

OCT 20 2009

**Department of Entomology Reorganization**  
**Memorandum of Understanding**      **OFFICE OF ACADEMIC AFFAIRS**  
**10/7/2009**

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This memorandum of understanding will govern the reorganization of the existing Department of Entomology between the College of Food, Agricultural, and Environmental Sciences' Department of Entomology and the College of Biological Sciences/Mathematical and Physical Sciences' Department of Evolution, Ecology, and Organismal Biology (EEOB) effective October 1, 2009. This MOU is between the Colleges of Biological (CBS) and Mathematical and Physical Sciences (MAPS) and the College of Food Agricultural, and Environmental Sciences (CFAES). Future organizational changes within the Arts and Sciences colleges could impact some components of this MOU.

This MOU is intended to address the following:

- Distribution of Entomology faculty appointments and the effective date of any changes to these appointments
- Management of tenure-initiating units
- Assignment of courses to specific departments
- Disposition of existing graduate associates and the commitments to each
- Space assignments
- Assignment of existing funds and cash balances
- The Entomology undergraduate and graduate major
- Other

#### FACULTY APPOINTMENTS AND FUNDING

All current Entomology faculty and their current funding sources are listed in Attachment A. Attachment B shows the future appointments as of October 1, 2009. Currently, each faculty member listed is either tenured or on a tenure-track in the Department of Entomology.

Effective October 1, 2009, all faculty appointments will be changed to reflect Attachment B. Those faculty appointments listed as CFAES faculty will be changed by staff in CFAES; those listed as CBS Faculty will be managed by CBS staff. A listing of faculty by 9- or 12-month appointments appears in Attachment C.

David Denlinger and Glen Needham will have the only two appointments that are shared between the two colleges.

- CBS will provide office and laboratory staff for Denlinger and office space for the Journal of Insect Physiology. His responsibilities as funded by CBS will be negotiated with CBS; likewise, his responsibilities as funded by CFAES will be negotiated with CFAES. His annual review and salary adjustment will be mutually agreed on by the Chairs of EEOB and Entomology.

- CBS will provide office space for Needham. His responsibilities as funded by CBS will be negotiated with CBS; likewise, his responsibilities as funded by CFAES will be negotiated with CFAES. His CBS supervisor is the Dean of CBS. Initially, Needham's CBS instructional responsibilities will be carried out in CLSE. His annual review and salary adjustment will be mutually agreed on by the Chair of Entomology and Dean of CBS with input as appropriate with the Director of CLSE.
- Indirect cost resources generated by either of these faculty members will be prorated by salary rather than by FTE and returned to the two respective colleges where they will be managed per each College's established procedures.

#### Tenure-Initiating Units (TIU)

Assignments to Tenure-Initiating Units are made with the written concurrence of each respective faculty member and with the approval of the unit to which they are transferring. Currently, there are no probationary faculty in CBS Entomology thus issues related to promotion and tenure review are not relevant. Associate Professors will be reviewed for promotion to full professor according to the procedures set forth in the governance documents of the TIU specified in attachment B.

Entomology faculty members transferring to the new CFAES Department of Entomology will be tenured or on tenure-track in the CFAES Department of Entomology.

David Denlinger's TIU appointment and associated voting rights will be with CFAES Entomology. Although eighty percent of his salary will be provided by CBS and the remaining 20% will be provided by CFAES, his responsibilities will be split between the two colleges on a 50%/50% basis. Denlinger's IDC's will be split 80/20 (CBS:CFAES), consistent with the salary split.

Glen Needham's TIU appointment and associated voting rights will be with CFAES Entomology. Seventy-five percent of his salary will be provided by CBS and the remaining 25% will be provided by provided by CFAES Entomology. Needham's IDC's will be split 75/25 (CBS:CFAES), consistent with the salary split.

#### COURSES

With one exception (Biology 350), all Biology courses, formerly taught by Entomology faculty, will be taught and staffed under the direction of the Center for Life Sciences Education (CLSE). As needed, CLSE may contract with the faculty of the CFAES Department of Entomology and other units to provide selected instruction. All revenue generated by this instruction, except for Biology 350 as described below, will be directed to CBS.

