

**The Department of
Planning and Public Administration**

**A Unit of the College of Business and
Public Administration
Eastern Washington University**

POLICIES AND PROCEDURES

Adopted by the full-time faculty

April 16, 2015

**Department of Planning and Public Administration
Policies and Procedures**

1. INTRODUCTION

The *Department of Planning and Public Administration Policies and Procedures (PPA P & P)* provide a framework for departmental governance. It includes a description of the department, its mission, and key personnel policies and procedures. These policies and procedures are guided by the university's *Collective Bargaining Agreement (CBA)* and the *College of Business and Public Administration Policies and Procedures (CBPA P & P)*. If these policies and procedures conflict with either of the two preceding documents, those documents shall take precedent.

All faculty and staff of the Department of Planning and Public Administration will be provided with a copy of the *PPA P & P*, and the Department Chair and each Program Director will keep a copy of this plan in their respective offices. These policies and procedures, when adopted or amended by a majority vote of the full-time faculty within the Department, will supersede any prior policies and procedures from the effective date of adoption onward.

2. THE DEPARTMENT MISSION

This Department Plan recognizes the Mission of the University, and related statements of purpose, as the guide for our University, and for all activities within the University. Furthermore, all faculty members directly participated in the development of our college mission, and in the development, review, and approval of the *CBPA P & P* for the College of Business and Public Administration.

2.1 The EWU Mission Statement

EWU expands opportunities for personal transformation through excellence in learning.

EWU achieves this mission by:

- *fostering excellence in learning through quality academic programs, undergraduate and graduate student research and individual student-faculty interaction. Students extend their learning beyond the classroom through co-curricular programs, life skills development, internship programs, volunteering and service learning.*
- *creating environments for personal transformation that enrich the lives of individuals, families, communities and society at large.*
- *expanding opportunity for all students by providing critical access to first generation students, underserved populations, place-bound students, and other students who may not have the opportunity for higher education.*
- *developing faculty and staff by growing and strengthening an intellectual community and supporting professional development.*

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(<http://www.ewu.edu/about/administration/president/mission>)

College Mission

The CBPA exists to develop students who think critically, act ethically, and contribute to evolving public and private sector environments.

This mission is accomplished by:

- Guiding diverse students in their quest to create meaningful roles in their professions and communities through education.
- Supporting research to maintain an involved and intellectually current faculty dedicated to teaching.
- Offering inclusive intellectual and community engagement to enrich students and society through lifelong learning.

Our motto is "Focusing on the region - open to the world."

The Department of Planning and Public Administration Mission Statement

The mission of the Department of Planning and Public Administration is to facilitate and promote a student centered learning environment where students can prepare for professional education with a focus on ethical and value based problem solving and service to communities through integrated cross-disciplinary education.

To achieve this mission, the department will:

- Seek to create and maintain professionally accredited programs;
- Engage students in collaborative and cross-disciplinary perspectives;
- Support faculty to maintain high levels of active participation in the university, their profession, and the community;
- Seek to develop technically proficient citizens who are also broadly educated and can contribute to collaborative decision-making.

3. DEPARTMENT STRUCTURE

The Department of Planning and Public Administration houses two separate program areas offering six degree programs. Although each program area, Urban and Regional Planning and Public Administration, has partial autonomy with regard to curriculum, budget, and decisions regarding individual programs, the two areas work collectively to integrate programs, provide cross-listing of classes and to create courses for use by all programs. Scheduling is done by each program in coordination with the department chair. The urban planning director and the MPA director coordinate recruitment at the undergraduate level, and both programs engage in graduate program recruitment and serve with the department chair on the College Graduate Program Committee and the College Council. In addition, the Department houses a number of programs funded by

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grants and special projects, which include: The Northwest Tribal TTAP program, the Spokane Regional Site Selector Consortium, and other research and community service initiatives. Key personnel and contacts are listed below:

