



PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: Leigh Ann Collins
DATE: 1/20/2026
FROM: Patrick Ralls and TK Krpec
DIV or UNIT: Communication and Fine Arts
SUBJ: PPA request for: Dr. Jessi Snider
Title of PPA activity: Assistant Department Head - English
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.

Dr. Snider will assist with the following tasks:

- Create a new, department-based data collection system for program learning outcomes (PLO) due to the discontinuation of PCLAR and implementation of a new assessment system;
- Coordinate all communication with FT & PT faculty regarding PLO data collection processes;
- Gather and disseminate data that will be used by faculty to measure student success with SLOs;
- Oversee grading and rubric norming meetings with faculty, including revision of rubrics as needed;
- Assist the Department Head to schedule classes across all campuses to meet student need.
- Collaborate with the Department Head in the review of part time applicants; and
- Assist with PT faculty evaluations

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	\$ 2,400.00	\$ 0.00	

Budget Number: 1110.14503.6092.100

C. Approvals

Supervisor: Patrick Ralls Digitally signed by Patrick
Ralls
Date: 2026.01.23
11:51:40 -06'00'
Leigh Ann Digitally signed by Leigh Ann
Collins
Date: 2026.01.23 12:39:59
-06'00'
VP: Leigh Ann Collins Digitally signed by Leigh Ann
Collins
Date: 2026.01.23 12:39:59
-06'00'
President: Amber DeWitt Digitally signed by Amber DeWitt
Date: 01/20/2026