The one exception, Biology 350, will be taught by CFAES Entomology. The net marginal revenue generated by this course will be calculated and agreed upon by CBS and CFAES administrative staff. Then, the cash resources generated will be transferred to CFAES each year after the Schedule C process is complete. The salary for instruction will be paid in CFAES Entomology. This arrangement will be revisited in three years (Summer 2012) and prior to the

anticipated conversion of semesters in the Autumn Quarter of 2012. This review will be initiated by CFAES. Proposals for conversion of the course to semester format will be initiated by CFAES. All aspects of course administration including but not limited to scheduling, staffing, funding, course preparation, evaluation of instruction, assessment and grading will be the responsibility of the CFAES Department of Entomology and under the oversight of the CFAES Associate Dean for Academic Programs.

All courses with an Entomological course prefix will be taught and staffed under the direction of the CFAES Department of Entomology and under the oversight of the CFAES Associate Dean for Academic Programs. (Attachment D) As needed, the CFAES Department of Entomology may request assistance from the Chair of EEOB or other units to provide selected instruction. Compensation for non-CFAES instructors will be negotiated on an ad hoc basis. All revenue generated by the instruction of Entomology courses will come to CFAES and will be distributed to the Department of Entomology based on the practice used for all CFAES academic units.

#### UNDERGRADUATE MAJOR

Responsibility for the Entomology undergraduate major will transfer to Entomology FAES. This includes undergraduate major advising, offering the entomology courses necessary for current students to complete the major, and usual costs associated with administering the major and supporting the students. CFAES will work with each undergraduate entomology major to assure a smooth transition as the major shifts to CFAES.

#### GRADUATE PROGRAM

Responsibility for the Entomology graduate program will transfer to Entomology FAES. This includes graduate student advising, offering the entomology courses necessary for current students to complete the major, and usual costs associated with administering the major and supporting the students.

#### GRADUATE ASSOCIATES

Consistent with past practice, CBS will provide cash funding for 9 GTA stipends at 3 quarters each for fiscal years 2010, 2011, 2012 in return for instructional support in the Center for Life Science Education (CLSE). If any of the GTAs require 4<sup>th</sup> quarter support, this stipend will also be funded by CBS. With the stipend comes the right to assign GAs with 4th quarter support to duties within CBS. Details of the assignments will be communicated by the Dean of CBS to the Chair of CFAES Entomology at least one month before the start of Summer Quarter.

CBS originally proposed to support this arrangement through FY14, but given the uncertainties surrounding the semester conversion in Autumn Quarter 2012, it is agreed that this arrangement will be revisited during Spring Quarter 2012. This review will be initiated by the Chair of CFAES Entomology.

This funding will be adjusted according to the actual CBS stipend rates for each year, but is estimated to be:

Fiscal Year	Estimated Stipend Funding from CBS
FY10	\$162,000
FY11	\$168,480
FY12	\$175,219

CFAES Entomology will provide the commensurate fee authorizations for each GTA. Any adjustments in the number of stipends offered will be negotiated between CFAES Entomology, CFAES, and CBS.

EEOB will pay for tuition and fees for GTAs who are graduate students in Entomology and who are teaching Entomology but whose advisors have EEOB as a TIU. CFAES Entomology will pay for the stipend of such students.

EEOB will accept Entomology graduate students and IGP graduate students currently studying with the Entomology faculty who are in good academic standing and are making satisfactory progress to degrees who wish to transfer to EEOB.

- These students must indicate their wish to transfer to the EEOB graduate program by December 31, 2009 and must meet the standards as determined by the EEOB graduate admissions committee. EEOB will then be responsible for all financial and academic support as applicable.
- The EEOB graduate committee will not require an additional candidacy exam for students who have already passed their Entomology candidacy exam.
- Qualified IGP and Entomology students currently studying with EEOB faculty will be eligible for support as CLSE GTAs and will have the same access to mailboxes, office space and other resources as EEOB TAs.
- Entomology graduate students who enrolled in the program before Autumn Quarter 2010 and who are advised by EEOB faculty will enroll for EEOB 999. EEOB 999 will be considered to be equivalent to Entomology 999 in meeting graduate degree requirements.

