



**Wharton County  
Junior College**

**PAID PROFESSIONAL  
ASSIGNMENT (PPA)  
REQUEST FORM**

TO: Leigh Ann Collins

DATE: 7/15/2021

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Ava Humme

Title of PPA activity: Assistant Department Head (Humanities)

Dates (or semesters) of activity: Fall 2021

**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.

- Ava will help in the review of all PT HUMA instructor's course syllabi.
- HUMA data coordination (rubrics, assessments, data gathering, reporting, keeping the dept head in the loop on assessment).
- Ava will review and evaluate potential HUMA PT instructors. Ms. Humme will provide insight on whether PT instructors should be offered PT assignments.
- Ava will assist faculty when they need to create a justification letter that will allow them to teach HUMA 1301.
- Ava will assist new HUMA 1301 instructors with the development of their course curriculum.
- Department head and assistant will work together to create a schedule of observation for all PT English, HUMA instructors.
- Contribute to schedule planning.

**B. Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		2100.00	
<b>TOTAL</b>		<b>\$ 2,100.00</b>	<b>\$ 0.00</b>

Budget Number : 1110.14503.6092.100

**C. Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls  
DN: cn=Patrick Ralls, o, ou,  
email=ralls@wcjc.edu, c=US  
Date: 2021.07.15 09:18:34 -05'00' Date: \_\_\_\_\_

VP: *Luc* Date: 7-15-21

President: *Billy D. McLeub* Date: 7-20-21

**RECEIVED**  
Vice President of Instruction  
Date: 7/15/21 Initial: TC