



**Wharton County  
Junior College**

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

TO: Vice President of Instruction      DATE: 9/28/2016

FROM: G.G. Hunt

DIV or UNIT: Math Readiness & Justice Division

SUBJ: PPA request for: Yvonne Smith

Title of PPA activity: Assistant Department Head for Math

Dates (or semesters) of activity: Fall 2016- Spring 2017

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.

Assist the Math Department Head with duties specific to the leadership of the Math Department. 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 and other duties as assigned.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,100 per semester	4,200.00
<b>TOTAL</b>		\$2,100.00	\$ 4,200.00

BUDGET NUMBER: 1110.14305.6092.100

C. **Approvals**

Supervisor: *g hunt*      Date: 9-28-16

VPI: *Liz Ann Collins*      Date: 9-28-16

President: *Betty G. Maliet*      Date: 9-29-16