



**Wharton County  
Junior College**

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

TO: Betty McCrohan

DATE: 9-5-19

FROM: Lac

DIV or UNIT: Vocational Science Division

SUBJ: PPA request for: Tim Guin  
 Title of PPA activity: Vocational Science Division Chair  
 Dates (or semesters) of activity: Academic Year 2019-20

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.

Mr. Guin has a 12-month contract as Instructor of Law Enforcement. He is also assigned division chair duties, including all deliverables outlined in the WCJC Division Chair Procedures. This PPA compensates Mr. Guin (\$2500 fall and \$2500 spring) for his supervisory duties as division chair. These duties include supervision of programs in the Vocational Science Division; evaluation of division faculty and staff; oversight of division curriculum and advisory committee activities; compliance with accrediting and licensing agencies; and all reporting requirements for internal processes. Additionally, he monitors enrollment, ensures student needs are met, and serves as liaison between his division and other college departments.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 5,000.00	
<b>TOTAL</b>		\$ 5,000.00	\$ 0.00

Budget Number : 1110-14200-6094-400

C. **Approvals**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

VP: Leigh Ann collins Digitally signed by Leigh Ann collins  
DN: cn=Leigh Ann collins, o=WCJC,  
ou=VPI, email=lecollins@wcjc.edu, c=US  
Date: 2019.09.05 14:31:12 -0500 Date: 9-5-19

President: Betty A. McCrohan Date: 9-5-19