



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: September 1, 2025

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Sciences Division

SUBJ: PPA request for: Amanda Smith

Title of PPA activity: Assistant Department Head - Microbiology and Nutrition Coordinator

Dates (or semesters) of activity: Fall 2025 & 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 Microbiology 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 Microbiology lab experience between campuses. In addition, coordinates all assessment, curriculum review and updates for the Nutrition classes across all campuses.

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	\$4,800
TOTAL		\$	\$4,800

- 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 11:42:26 -05'00' Date: 9/1/2025

VPI: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.08.25 09:24:44 -05'00' Date: _____

President: Amanda A. Allen Digitally signed by Amanda A. Allen
Date: 2025.08.25 13:31:54 -05'00' Date: _____