



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins
DATE: 8/25/2025
FROM: Carol Derkowski
DIV or UNIT: Allied Health
SUBJ: PPA request for: Victoria Schultz
Title of PPA activity: Department Head of Human Services During Teachout
Dates (or semesters) of activity: Fall 2025

- 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.

1. Ensure the maintenance of accreditation requirements and standards during teach out of program. A program director is required during the teach out per CSHSE.
2. Schedule classes and staff according to teach out plan.
3. Advise students as necessary.
4. Maintain budget and supplies.
5. Supervise part-time faculty.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 2,400.00
TOTAL		\$ 0.00	\$ 2,400.00

Budget Number : 1110.14811.6092.102

C. **Approvals**

Supervisor: Carol J. Derkowski, J. Derkowski, RDH, MAIE
Digitally signed by Carol J. Derkowski, J. Derkowski, RDH, MAIE
Date: 2025.08.28 08:33:24 -05'00' Date: _____

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
Date: 2025.09.02 11:31:02 -05'00' Date: _____

President: Amanda A. Allen
Digitally signed by Amanda A. Allen
Date: 2025.09.03 13:26:40 -05'00' Date: _____