Memorandum of Understanding Between the College of Science and the College of Agricultural Sciences for the Transfer of the Department of Botany and Plant Pathology to the College of Agricultural Sciences

August 19, 2010

The Department of Botany and Plant Pathology has been supported by, and reported to, both the College of Science and the College of Agricultural Sciences. As of January 1, 2010 the Department moved to report solely to the College of Agricultural Sciences. This move was in response to a request from the Provost’s Plant Science Working Group. The strategic goals of this move are to:

a. Increase coordination and integration of the OSU undergraduate and graduate plant science curricula
b. Re-brand graduate education in plant sciences at OSU
c. Coordinate faculty hires to leverage maximum impact on plant sciences at OSU

The move in January included the move of the Botany undergraduate and graduate degrees and all courses carrying a BOT designator to the College of Agricultural Sciences. These moves were directed in the Provost’s November 18, 2009 memo to the Department (see Appendix A). The move also includes responsibility for the OSU Herbarium.

The Provost directed (in a memo dated June 9, 2010, Appendix B) that the budget for faculty lines (professorial and instructional rank) in Botany and Plant Pathology funded through the College of Science for Fiscal Year 2009-2010 be transferred to the College of Agricultural Sciences effective July 1, 2010. The Provost asked the Deans to complete this MOU outlining the other specific agreements required to complete the transfer of the Department of Botany and Plant Pathology fully to the College of Agricultural Sciences. The budget transfers to be made are summarized in Appendix C and detailed below.

I. Transfer of Academic Personnel

a. Tenure-home transfer

i. All faculty members with a majority FTE appointment in the College of Agricultural Sciences (CAS) or the Agricultural Experiment Station (AES) have indicated they wish to remain in Botany and Plant Pathology (BPP). No changes need be made to their tenure appointments.

ii. Faculty members with majority FTE in the College of Science (COS) were polled as to their desired tenure home. Behrenfeld, Ciuffetti, Coakley, Halse, Liston, McCune, Muir, and Spatafora requested a tenure home in Botany and Plant Pathology. Lajtha requested a tenure home in Crop and Soil Science. The Deans will request that Academic Affairs secure the necessary approvals from those individuals to effect those transfers of tenure home.

b. Budget transfer:

i. The base budget for all professorial and instructor positions as funded in the College of Science in FY10 will be transferred to the College of Agricultural Sciences for FY11. The positions and budget are noted in Appendix D.

ii. This transfer includes lines vacated by the retirements of Mark Wilson (9-month, 1.0 FTE) and Everett Hansen (0.25 FTE, 12-months). Any 1039 obligations to Wilson and Hansen will be paid by CAS from those lines.
c. **Future commitments:**

   i. CAS will assume the final 3 months for Mike Behrenfeld in FY11 to bring his position to 1.0 FTE, 9-months
   
   ii. CAS will assume the commitment for a high priority plant science position in BPP that was negotiated as part of Lynda Ciuffetti’s agreement to serve as Department Head. Timing of the search and specifics of the position will be the responsibility of CAS.
   
   iii. Neither Behrenfeld’s position nor the new position carry any obligation to deliver undergraduate biology courses.
   
   iv. In the event Dan Arp steps down from his position as dean of the Honors College and returns to his professorial position in BPP, COS will provide 0.30 FTE towards his position.

   d. **Faculty space:** Space currently assigned to faculty members for their offices and laboratories will be assigned to their new tenure home.

**II. Management Costs**

   a. The College of Agricultural Sciences will assume the management costs for BPP effective July 1, 2010. This includes the stipend costs for the Department Head, salaries and benefits for support staff, and the salaries and benefits costs to be allocated to the new Business Center for BPP.
   
   b. To offset those costs for CAS, COS will transfer associated Staff and professional faculty costs to CAS.

**III. Other Commitments**

   a. COS will transfer $2735 to CAS for service and supplies support for the OSU Herbarium.
   
   b. COS will transfer $12,129 to CAS in support of Graduate Teaching Assistant salaries in support of the Biology Program.
   
   c. All income generated by BPP in returned overhead, fees, and summer term instruction for BOT courses will flow through CAS as of July 1, 2010 and be distributed as determined by CAS.
   
   d. BPP will provide the graduate assistant support committed to Drs. Liston and Spatafora for the OSU Herbarium as has been the case historically.