Administrative Structure

Chair of Planning and Public Administration

Secretary

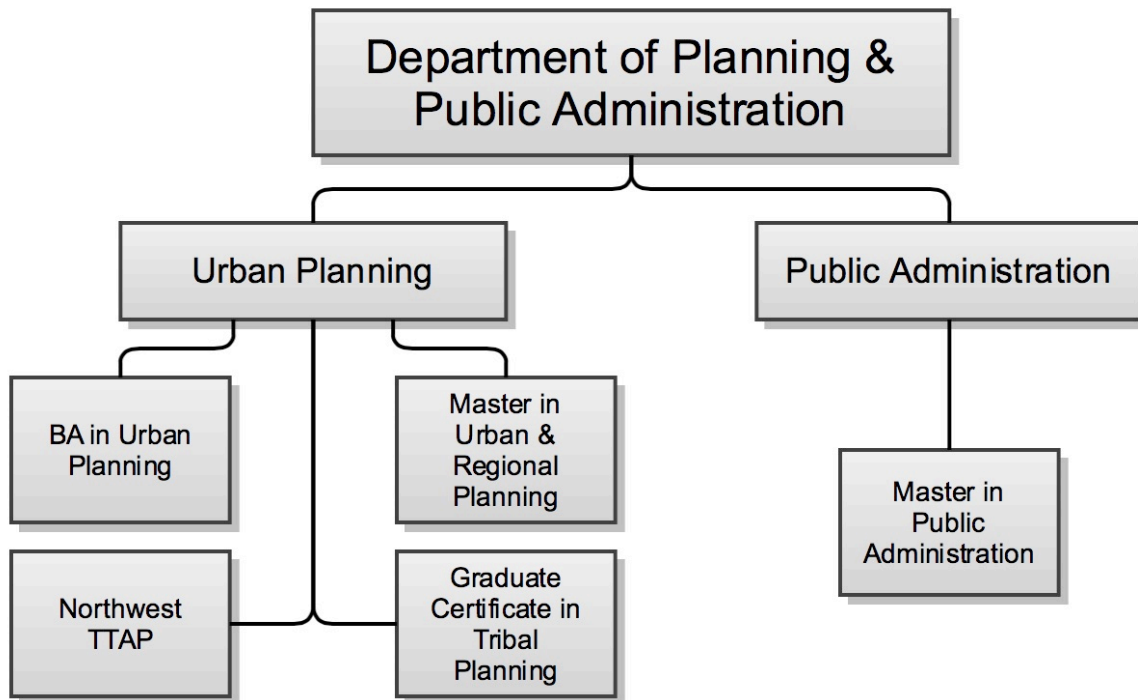
Director of the MPA Program

Director of Urban Planning Programs

Undergraduate Program Advisor

Urban Planning Graduate Student Advisor

Director, Northwest Tribal Local Technical Assistance Program



3. ROLE AND REVIEW OF THE CHAIR

3.1 Role of the Chair

The department chair is the chief administrative officer of the academic department and reports administratively to the dean of the college. The chair reports to, and is informed and advised by, the collective expertise of department faculty and the program directors. The chair is expected to provide effective leadership and management in the operation of the department within college and university policies and goals. The chair is also expected to provide leadership to the department focused on achieving excellence in instruction and scholarship, as well as equity, and due process in department decision-making.

The department chair is expected to perform, in an effective manner, the following duties:

3.1.1 Leadership

- a) *Identify and lead the department in accomplishing department, college, and university goals;*
- b) *Represent the department to the college, the university and the community;*
- c) *Represent the college and the university to the department;*
- d) *Foster innovative teaching methods and curriculum development leading to improved student learning;*
- e) *Develop and implement processes to encourage and support scholarship and research;*
- f) *Support faculty, staff, and students in their responsibilities and professional development; encouraging initiative, innovation, and collegiality;*
- g) *Administer university policies and procedures including the Collective Bargaining Agreement (Administration includes the exercise of delegated university disciplinary authority and participation in the grievance process);*
- h) *Support fund-raising and development efforts of the college and university; and*
- i) *Establish and maintain positive, professional relationships with external constituency groups.*
- j) *Develop and continuously assess, with faculty and staff collaboration, effective departmental policies, procedures, and programs.*

3.1.2 Communication and Inter-Intra Personal Skills

- a) *Be accessible to the administration, faculty, staff, and students for timely fulfillment of the chair's duties;*
- b) *Establish positive, collegial working relations with all elements of the university;*
- c) *Facilitate open communication within the university; and*
- d) *Improve alumni relationships by maintaining continuing relationships with students who have left the university.*

3.1.3 Fiscal Management

- a) *Manage all departmental budgetary matters including budget requests, salary enhancements, supply and equipment dollar allocations, expenditures, budget planning, as well as those budget responsibilities associated with grants and contracts within the department; and*
- b) *Manage departmental inventory and equipment. This responsibility includes periodically informing the dean as to the quality, adequacy, maintenance, repair and replacement needs relating to departmental equipment.*

