PAID PROFESSIONAL ASSIGNMENTS (PPA)

I. PURPOSE

Outlines the process for submission and approval of paid professional assignments.

II. POLICY

Paid professional assignments (PPAs) are made to faculty and administrative staff to perform functions or engage in activities in lieu of or in addition to contractual assignments.

(POLICY APPROVAL: 4-19-95, Board of Trustees, amended 10-16-12, amended 4-21-15)

III. PROCEDURES

A. PPA request forms are available on the college intranet.

B. PPA request forms are submitted to the immediate supervisor (department head, division chair, or director) and forwarded to the appropriate Vice-President (VP) for approval, or they may be initiated by the supervisor and forwarded to the VP, or they may be initiated by the VP.

C. PPA requests must be submitted no later than six weeks prior to the semester in which the PPA activity is to occur. (Exceptions to this deadline may be made for special situations.)

D. All PPAs are reviewed and endorsed by the supervisor before they are forwarded to the VP for approval.

E. Upon approval of the VP, the PPA is submitted to the President for final approval.

F. Decisions to deny or approve a PPA request are made at the earliest possible date after receipt of the request but no later than three weeks prior to the beginning of the semester in which the PPA activity is to occur.

G. A summary and evaluation of PPA activities are submitted through the immediate supervisor to the VP within two weeks of the completion of activities.

IV. GUIDELINES

A. Terms of the PPA request are determined jointly by the faculty or staff member and the immediate supervisor and are subject to the approval of the VP.

B. PPA costs are computed as (1) a percentage of contractual load or (2) as an overload, depending on the specific situation. In the former case, the individual is granted release time from contractual teaching to undertake the PPA activity; in the latter case, the individual is compensated by extra pay, the amount of which is stipulated on the PPA request form. When extra pay is granted for PPA activities, this compensation is for the term of the activities only.
C. Continuing two-semester or year-long activities are presented in a single request.

D. Activities performed within the guidelines of a grant or as part of contractual obligations do not require request forms.

JC/FRV
2-16-95
LAC/BAM
10-16-12
LAC/BAM
4-21-15