**IV. Information Technology Support**

   a. COS will provide support for 45% of the computers managed for BPP by COSINE (the COS information technology organization), up to a maximum of 82 machines (the approximate number supported for COS FTE in FY10) as part of the base support for COSine (the COS information technology organization) as long as BPP uses COSINE for all of their IT support.
   
   b. BPP will pay the same costs for supporting other machines as do other users outside the College of Science. This retains the cost model BPP has used for IT support for the past several years.
   
   c. If BPP or the CAS decides on a partial or complete change of IT provider for BPP, they will provide one-year notice and upon the transition from COSIlne BPP will be responsible for the costs of all of their machine support. In case of such a move COSINE will assist with the transfer of all BPP data and files to the designated IT provider.
V. Participation in Biology Courses

a. Curriculum Development and Management
   i. The Biology Program is going to become a part of the new School of Life Sciences in the College of Science and will be led and managed by the School. In this section we refer to the School of Life Sciences (SLS) as the group responsible for the management, staffing and design of the curriculum in Biology.
   ii. All parties recognize that curriculum is dynamic and that the content of courses and specific course sequences must change over time to remain effective. The SLS is responsible for managing curriculum review and revision for the curriculum in Biology.
   iii. BPP is an important partner in the undergraduate curriculum and a faculty representative of BPP will be included in the curriculum committee or equivalent body for the undergraduate Biology curriculum in the SLS.

b. Graduate Teaching Assistants:
   i. BPP will fund 25.5 quarters of GTA support for Biology courses annually beginning in FY 2010-11, as has been the commitment for several years. The initial specific assignments are expected to be as noted in Appendix F. Specific assignments can be modified by the SLS in consultation with BPP, as the School is ultimately responsible for assignments, policies, and procedures for all GTAs teaching in Biology. Changes in the level of this commitment will require the approval of the Deans of COS and CAS.
   ii. If budget circumstances make it impossible for BPP to provide those GTAs and maintain a balanced budget, the BPP commitment to the program may be reduced after review of department priorities by the Dean of CAS and the concurrence of the Head of the School of Life Sciences.
   iii. GTAs from BPP teaching in Biology courses will be appointed at FTE and salary equivalent to those of other GTAs appointed in the Biology Program. If BPP commits to graduate student compensation above that rate for their students, they will provide that through an additional appointment with appropriate FTE, salary rate, and additional defined duties in BPP to warrant that salary difference.
   iv. GTA appointments from Botany will be identified to the SLS a minimum of two weeks prior to the start of term, except in extraordinary circumstances.
   v. Graduate tuition remission and health care costs funded centrally will flow through the CAS for the GTAs provided by BPP.
   vi. If a BPP GTA in Biology courses shows documented unsatisfactory performance, the SLS will work with BPP to resolve the situation. If the Head of BPP and the responsible director in the SLS cannot agree on a resolution and there is documented evidence of poor performance, the SLS has authority to remove the GTA from further participation and find a replacement GTA for the term. In such a case the SLS will assume the balance of the cost of replacing the GTA.

c. Lecture Section Management:
   i. The SLS is responsible for course assignments, instructor compensation, and course assessment for all Biology courses. This includes face-to-face and E-campus courses. As in the past, the assignments of BPP faculty to these courses will be based on conversations between the BPP department head, BPP associate head, and the director of the Biology program (or equivalent within the SLS).
   ii. BPP will enter into discussion with the SLS in regards to the request for designating BI 420 Viruses in Modern Society and BI 570/670 Community Structure and Analysis as BOT courses. A Category II process will be used for any conversion of course designator.
iii. BPP will be offered first opportunity to provide a qualified instructor for Ecampus offerings of BI 370. SLS will be responsible for approving instructors for Ecampus courses and setting compensation consistent across the SLS.

iv. The SLS will fund replacement costs for BI 314 while Dr. Ciuffetti serves as Department Head. BPP will have first right of refusal for providing an instructor for that course.

