

OPERATIONAL PROCEDURES

**DEPARTMENT OF ENTOMOLOGY
PENN STATE UNIVERSITY**

**Based on Decisions
made at
Faculty Meetings**

January 1977 – August 2003

SORTED BY:

BUDGET

COMMITTEES

EQUIPMENT

EXTENSION

FACULTY

INSTRUCTION (Courses, Students/TAs, Miscellaneous)

MISCELLANEOUS

PROMOTION AND TENURE

RESEARCH

BUDGET

1. **Publication costs** will be paid by individual faculty from their accounts. (May 20, 1992)
2. **Copying for instructional program** will be charged against a teaching account number. This number is available from Thelma (PRL) or Amy (ASI) (November 13, 1990).
3. **Standing orders** will be placed by individual faculty and paid from their accounts. (May 20, 1992)
4. **Research at Rock Springs will be charged** to grants on a per acre cost basis; research requiring greenhouse space will be charged to grants on a per square foot cost basis. (May 20, 1992) (Also Listed Under Research)
5. Any **new grant-in-aid monies** coming in will go into the Assistance Funds, but will be earmarked for the individual. (March 26, 1977)
6. **Grants will include a realistic amount for support** of graduate students (tuition and stipend), technicians, secretaries, publications, copy, postage, phone FAX, etc. (October 23, 1990) (Also listed under Research)
7. Students will have the financial responsibility for all **thesis copying**, including both the rough drafts and the final copies. (December 6, 1982) (Also listed under Instruction)

COMMITTEES

1. **Departmental Standing Committees** shall be:
 - Awards Committee
 - Candidacy Committee
 - Graduate Program Council
 - Instructional Committee
 - Nominations Committee
 - Promotion/Tenure Committee
 - Public Outreach
 - Recruiting Committee
 - Safety Committee
 - Seminar Committee
 - Social Committee
 - Space Planning Committee
(March 29, 1979)

 - Greenhouse and Farms (April 5, 2000)
 - Department Head Advisory (June 2001 – formerly Budget Program Planning)
2. All **standing committees be elected by the departmental faculty** at a regular faculty meeting in May or June. (March 29, 1977)
3. **Committee Membership** terms will expire on June 30 of each year. (June 12, 1990)
4. All **departmental committees will have one graduate student representative** except the Program Budget Planning Committee, Graduate Program Council and the Promotion and Tenure Review Committee. (March 29, 1977) (Also listed under Instruction/Student)
5. **Departmental Committees** will be on a three year cycle with staggered membership terms; exception is the Promotion and Tenure Review Committee which is elected by secret ballot in July each year. (March 29, 1979)
6. **Post-docs** will be considered for membership on department committees. (June 12, 1990)
7. As the need arises, **temporary committees** shall be established for one year or less by the Department Head, with the advice of the faculty. (March 29, 1977)
8. The **chair of the Promotion and Tenure Committee** will be chosen by the Committee itself. (1997?)
9. The Promotion and Tenure Committee has the responsibility of evaluating a person's **credibility for appointment to Adjunct Professor**. (December 17, 1979).

10. The **Promotion and Tenure Committee** will be made up of four elected members and two appointed members, all of whom must be (full) professors, and the immediate chair who automatically serves an additional year. (1980) (See Revision Below)
11. The **Promotion and Tenure Committee** was reduced from seven members to five members; three members to be elected, one member to be appointed by the Department Head, and the past chairperson. (May 12, 1997) (Also Listed Under Promotion and Tenure)
12. **The Graduate Program Council** shall be increased from 3 members to 4 members. (May 20, 1992)
13. The **Graduate Program Council** has prepared **check sheets for graduate student folders**. The Graduate Secretary will give the student's progress ledger to the advisor yearly for review and update. (April 29, 1979) (Also listed under Instruction/Student)
14. **The Graduate Program Council will be responsible for reviewing each graduate student's records annually** to determine that teaching and related requirements have or will be met, and that each student's teaching experience is in compliance with the PSU training requirements. (February 14, 1991) (Also listed under Instruction)
15. **The Seminar Committee** will bring in two (2) outside speakers with national reputations each semester. (June 23, 1992)
15. The Program Budget Planning Committee proposed establishing a **Departmental Advisory Committee** that will have three year rotating memberships, be asked to come to University Park once a year to give their inputs on stakeholder views of the values and needs for our programs and ideas for improving operations. The group would also function as network contacts for industrial and governmental internships for graduate students and financial support for educational programs. The final list must be approved by the Dean. (April 3, 1993)

