



**Wharton County  
Junior College**

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

TO: Vice President of Instruction      DATE: January 17, 2023

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Science Division

SUBJ: PPA request for: Andrew Berezin

Title of PPA activity: Assistant Department Head - General Biology Coordinator

Dates (or semesters) of activity: Spring 2023

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<br>(release time from teaching) |                 |                  |                |
| ON OVERLOAD<br>(additional compensation)    |                 | \$2,100/semester | \$2,100        |
| <b>TOTAL</b>                                |                 | <b>\$</b>        | <b>\$2,100</b> |

C. **Approvals**

Supervisor: Kevin Dees      Digitally signed by Kevin Dees  
DN: cn=Kevin Dees, o=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US  
Date: 2020.09.03 11:39:09 -05'00'      Date: 1/17/2023

VPI: Leigh Ann Collins      Digitally signed by Leigh Ann Collins  
Date: 2023.01.18 13:37:13 -06'00'      Date: \_\_\_\_\_

President: *Greg A. McLeod*      Date: 1-18-23