v. The responsibility for the spring term of BI 370 and BI 306 H will move with Dr. Lajtha to CSS. Should Dr. Lajtha not be available to staff these courses, CSS will be responsible for determining staffing these courses into the future in cooperation with the SLS and the Honors College (BI 306H) with the same conditions and processes as outlined here for BPP’s participation in the Biology Program. Changes in responsibility for staffing these courses can be made through conversations between the CSS Department Head and and the director of the Biology program (or equivalent within the SLS) as for the courses staffed by BPP. Revenue for BI 306H will go to CSS as it has gone to BPP in the past.

vi. BPP has provided staffing for Biology courses over the last few years as shown in Appendix E. This is the equivalent of staffing 7 lecture sections per academic year (after the commitments noted in ii. To v. above). BPP will be expected to provide staffing for 7-lecture sections of face-to-face sections in the Biology curriculum and one for e-campus (one section of BI 370 each of three terms). The initial specific assignments are expected to be as noted in Appendix E (BI 211, 212, 213, 311, 445/545, 301, and 371) but specific assignments can be modified by the SLS in consultation with BPP, as the curriculum and student needs change over time. Additional elective courses in the program could be offered by BPP faculty through the normal curricular proposal process in discussion with the SLS.

vii. It is expected that tenure-rank faculty will staff courses at 200-level and above and that all units teaching in the biology program will likewise comply, unless the faculty curriculum group decides on a different pedagogy. In cases where sabbaticals, illness, or other issues make that difficult, BPP can propose an instructor for a course, but the instructor must be approved by the SLS. If an appropriate instructor cannot be agreed upon for the course the SLS will assume responsibility for staffing that section.

viii. If a BPP faculty member in Biology courses shows documented unsatisfactory performance, the SLS will work with BPP to resolve the situation. If a resolution satisfactory to maintain the quality of Biology instruction is not found, the SLS has the authority to remove the instructor from further participation and find a replacement instructor for the course. BPP will remain responsible for the costs of that course assignment unless agreed upon by the SLS, the BPP Head, and the deans of the Colleges.

ix. If the School of Life Sciences determines that student success in the BI 2xx series is best accomplished with a full-time instructor (as is the case in BI 1xx, Chemistry, and Mathematics), BPP will be released from responsibility for those sections. In such a scenario, the commitment to provide GTAs for Biology 21X and 10X will be vacated.

d. Undergraduate Student Advising:

i. BPP currently provides faculty mentoring and advising for 27 undergraduate majors. The Department will continue to provide access to advising for that number of majors, unless agreed otherwise by the Department Head and the SLS. The Department may become involved in additional undergraduate advising if that need arises through discussion and agreement with the SLS.

ii. It is expected that the faculty advising will be by tenure-rank faculty unless agreed upon by the Department Head and SLS.
e. **Credit for Participation**
   
i. SCH delivered by CAS faculty in the Biology courses will be credited to the College of Agricultural Sciences in proportion to the responsibility of those staff in courses and laboratories. This SCH report will be delivered by COS at the end of each academic year to CAS and to Institutional Research.
   
ii. The report will include documentation of the number of undergraduate advisees mentored by CAS faculty.
   
iii. Revenue from summer term, Honors, or e-campus will be credited to SLS/BPP, and distributed consistent with University, CAS, and COS rules. Compensation to any participating faculty member (whether as salary or discretionary funds) will be in the same manner as for all faculty members delivering summer term, Honors, or E-campus instruction for BI-designated courses. The Head or Chair of the faculty member’s unit and the Director of the Biology Program or the equivalent person will negotiate the specific arrangements consistent with these provisions.

VI. **BPP Fund Account Transfers**

a. Currently active grants for BPP faculty will be transferred from the COS ORG code to the appropriate ORG code for the new tenure home of BPP faculty (CSS for Lajtha, BPP for all others). All new grant awards by BPP faculty will be assigned to the appropriate CAS ORG. All new grant proposals go through CAS.

b. Once accounts are closed for the FY10 fiscal year authority for and fund balances in Foundation Accounts (OSU and ARF, spendable and endowment), Gift and OSU endowment and Patent accounts specific to BPP currently managed by COS will be transferred to the CAS.

c. Once accounts are closed for the FY10 fiscal year the balance of BPP 201 accounts (accounts indexed to specific faculty commitments) will be transferred to an appropriate account designated by CAS (as CAS does not maintain 201 accounts) in the faculty member’s new tenure home Department.

d. Once accounts are closed for the FY10 fiscal year the Department general reserves will be transferred to an appropriate account designated by CAS.