EQUIPMENT

1. **Department Equipment** will not be removed from the University without prior approval and completion of a Request for Authorization to Use Equipment at a Non-University Location form. (April 20, 1981)

EXTENSION

1. Revised **procedures for peer evaluation of extension faculty** were approved to meet new mandates from the College. Three types of reviews are required - faculty peer, non-faculty cooperator, and student/clientele. Two faculty peers are required to attend at least two presentations annually. The evaluation sheet itself was changed from a 5 point system to a 7 point system. (May 5, 1993) (Also listed under Faculty)
2. A **definition and hierarchy of the extension associate** and integration of the extension associate/faculty member team was proposed and accepted. (September 15, 1999)

FACULTY

1. **Two faculty members will march in the undergraduate commencement ceremonies** with the Department Head, and participate in the luncheon following the ceremonies. **Major professors of graduate students are required to attend commencement and hood their student(s).** (April 16, 1985) (Also listed under Instruction)
2. One faculty member will be designated to represent the Department each year at the **University Awards Ceremony.** (April 14, 1986)
3. **Revised guidelines for adjunct faculty** were approved. Appointments will be for three year intervals with reappointment based on CV reviews and contributions to the department; Reviews will be on a triennial basis beginning spring 1994. (April 3, 1993)
4. Revised **procedures for peer evaluation of extension faculty** were approved to meet new mandates from the College. Three types of reviews are required - faculty peer, non-faculty cooperator, and student/clientele. Two faculty peers are required to attend at least two presentations annually. The evaluation sheet itself was changed from a 5 point system to a 7 point system. (May 5, 1993) (Also listed under Extension)

INSTRUCTION

Courses:

1. Entomology 497C, D (Insect Structure and Function), ENT 497B (Insect Taxonomy), and a graduate level ecology course (Biol 435, 446, 545, 546 or equivalent) will supersede the **previous departmental core courses** (540, 541). (June 23, 1993)

2. **Departmental Standard Core Courses:**

- ENT 410 Insect Structure and Function Lecture
- ENT 411 Insect Structure and Function Lab
- ENT 412 Insect Taxonomy
- ENT 597A Professional Development
- ENT 597B Communication Colloquium
- ENT 597D Ethics, Values, and Diversity in Science

ENT 597A and B will be taken the first semester available after beginning graduate study. Students are also required to complete the courses for their respective research specialty area. (August 10, 1993)

3. A minimum of four (4) semesters of **professional development activities** are required for all graduate students, with more than this recommended. All graduate students supported on departmental assistantships are required to sign up for these professional development activities each semester in which they receive assistantship support. (August 10, 1993)
4. **Grading for the professional development activities** will be on a pass/fail basis, along with an evaluation form to be modeled after the current PSU staff evaluation form. (August 10, 1993)
5. The Department Head will serve as coordinator for the **research mini-courses**. (August 10, 1993)
6. Core Course Changes Recommended and Approved to be instituted fall semester 2004. (August 6, 2003)

Semester	Current (credits)	Proposed (credits)	Instructor(s)
Fall, year 1	Taxonomy (3)	Taxonomy (3)	?
Fall, year 1	Professional Development (1), Ethics (1)	Professional Dev. & Ethics (2)	Mullin?
Spring, year 1	Structure/Function lecture (3)	Structure/Function lecture (3)	Cox-Foster
Spring,		IPM (3)	Calvin, Rajotte

year 1			Mortensen
Fall, year 2	Insect Ecology (3)	Insect Ecology (2-3)	Baker, Schultz Bjornstad
Late summer week prior to of fall semester year 2	Natural History (1)	Natural History (1)	Fleisher, Bjorn others?
Fall, year 2	Structure/Function lab	Insect genomics, proteomics, & bioinformatics (2)	Cui, Cox-Foster Schultz
TOTAL CRE	14	16	

