



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: 9/15/2017

FROM: Kelley Whitley

DIV or UNIT: Math & Physical Sciences

SUBJ: PPA request for: Yvonne Smith

Title of PPA activity: Assistant Math Department Head

Dates (or semesters) of activity: Fall 2017- Spring 2018

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.

Fall 2017-Spring 2018

Assist the Math Department Head with duties specific to the leadership of the **Math Department**. These duties may include but not limited to curriculum development, assessment, schedule development, coordinating with FT and PT faculty on curriculum issues, PT classroom observation and other duties as assigned. (2100 x 2 = \$4200)

Fall 2017 (only)

Assist the Math Department Head with duties specific to **College Readiness Math**. These duties may include, but are not limited to, curriculum development, assessment, schedule development, coordinating with FT and PT faculty on curriculum issues, PT classroom observations, MyMathLab user interface and other duties assigned. (2100 x 1 = \$2100)

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		4,200.00 Math Dept. 2,100.00 CR Math	\$6,300.00
TOTAL		\$ 6,300.00	\$ 6,300.00

BUDGET NUMBER: 1110.14305.6092.100

C. **Approvals**

Supervisor: Kelley Whitley Date: 9-15-17

VPI: Luc Date: 9-18-17

President: Bobby A. McCracken Date: 9-19-17

RECEIVED
Vice President of Instruction
Date: 9/15/17 Initial: TC