VII. **Space and Infrastructure**

a. As noted under in Section I, space assigned to faculty for their offices and labs will be reassigned to the new tenure home for the faculty member within CAS. All equipment inventoried in or assigned in those spaces will likewise be transferred.

b. All other support spaces for BPP, including classroom laboratories currently assigned under the CAS ORG 251300 will be transferred to BPP under the College of Agricultural Sciences ORG 215100.

c. Upon completion of the Linus Pauling Science Center, Cordley 1078/80 and 1071, 1073 will be vacated by the Electron Microscope Facility and returned to use by BPP and the College of Agricultural Sciences.
Sherman Bloomer
Dean, College of Science

Sonny Ramaswamy
Dean, College of Agricultural Sciences
Director, Agricultural Experiment Station

Sabah Randhawa
Provost and Executive Vice President

August 19, 2010
Date

August 19, 2010
Date

August 20, 2010
Date
Appendix A: Memo from Provost to Faculty of Botany and Plant Pathology

Botany and Plant Pathology
November 18, 2009

1. The Provost and the Deans of the Colleges of Agricultural Sciences and Science are proud of and value the significant contributions made by faculty in the Department of Botany and Plant Pathology (BPP).

2. The Colleges of Agricultural Sciences and Science have long standing commitment to plant sciences and have fostered joint faculty appointments over time.

3. The Provost and the Deans of Agricultural Sciences and Science support the following recommendations from the Plant Science Work Group, and expect that the faculty-driven initiatives under the division alignment efforts currently under way will enable the university to make progress towards those goals:
   a. Increase coordination and integration of the OSU undergraduate and graduate plant science curricula
   b. Re-brand graduate education in plant sciences at OSU
   c. Coordinate faculty hires to leverage maximum impact on plant sciences at OSU

4. The Deans of the two colleges agree that the reporting for the Department of Botany and Plant Pathology will be through the College of Agricultural Sciences as of January 1, 2010. This move includes the OSU Herbarium. Individual faculty positions in the units will remain as currently funded by the Colleges, with responsibilities remaining the same, through the end of 2009-10 academic year.

5. The Colleges of Agricultural Sciences and Science have initiated a process to transform the colleges, including departmental structures in both colleges. This process will be completed in spring 2010, with implementation to commence in July 2010. Individual faculty members in BPP will be provided an opportunity to consider appointments in either college that is consistent with the mission of the transformed colleges and new divisions.

6. The Deans of the two colleges agree that in implementing the administrative change for BPP that:
   a. The colleges will credit SCH, ROH, grant productivity, and similar metrics generated by individuals in proportion to the source of funding for the position.
   b. The colleges are committed to positions in plant sciences and, while recognizing that vacant positions revert to the individual College’s priority staffing process, agree that neither college will make changes to current faculty FTE in BPP through the end of the 2009-10 academic year.
   c. The College of Agricultural Sciences will assume responsibility for the management costs of the BPP program (e.g. chair stipend).

7. Effective January 2010, the Botany undergraduate and graduate degrees will be transferred to the College of Agricultural Sciences; student majors in those programs will be counted in CAS student totals. The BPP Department will continue to participate in the Biology Program currently housed in the College of Science with similar responsibilities for course staffing as at present. It is possible, however, that degree programs and/or their focus may change during the division-based transformation process over the next few months. Development of the curricular programs or their successors will include appropriate consultation with colleagues and programs across campus. Going forward, specific plans for assignments and delivery will be finalized by the two colleges in a manner that best serves the University and its students.
June 9, 2010

To: ✓ Sherm Bloomer  
    Dean, College of Science

      Sonny Ramaswamy  
      Dean, College of Agricultural Sciences

From: Sabah Randhawa  
      Provost and Executive Vice President

RE:        Budget FTE for BPP Faculty

The November 18, 2009 memo to the faculty in Botany and Plant Pathology from the Provost, agreed to by the Deans of Agricultural Sciences and Science, transferred the administration of the Department of Botany and Plant Pathology (BPP), including OSU Herbarium, to the College of Agricultural Sciences, effective January 1, 2010. Due to college-level restructuring processes at that time, the key unresolved issue was budget FTE for the BPP faculty currently funded by the College of Science. Specifically, the questions that needed to be resolved were:

- Should the budget FTE for the BPP faculty funded by the College of Science be transferred to the College of Agricultural Sciences?
- If the transfer were made, what would be the responsibility and accountability of the BPP faculty and administration and the College of Agricultural Sciences administration to the University’s Biology Program and its undergraduate students?