Students/TAs:

6. **Graduate Assistant work period policy:** a) start one week before classes begin, b) half time work schedule through the year entitles the assistant to 4 weeks vacation time, c) may be required to work through term breaks but are still eligible for time off. (February 7, 1980)
7. **Graduate students on assistantship** are required to sign up for the maximum of eleven (11) credits for both fall and spring semesters and six (6) credits for summer during their entire tenure to provide credit hours for the department. Once the core requirements have been satisfied, ENT 590, 596, and 600 can be used to make up needed credits. (August 10, 1993)
8. **Teaching Assistantship Guidelines** and a checklist formally approved. (November 13, 1990) (See *Graduate Student Handbook* - Teaching Experience)
9. All graduate students are required to have **class teaching experience** as part of their graduate program, whether or not they have previous class experience. (August 10, 1993)
10. **Intercollege students can fulfill their teaching requirement outside the department** by getting prior approval for a course from the department head . (April 25, 1991)
11. **M.S. Students must teach a MINIMUM of one course; Ph.D. students a MINIMUM of two courses.** Two sections of the core/track (core AND track) comprises one teaching experience. Teaching in the Biology Department may be used to meet the minimum BUT any student on Entomology support may be called upon to meet TA needs if they arise and could thus teach more than the minimum. (April 5, 2000)
12. **Graduate assistant stipends will be increased** 2 levels bring the M.S. level to grade 11 and the Ph.D. level to grade 12. (February 12, 2001)
13. A one-credit graduate seminar course, with rotating topics, will be offered each semester. All graduate students are required to take one per year while enrolled in the graduate program. (October 3, 2001)

Graduate Program:

13. **Graduate Program Admission Deadlines:** March 15 - fall semester; August 15 - spring semester; January 15 - summer semester. (January 10, 1991)
14. **Graduate Program Admission Deadlines:** With support – February 1 for fall semester. (April 5, 2000)
15. **Three letters of reference for applicants to graduate program** will be required.

16. **Entomology's plan to certify English competency** of Ph.D. candidates was approved by the Graduate School. (December 3, 1992) (See **Graduate Student Handbook - Communication Skills**)
17. The Department of Entomology will retain the **requirement for GRE scores** as an admission requirement. (January 23, 1987)
18. **The Graduate Program Council will be responsible for reviewing each graduate student's records annually** to determine that teaching and related requirements have or will be met, and that each student's teaching experience is in compliance with the PSU training requirements. (February 14, 1991) (Also listed under Committees)
19. The University Graduate Council extended the **time limitations for completion of graduate degrees:** Ph.D. from 7 to 8 years and the M.S. from 6 to 8 years; however, the Department approved retaining the old limitations of 7 years for the Ph.D. 6 years for the M.S. (April 15, 1988)
20. **Guidelines for bypassing the M.S. degree approved.** (April 25, 1985) (See *Graduate Student Handbook - Special Provision for M.S. Bypass Toward a Ph.D. Degree*) (Superseded – See Below)
21. **By-pass of the M.S.** requires 2/3 vote of approval by the Graduate Program Council and the Department Head. (December 8, 1999).
22. The **Master of Agriculture degree** is considered to be a **terminal degree**; exceptions can be made on a case by case basis. (December 16, 1982)
23. A **minor in Entomology**, requiring a minimum of 6 credits of formal entomology graduate courses for the M.S. and M. Ag. level, and a minimum of 15 graduate credits in entomology, including the two core courses, for the Ph.D. level. (May 6, 1988)
24. Faculty are required to complete the **Teaching Assistantship Checklist** for their TA. (February 3, 1993) (See *Graduate Student Handbook - Appendices*)
25. The **Graduate Program Council** has prepared **check sheets for graduate student folders**. The Graduate Secretary will give the student's progress ledger to the advisor yearly for review and update. (April 29, 1979) (Also listed under Committees) (See *Graduate Student Handbook - Appendices*)
26. **Candidacy examination** policy changes were approved by a majority vote: Students will be permitted one semester for remedial action and will retake the exam as soon as possible at the end of that semester. The student will only be retested on the portions of the exam on which he/she received less than a 2 pt average, unless the student opts to retake the entire exam. The language skills portion of the exam will be evaluated by mean score alone and not by the presence or absence of zero scores. The CEC will act as an arbitrator if necessary. (February 15, 1994)