#### SPACE ASSIGNMENTS

- CBS will provide office space to Drs. Denlinger, laboratory space for Dr. Denlinger and office space to the Journal of Insect Physiology. The POM costs for this space will be managed by CBS.
- Entomology 101, 102, 460, 461 and 462 will continue to be taught in Jennings Hall, Room 124. A calculated proportional share of the POM charges for this teaching laboratory will be paid by CFAES Entomology. This space agreement will be revisited prior to Autumn Semester 2012.
- Faculty with 100% of their appointments in CFAES will be housed in CFAES space.
- Glen Needham, the only remaining faculty member with a split appointment, will be housed by CBS.

- CBS will provide space in Jennings Hall for CFAES Entomology GTAs who are teaching Entomology courses so that they may meet with their students. The Chair of Entomology will work with the CBS Associate Dean in advance of each quarter to ensure the appropriate space can be provided.

ENTOMOLOGY FUNDING

All cash balances and deficits in Entomology funds will be shared and split between EEOB and CFAES Entomology. This will be arbitrated by the Office of Academic Affairs.

All OSURF projects will be moved to the academic unit of the Faculty PI.

The official endowment language for all endowment funds will be reviewed by an independent party in the Office of University Development to determine the appropriate disposition of these funds to either EEOB or CFAES Entomology.

OTHER

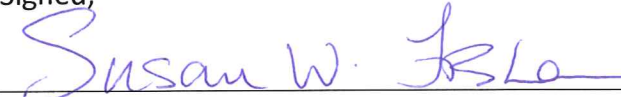
As needed, CBS will work with Susan Fisher, Department Chairperson of Entomology, to locate good quality furniture for her FAES office. Fisher can take her chair, computer and printer. If needed, she will work with Rich Hall, Associate Dean, College of Biological Sciences, to identify furniture from the existing CBS College office for a new office location to be determined in CFAES. This includes a desk, tables, file cabinets, task chairs, etc. Moving costs and arrangements will be provided by CFAES.

CFAES Entomology will retain all computers, scanners, printers and related items currently housed in room 400 Aronoff Laboratory, the previous Department Office.


The Entomology copy machine contract will be terminated or assumed by CBS; any penalties or remaining costs will be the responsibility of CBS.

All other points of discussion not readily agreed to by the Chairs of EEOB and CFAES Entomology and not addressed in this document will be resolved together by the Deans of CBS and CFAES.

Signed,

  
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Susan W. Fisher, Chair  
Department of Entomology

10/9/09  
Date

  
\_\_\_\_\_  
Peter S. Curtis, Chair  
Evolution, Ecology & Organismal Biology

10/9/09  
Date

*Matthew S. Platz*

*10/9/09*

Matthew S. Platz, Interim Dean  
Biological Sciences/Mathematical & Physical Sciences

Date

*Joseph E. Steinmetz*

*10/19/09*

Joseph E. Steinmetz, Executive Dean  
Arts & Sciences

Date

*Bobby D. Moser*

*10/7/09*

Bobby D. Moser, Vice President and Dean  
Agricultural Administration

Date

*Wayne E. Carlson*

*10/15/09*

Wayne E. Carlson, Vice Provost & Dean-Undergraduate Education  
Academic Affairs

Date

*Patrick S. Osmer*

*10/12/09*

Patrick S. Osmer, Vice Provost & Dean  
Graduate School

Date

*Susan S. Williams*

*10/14/09*

Susan S. Williams, Vice Provost, Academic Policy & Faculty Resources  
Academic Affairs

Date



Redistribution of Department of Entomology

APPENDIX A.

