



PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM

TO: AVPAA Dr. Millsap
DATE: 8/21/2026
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: Fall 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 provide essential administrative and instructional support to the department through the following responsibilities:

- Develop and implement a new department-level data collection and assessment process for HUMA 1301 Program Learning Outcomes (PLOs) in response to the discontinuation of PCLAR and the transition to the institution's new assessment system, with implementation completed by the end of the Fall 2026 semester.
- Coordinate departmental communication and implementation of PLO assessment processes with all full-time and part-time faculty, ensuring consistent expectations, procedures, and participation across sections and campuses.
- Collect, organize, analyze, and disseminate assessment data to support faculty evaluation of student achievement of Student Learning Outcomes (SLOs) and inform departmental decisions related to student success and instructional improvement.
- Coordinate and facilitate required grading and rubric-norming sessions for departmental faculty to promote consistency in assessment practices, including leading the review and revision of departmental rubrics as needed.
- Support department-wide course scheduling across campuses and instructional locations, working with the Department Head to ensure course offerings meet dual credit and institutional needs, maintain appropriate enrollment caps, minimize scheduling conflicts, and effectively utilize available faculty.
- Collaborate with the Department Head to review and evaluate part-time faculty applicants, maintaining an active pool of qualified potential instructors to support current and future staffing needs.
- Assist with the evaluation and ongoing support of part-time faculty, including participation in the departmental faculty evaluation process and identification of areas for professional development or instructional improvement.

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: 2026.08.31 12:38:15 -05'00'
Date: _____

VP: Pam Millsap
Digitally signed by Pam Millsap
Date: 2026.09.09 14:26:06 -05'00'
Date: _____

President: 
Date: 09/09/26