



PAID PROFESSIONAL ASSIGNMENT
(PPA) REQUEST FORM

TO: Vice President of Instruction DATE: January 7, 2026
FROM: Kevin Dees
DIV or UNIT: Biology Dept./Life Science Division
SUBJ: PPA request for: Ben Johnson
Title of PPA activity: Assistant Department Head - General Biology
Dates (or semesters) of activity: Spring 2026

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 and Environmental 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 lab experiences between campuses. Also assist in curriculum planning, assessment, and scheduling for 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)		\$2,400/semester	\$2400
	TOTAL	\$	\$2400

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 11:41:18 -05'00'

Date: 1/7/2026

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2026.01.16 16:46:51 -06'00'

Date: _____

President: _____

Date: 01/20/26