**CURRENT ENTOMOLOGY FTE (as of 10/1/08)**

NAME	JED FTE				Total
	CBS	CFAES		OSUE	
		Genl Funds	OARDC		
Canas,Luis A	0.15		0.45	0.40	1.00
Denlinger,David Landis	0.80		0.20		1.00
Edwards,Clive Arthur (To retire?)	0.65		0.25	0.10	1.00
Fisher,Susan Warwick	0.60		0.20	0.20	1.00
Foster,Woodbridge A	1.00				1.00
Grewal,Parwinder S			0.85	0.15	1.00
Hall, Richard	1.00				1.00
Hammond,Ronald Bruce	0.20		0.15	0.65	1.00
Herms,Daniel A			0.70	0.30	1.00
Hoy,Casey William			0.75	0.25	1.00
Johnson,Norman F	1.00				1.00
Jones,Susan Catherine			0.30	0.70	1.00
Klumpen,Johannes Servatius H	1.00				1.00
Kovach,Joseph			0.25	0.75	1.00
Lanno,Roman P.	0.85		0.15		1.00
Michel,Andrew P.			0.70	0.30	1.00
Mittapalli, Omprakash	0.15		0.85		1.00
Needham,Glen Ray	0.75		0.20	0.05	1.00
Phelan,Paul Larry	0.25		0.75		1.00
Shetlar,David John	0.20		0.20	0.60	1.00
Tew,James Earl			0.15	0.85	1.00
Welty,Celeste			0.30	0.70	1.00
Wenzel,John Warren	1.00				1.00
Williams,Roger Neal			1.00		1.00
Wilson,Thomas Gordon	1.00				1.00
Wrench,Dana Louise	1.00				1.00
<b>TOTALS</b>	<b>11.60</b>	<b>0.00</b>	<b>8.40</b>	<b>6.00</b>	<b>26.00</b>

Redistribution of Department of Entomology  
Proposed ENTOMOLOGY FTE (as of October 1, 2009)

APPENDIX B.

NAME	JED FTE				Total FTE
	CBS	CFAES			
		FAES	OARDC	OSUE	
<b>BMAPS Faculty</b>					
Denlinger,David Landis	0.80	0.00	0.20		1.00
Foster,Woodbridge A	1.00				1.00
Hall, Richard	1.00				1.00
Johnson,Norman F	1.00				1.00
Klumpen,Johannes Servatius H	1.00				1.00
Lanno,Roman P.	1.00				1.00
Needham,Glen Ray	0.75	0.00	0.20	0.05	1.00
Wenzel,John Warren	1.00				1.00
Wilson,Thomas Gordon	1.00				1.00
Wrench,Dana Louise	1.00				1.00
<b>CFAES Faculty</b>					
Canas,Luis A	0.00	0.15	0.45	0.40	1.00
Fisher,Susan Warwick	0.00	0.40	0.35	0.25	1.00
Chair QOD ??					
Gardiner, Mary	0.00	0.00	0.85	0.15	1.00
Grewal,Parwinder S	0.00	0.00	0.85	0.15	1.00
Hammond,Ronald Bruce	0.00	0.20	0.15	0.65	1.00
Herms,Daniel A	0.00	0.00	0.70	0.30	1.00
Jones,Susan Catherine	0.00	0.00	0.30	0.70	1.00
Kovach,Joseph	0.00	0.00	0.25	0.75	1.00
Michel,Andrew P.	0.00	0.00	0.70	0.30	1.00
Mittapalli, Omprakash	0.00	0.15	0.85		1.00
Phelan,Paul Larry	0.00	0.25	0.75		1.00
Shetlar,David John	0.00	0.25	0.20	0.55	1.00
Tew,James Earl	0.00	0.00	0.15	0.85	1.00
Welty,Celeste	0.00	0.25	0.30	0.45	1.00
Edwards,Clive Arthur (vacant position)	0.65		0.25	0.10	1.00
Williams,Roger Neal (vacant position)			1.00		1.00
<b>TOTALS</b>	<b>10.20</b>	<b>1.65</b>	<b>8.50</b>	<b>5.65</b>	<b>26.00</b>

Future Minus Current	JED FTE			
	CBS	FAES	OARDC	OSUE
FUTURE - CURRENT	(1.40)	1.65	0.10	(0.35)

Proposed Table Excludes the following:

Jaskinski (regional campus faculty)				1.0	
Hoy,Casey William- TIU'd in unit		0.00	0.75	0.25	1.00

Note: These figures do not reflect the complete general funds budget of the department. The figures above exclude operating support, administrative, technical and academic support staff positions, and graduate student stipend and fee authorization budgets among other things.



