



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: 8/18/16

FROM: Patrick Ralls

DIV or UNIT: Communication and Fine Arts/Department of English

SUBJ: PPA request for: Cynthia Diener

Title of PPA activity: Assistant Department Head of English

Dates (or semesters) of activity: Fall 2016 and Spring 2017

### A. Activity and Expected Outcomes.

Cindy Diener received a PPA for serving as the 2016-2017 Assistant Department Head for English in the August 2016 board meeting. The amount that was approved, \$1800 per semester, didn't reflect the increase of \$700 per credit hour. This amount requested is the difference.

### B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$300 per semester	\$300 per semester
TOTAL		\$	\$600.00

BUDGET NUMBER: 1110-14503-6092-100

### C. Approvals

Supervisor: [Signature]

Date: 8/18/16

VPI: [Signature]

Date: 8-19-16

President: [Signature]

Date: 8-23-16