27. The purpose of **the Candidacy Examination** is both diagnostic and screening and will be taken within 3 semesters (excluding summer) after admission to the Ph.D. program. (May 20, 1992)

One retake is automatic, with the option to petition to take an oral exam.

Grading will be on a 5-point system.

The department will provide a computer for each student to use while taking the examination. Students may bring a dictionary and/or thesaurus

Questions will be graded by only one faculty member with the Candidacy Committee reviewing them and acting as referee in special situations.

28. A Committee was established to develop a plan to **assist international students to improve their English speaking skills** within one year of arrival (Drs. Cox-Foster, Cui, Hoover, Kim and Rajotte and Messrs Kim and Yang) (August 9, 2000)
29. The **Graduate Coordinator** will serve a 5-year term. (April 12, 2001)
30. Recommendations from the **English as a Second Language** Committee accepted (April 12, 2001):

Application Process:

- Applicants should be informed early on that we require them to gain proficiency in both oral and written English.
- Applicants should be encouraged to take the Test of Spoken English before coming to the U.S.
- Potential advisers should communicate with applicants throughout the application process.
- Representatives of the department should converse with any international applicant being seriously considered for acceptance into the program.
- International students should be accepted only if a faculty member has agreed to mentor them from beginning to end.

Teaching and English Examinations:

- Students should serve as teaching apprentices in their first and second semesters.
- Within two semesters, international students must take the American English Oral Communicative Proficiency Test (AEOCPT). Students passing the test can begin

teaching, but those falling short may either matriculate in ESL 118G or take the Test of Spoken English (TSE) offered by Educational Testing Service. The course of action will depend on the AEOCPT grade.

- Students should be encouraged to take the TSE, since pass it obviates the need to take the AEOCPT or register in remedial (ESL) courses.
- Faculty advisers shall attend all linguistic evaluations of students, particularly the AEOCPT.
- Students failing to achieve English competency are subject to dismissal from the program.

Program of Immersion:

- All faculty should participate in the annual department orientation for new students.
- All students, during their first semester in the program, should meet individually with every faculty member in the department.
- A class, emphasizing casual discourse, should be developed around the departmental seminar.
- Oral presentations should receive greater emphasis – and perhaps be a required component – in all entomology classes.
- A section in the Graduate Student Handbook should be dedicated to issues concerning international students.
- First year students should have lunch with a member of the faculty on a weekly basis.
- At least one social function per year should have an international emphasis.

Oversight:

- The Graduate Coordinator should be given primary oversight over implementation and enforcement of the recommendations.

31.. Establishment of milestones for M.S., and Ph.D. students recommended and approved; to be instituted for students beginning fall semester 2003. (August 6, 2003).

Checklist: Satisfactory Progress for the M.S.

Student _____

Date of Entrance _____

	Fall	Spring
1	Meet w/ major prof (1 st week) _____ Guidance comm. meeting _____	Progress Report _____ Thesis Proposal _____ Thesis Comm. Meeting _____
2	Thesis Proposal _____ Thesis comm. meeting _____	Progress Report _____ Thesis comm. meeting _____
3	Defense _____ Thesis seminar _____	

Checklist: Satisfactory Progress for the Ph.D.