Implementation Decision
After careful assessment of relevant factors, I have decided that the best option at this time from the University’s perspective is to transfer the budget FTE for the positions currently funded by the College of Science (COS) to the College of Agricultural Sciences (CAS). The CAS would solely manage reinvestment of those FTE when they become vacant in the future. The transfer includes FTE currently open due to recent retirements but being temporarily filled on 1039-hour appointments. However, the CAS is obligated to honor any prior obligations for future FTE made by the COS to BPP.

The CAS will be responsible and accountable for contributing to a strong university-wide Biology Program, for participating in active advising and mentoring of undergraduate biology students, for providing Graduate Teaching Assistants for the Biology Program, and for working with the COS and other relevant academic colleges to manage and sustain a strong Biology Program and curriculum at OSU.

Via this memo I am asking you to formalize the CAS commitments and accountability for the undergraduate Biology Program as part of the separate document that you are developing to finalize the BPP transition. As part of this document you should also include the details of any existing commitments for future FTE and the expectations of those hires for the Biology Program.
Basis for Moving Budget FTE

Decisions around budgets and FTE are complex and involve many factors. Some of the key considerations in making the decision include the following.

- It is critical that the University continues to provide a strong Biology Program for its undergraduate students. In a complex, comprehensive research university like OSU, it is less important where faculty FTE are situated to deliver the Program. Faculty expertise in biological sciences at OSU is distributed among many units and colleges. It is important that OSU brings together those resources effectively to provide teaching, mentoring and research opportunities for its undergraduate students, particularly in the collaborative, interdisciplinary environment that is central to its vision.

- The BPP faculty have been effective contributors to the Biology Program, in addition to being a part of one of the most productive research units on campus. I have confidence and trust in the BPP faculty and administration that they will continue to take seriously their commitment to the undergraduate Biology Program, and will continue to deliver on that commitment. As part of this transition, additional responsibility and accountability measures will be put in place to formalize BPP and the CAS commitment to the Biology Program.

- Since the administration of the BPP Department has already transitioned to the CAS, management of the unit’s budget and FTE will be simpler with position budget FTE entrusted to the CAS, while at the same time clearly defining the CAS expectations for the Biology Program.

- The University is committed to build Plant Sciences at OSU, an area of existing strength. A May 2009 task force report, entitled “Positioning for Greater Success in the Plant Sciences at Oregon State University”, identifies important steps to advance plant sciences, some of which are being advanced in the current academic realignment conversations. The change will support the Plant Science goals.

- The University entrusts colleges with resources to build and deliver its academic programs. At times, shifting those resources among colleges and units is needed to ensure that the institution sustains a strong faculty community to deliver its programs and advance research in targeted areas of excellence. The move of the budget FTE in BPP is consistent with these principles.

In arriving at this decision, I considered the concerns raised by the some members of the COS leadership team pertaining to loss of administrative oversight of Biology, loss of GTA support, and potential compromise of undergraduate instruction. My conclusion, however, is that the Budget FTE move in itself should not lead to those issues. Formalized through appropriate expectations and accountabilities, the BPP faculty should continue to contribute effectively and enhance the Biology Program. Strategically and positively, the move commits the CAS to play a more intentional role in the undergraduate teaching mission of the University, a change that will help better integrate educational and research missions of the University. Finally, the move will more strategically position Plant Sciences, a core element in the Division of Earth Systems Science and critical to the success of Advancing the Science of Sustainable Earth Ecosystems, one of OSU’s three signature areas of distinction.

