



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: September 1, 2026

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Science Division

SUBJ: PPA request for: Ben Johnson

Title of PPA activity: Assistant Department Head - General Biology

Dates (or semesters) of activity: Fall 2026 & Spring 2027

- 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.

Inventory General Biology and Environmental Biology lab materials (equipment and supplies) across all 3 campuses, generate supply orders, distribute supplies in a timely manner, work on lab curriculum and assessment, and help ensure consistency in the lab experiences between campuses. Also assist in curriculum planning, assessment, and scheduling for courses.

Budget No. 1110.14301.6092.100

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,400/semester	\$4800
TOTAL		\$	\$4800

C. **Approvals**

Supervisor: Kevin Dees Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=WCJC, ou=Life Sciences, email=kevind@wcjc.edu, c=US
Date: 2020.09.03 11:41:18 -05'00' Date: 9/1/2026

VPI: Pam Millsap Digitally signed by Pam Millsap
Date: 2026.09.09 14:28:59 -05'00' Date: _____

President: [Signature] Date: 09/09/26