Attachment C: CFAES Entomology Faculty By Twelve or Nine Month Appointments

Nine Month Faculty	
Fisher,Susan Warwick	9
Gardiner, Mary	9
Michel,Andrew P.	9
Mittapalli, Omprakash	9
Needham,Glen Ray	9

Twelve Month Faculty	
Canas,Luis A	12
Grewal,Parwinder S	12
Hammond,Ronald Bruce	12
Herms,Daniel A	12
Jones,Susan Catherine	12
Kovach,Joseph	12
Phelan,Paul Larry	12
Shetlar,David John	12
Tew,James Earl	12
Welty,Celeste	12

Attachment D: Assignment of Entomology Courses

<b>Course</b>	<b>Department Assignment</b>
Ento 101 Insect Biology 1	CFAES Entomology
Entol 102 Insect Biology 2	CFAES Entomology
Ento 126 Introductory Insect Biology	CFAES Entomology
Ento 294 Group Studies	CFAES Entomology
Entol 333 Social Insects	CFAES Entomology
Ento 444H Social Insects	CFAES Entomology
Ento 460 Economic Entomology and Pest Mgt	CFAES Entomology
Ento 461 Forest Entomology	CFAES Entomology
Ento 462 Econ Ento for Turf, Ornamentals, Greenhouses	CFAES Entomology
Ento 500 General Entomology	CFAES Entomology
Ento 520 Insect Biology for Teachers	CFAES Entomology
Ento 550 Comparative Endocrinology	CFAES Entomology
Ento 592 Workshop	CFAES Entomology
Ento 597 Env, Human & Social Impacts of Chem/Biological Pollutants	CFAES Entomology
Ento 612 Aquatic Entomology	CFAES Entomology
Ento 621 Insect Systematics and Diversity	CFAES Entomology
Ento 623 Insect Morphology	CFAES Entomology
Ento 626 Cladistic Methods	CFAES Entomology
Ento 631 Insect Physiology	CFAES Entomology
Ento 632 Insect Molecular Genetics	CFAES Entomology
Ento 641 Insect Ecology	CFAES Entomology
Ento 642 Insect Behavior	CFAES Entomology
Ento 645 Simulation Modeling in Applied Insect Ecology	CFAES Entomology
Ento 640 Biological Control of Arthropod Pests	CFAES Entomology
Ento 655 Quantitative Methods in Applied Biology	CFAES Entomology
Ento 660 Advanced Economic Entomology	CFAES Entomology
Ento 661 Medical Entomology	CFAES Entomology
Ento 670 General Acarology	CFAES Entomology
Ento 693 Individual Studies	CFAES Entomology
Ento 694 Group Studies	CFAES Entomology
Entol 697 Study at Foreign Institution	CFAES Entomology
Entol 698.01 Study Tour: Domestic	CFAES Entomology
Entol 698.02 Study Tour: Foreign	CFAES Entomology
Ento 699 U/G Research in Entomology	CFAES Entomology

Ento 762 Environmental Toxicology & Chemistry	CFAES Entomology
Ento 783H Honors Research	CFAES Entomology
Ento 705.01 Acarology	CFAES Entomology
Ento 790 Nature and Practice of Science	CFAES Entomology
Ento 795.02 Apiculture	CFAES Entomology
Ento 795.03 Behavior	CFAES Entomology
Ento 795.04 Biological Control	CFAES Entomology
Ento 795.05 Ecology	CFAES Entomology
Ento 795.06 Economic Entomology	CFAES Entomology
Ento 795.07 Genetics	CFAES Entomology
Ento 795.08 Medical Entomology	CFAES Entomology
Ento 795.09 Pathology	CFAES Entomology
Ento 795.10 Physiology-Toxicology	CFAES Entomology
Ento 795.11 Research Methods	CFAES Entomology
Ento 795.12 Systematics	CFAES Entomology
Ento 796 Advanced Studies/Techniques in Entomology	CFAES Entomology
Ento 800 Entomology Seminar	CFAES Entomology
Ento 831 Advanced Insect Physiology	CFAES Entomology
Ento 840 Insect Chemical Ecology	CFAES Entomology
Ento 870 Medical-Veterinary Acarology	CFAES Entomology
Ento 871 Agricultural Acarology	CFAES Entomology
Ento 872 Soil Acarology	CFAES Entomology
Ento 880 Research and Training Seminar	CFAES Entomology
Entol 891 Interdept'l Seminar in Environmental Biology	CFAES Entomology
Ento 999 Research in Entomology	CFAES Entomology