I want to thank you for your input to this important issue, for your openness to consider options, and for your support of the Biology Program and OSU’s undergraduate education mission.

cc: Becky Warner, Vice Provost for Academic Affairs and International Programs
Appendix E: BPP Contributions to lectures for Biology courses

BI 420 and BI 570/670 will be designated as BOT courses and be the responsibility of BPP. Ecampus sections will be managed through the Biology program as noted in the MOU. Delivery of BI 306H will be discussed between the Honors College, School of Life Sciences, CSS, and Lajtha. BPP will initially deliver support for face-to-face lectures in BI 211, 212, 213, 311, 445/545, 301, and 371 as noted. The SLS will fund replacement instruction for BI 314 while L. Ciuffetti is BPP Head; BPP has first right of refusal for staffing as noted in MOU. The specific assignments will be expected to change in response to changes in curriculum and student needs as outlined in the MOU.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
</tr>
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<tbody>
<tr>
<td>BI 211</td>
<td>Fall Principles of Biology</td>
<td>Robbertse</td>
<td>Fowler</td>
<td>Fowler</td>
<td>Fowler</td>
</tr>
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<td>BI 212</td>
<td>Winter Principles of Biology</td>
<td>Chang</td>
<td>Chang</td>
<td>Chang</td>
<td>Chang</td>
</tr>
<tr>
<td>BI 213</td>
<td>Spring Principles of Biology</td>
<td>Rivin</td>
<td>Rivin</td>
<td>Rivin</td>
<td>Rivin</td>
</tr>
<tr>
<td>BI 311</td>
<td>Winter Genetics</td>
<td>Rivin</td>
<td>Rivin</td>
<td>Rivin</td>
<td>Rivin</td>
</tr>
<tr>
<td>BI 314</td>
<td>Winter Cell and Molecular Biology</td>
<td>Ciuffetti</td>
<td>Ciuffetti</td>
<td>Naithani</td>
<td>Naithani</td>
</tr>
<tr>
<td>BI 370</td>
<td>Spring Ecology, on campus</td>
<td>not BPP</td>
<td>not BPP</td>
<td>not BPP</td>
<td>Lajtha</td>
</tr>
<tr>
<td>BI 445/545</td>
<td>Spring Evolution</td>
<td>Spatafora</td>
<td>Spatafora</td>
<td>Spatafora</td>
<td>Curtis</td>
</tr>
</tbody>
</table>

Names in yellow highlight are term to term instructors over and above base budget. Green indicates a research faculty member. BPP has agreed with the Biology program to drop required participation in BI 370. Note that Lajtha is moving to CSS.
**APPENDIX F: History of GTA Commitments from BPP to Biology Courses**

These define the expected initial course assignments for BPP GTAs.

It is expected that BPP will fund 25.5 GTAs annually for Biology courses. The specific assignments will be expected to change in response to changes in curriculum and student needs as outlined in the MOU.

<table>
<thead>
<tr>
<th>Course</th>
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<th>Number</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 101</td>
<td>Fall</td>
<td>3 TA s</td>
<td>6 of 20 labs</td>
</tr>
<tr>
<td>BI 211</td>
<td>Fall</td>
<td>6 TA s</td>
<td>12 of 41 labs</td>
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<td>BI 102</td>
<td>Winter</td>
<td>2 TA s</td>
<td>4 of 18 labs</td>
</tr>
<tr>
<td>BI 212</td>
<td>Winter</td>
<td>8 TA s</td>
<td>14 of 41 labs</td>
</tr>
<tr>
<td>BI 314</td>
<td>Winter</td>
<td>0 TA</td>
<td>3 of 6 recitations</td>
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<tr>
<td>BI 103</td>
<td>Spring</td>
<td>0 TA</td>
<td>2 of 16 labs</td>
</tr>
<tr>
<td>BI 213</td>
<td>Spring</td>
<td>5 TA s</td>
<td>8 of 37 labs</td>
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<tr>
<td>BI 301</td>
<td>Winter</td>
<td>0.5 TA</td>
<td>all labs</td>
</tr>
<tr>
<td>BI 371</td>
<td>Spring</td>
<td>1 TA</td>
<td>all recitations</td>
</tr>
</tbody>
</table>

**TOTAL:** 25.5 GTAs

It should be noted that depending on access issues from year to year and quarter to quarter BPP works with Biology, Zoo, etc. and move the GTAs around as needed.