outcomes.

Ms. Hunt retires effective August 31, 2017. Ms. Whitley assumes division chair duties effective September 1, 2017. Ms. Whitley holds a 10.5 month contract. The transition of division chair duties between Ms. Hunt and Ms. Whitley commenced throughout summer 2017. And, Ms. Hunt is taking vacation effective August 14 through 31; division chair duties must be handled during this time. Ms. Whitley is presently working as division chair and working beyond her 10.5 month contract. This PPA provides compensation to Ms. Whitley for the additional 1.5 month work load she is handling.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)		July 18-31 Aug 1-20	7,878. ⁰⁰
ON OVERLOAD (additional compensation)			
TOTAL		\$	\$ 7,878.⁰⁰

BUDGET NUMBER: 1110.14600.6094.400

C. Approvals

Supervisor: _____ Date: _____

VPI: Lou _____ Date: 8-15-17

President: Betty A. McCrohan _____ Date: 8-17-17