Student _____

Date of Entrance _____

	Fall	Spring
1	Meet w/ major prof (1 st week) _____ Guidance comm. meeting _____	Progress Report _____ Guidance comm. Meeting _____
2	Guidance comm. meeting _____ Candidacy exam _____ Advance to Candidacy _____	Dissertation proposal _____ Progress Report _____ Dissertation comm. meeting _____
3	Dissertation comm. meeting _____ Comprehensive exam _____	Progress Report _____ Dissertation comm. meeting _____
4	Dissertation Comm. Meeting _____	Progress Report _____ Dissertation comm. meeting _____ Dissertation _____

		Defense _____ Exit Seminar _____
5	Dissertation submitted _____ Defense _____ Exit Seminar _____	

Miscellaneous:

30. **The GPC proposal "Means of Achieving Graduate Education Goals in Entomology: Student Activities" was accepted in philosophy**, with specifics to be acted on at a future date. (May 23, 1991) (See *Graduate Student Handbook* -)
31. It is the responsibility of a faculty member to establish oral communication with any **international applicant whom they are interested in advising to evaluate language skills.**
32. A **yearly retreat** will be held for students to present their development to the entire department for feedback. (August 10, 1993)
33. All **departmental committees will have one graduate student representative** except the Program Budget Planning Committee, Graduate Program Council and the Promotion and Tenure Review Committee. (March 29, 1977) (Also listed under Committees)
34. **Copying for instructional program** will be charged against a teaching account number. This number is available from Thelma (PRL) or Amy (ASI) (November 13, 1990). (Also listed under Budget)
35. Students will have the financial responsibility for all **thesis copying**, including both the rough drafts and the final copies. (December 6, 1982) (Also listed under Budget)
36. **Two faculty members will march in the undergraduate commencement ceremonies** with the Department Head, and participate in the luncheon following the ceremonies. **Major professors of graduate students are required to attend commencement and hood their student.** (April 16, 1985) (Also listed under Faculty)
37. The **Entomology undergraduate major** was unanimously approved to be **dropped** as recommended by the College Future Committee. (January 6, 1993)

MISCELLANEOUS

1. The department will establish a **flower fund**: Prof. \$5, Assoc. Prof. \$4, Asst. Prof. \$3, Instructor, Asst. & Assoc. Res. Asst. \$2, Clerical & Tech. Service \$1. (November 4, 1977)
2. Effective spring semester 1994, **Entomology Seminar time** and day will be changed to 11:15 a.m. on Fridays. (September 9, 1993)
3. **In all issues relating to personnel**, including hiring, or on operating policies of the Department, **voting** shall be restricted to tenure track faculty members of the Department. On a case-by-case basis, and on request, exceptions to this policy shall be determined by the tenure track faculty members of the Department in a closed meeting and by secret ballot. (March 1, 2000)
4. A **quorum** shall consist of the presence of 2/3 (rounded up to the next whole number) of all tenure track faculty (assistant professor, associate professor, professor) in the Department. (March 1, 2000)
5. **Faculty meetings** will not be held in June and July; Regular faculty meetings will be held on a monthly basis from August through May. (May 19, 2000)
6. The **award term of the Mumma Professorship** was amended from 3 years to 2 years; the selection committee makeup will be the Department Head, a representative of the Dean's office, and one faculty member elected by the entomology faculty. (September 15, 1999)

PROMOTION AND TENURE

1. Each faculty will put their own packet together for **promotion and tenure** consideration. (February 6, 1979)
2. Either a letter or a numbered instrument (form) is acceptable for **evaluation of extension personnel** by non-faculty cooperators. (October 16, 1995)
3. The **Promotion and Tenure Committee** was reduced from seven members to five members. (May 12, 1997)

RESEARCH

1. **Institutional Animal Care and Use Committee** must now review all research proposals that intend to use animals regardless of the source of funding. (January 20, 1986)
2. **Deposit of** appropriate, suitably curated, **specimens** required, as deemed appropriate by the student's graduate committee (May 6, 1988).
3. **Research at Rock Springs will be charged** to grants on a per acre cost basis; research requiring greenhouse space will be charged to grants on a per square foot cost basis. (May 20, 1992) (Also listed under Budget)
4. **Insecticides** will be delivered directly to Rock Springs not to campus. (June 23, 1993)
5. A **Greenhouse Policy and Guidelines** was implemented. See the Safety and Facilities Coordinator for a copy of the Guidelines and to request greenhouse space. (October 3, 2001)