3.1.4 Program Management

- a) *Manage faculty workload in accord with department, college and university policy and goals. This responsibility includes making student advising assignments and instructional assignments of faculty, and the scheduling of academic year and summer offerings of the department consistent with a student-centered university;*
- b) *Develop and implement student recruitment, and retention programs for the department. This would include programs such as methods of detecting early warning signs of academic difficulties, adequate, student-oriented advising availability; programs for contacting “stop-outs” or potential stop or drop outs; creating opportunities for faculty-student contact outside of the classroom through student organizations, speakers, or social events; cooperating with career planning staff; and follow-up with alumni regarding placement or graduate school concerns.*
- c) *Oversee the development and execution of departmental programs and curricula;*
- d) *Respond to requests for information from the college, the university and the community;*
- e) *Develop and execute the department’s program assessment(s). This would include regular assessment of overall student satisfaction, and executing internal and external program reviews, and incorporation of assessment results into program or instructional changes; and*
- f) *Facilitate the maintenance of updated department course transfer equivalencies. When appropriate this will include responsibility for departmental information required for an automated degree audit system.*

3.1.5 Personnel Management

- a) *Administer and coordinate all personnel processes relating to faculty and staff evaluation in accord with relevant policies, including the preparation and oversight of all faculty plans and statements of staff expectations, and evaluations;*
- b) *Review quarterly, evaluations on all faculty from all university coursework offered by the department;*

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- c) *Facilitate faculty and staff development, i.e. personal and professional development, service training, cross-training, awareness of various campus services;*
- d) *Develop and/or update print and electronic promotional materials for the department's academic programs;*
- e) *Manage faculty and staff recruitment;*
- f) *Supervise departmental support staff, delegate staff work, and evaluate staff performance; and*
- g) *Resolve conflicts within the department in a fair manner. (CBPA P&P)*

3.2 Department Chair Election, Term, and Review

Election of the department chair will be conducted in accordance with the *CBPA P&P* at the expiration of the chair's term or upon the chair's resignation. The *CBA* requires that the chair be a tenured faculty member. The names of the nominees will be forwarded to the Dean who will conduct an election or the nominee may be selected through consensus by the faculty of the department at a scheduled faculty meeting. All faculty members within the Department are eligible to vote in the election for Chair. Chairs may serve two consecutive four-year terms based on satisfactory performance (*CBA*). The department chair will be reviewed in accord with the policies of the *CBA*. Department chair compensation will be determined by the *CBA*.

3.3 Academic Program Directors

Because of the diversity of programs within the Department, and the unique disciplinary and professional requirements for curricula, the administration of program areas will be generally autonomous within the Department. Each program area will maintain full autonomy and control of curricula, program requirements and offerings, and will have separate budgets; however, the Chair shall retain control of these budgets with consultation with the program directors. There will be a director of each program area elected by the faculty who serve in that area, who in consultation with the faculty shall be responsible for the academic control and budget of that program area. Support for these additional program responsibilities is recognized and through distribution of departmental administrative resources related to program responsibilities. The program directors are also responsible for developing collaboration between programs including curriculum development working with the Chair.

3.4 Non-Academic Programs

Grants, research projects, centers and institutes are defined within contracts or policies of the university, and may include staff/faculty appointments and special responsibilities for faculty and staff, including project/program directors or coordinators. Although the role of faculty or staff member may be defined for the project, the faculty and staff involved in these projects are responsible to their individual program directors and the chair. Any staff involved in grants and projects shall be considered members of the department and be involved in collective decision-making.

3.5 Departmental Participation

The following defines the members of the department.

3.5.1 Faculty.

Faculty members within the department and those eligible to vote on curricular issues include all full-time faculty who fill tenure track positions within the disciplines of the department and all term faculty who are teaching at least one-half time within the department.

3.5.2 Adjunct Faculty (Non-voting Faculty Members).

Adjunct faculty includes those members of the university faculty from other programs or disciplines who teach for the department or have cross-listed classes, part-time instructors, faculty/staff whose primary responsibility is program management or research, but who are also involved in teaching.

3.5.3 Staff.

Those persons hired to serve the department/programs, or to support grants and research.

3.5.4 Emeritus Status.

Faculty members within the Department who have worked in their academic disciplines for at least five years are eligible for emeritus status upon retirement from the University. Emeritus status shall be conferred by majority vote of the department faculty.

3.5.5 Graduate Faculty

All department faculty members are expected to teach graduate courses and must meet requirements of the graduate college.

3.5.6 Terminal degrees.

Although professional degrees (MPA, MURP) are considered terminal degrees for professional practice, faculty will generally be expected to have a Ph.D., JD or Doctoral level degree. Special consideration for practicing professional appointments may be made to take advantage of candidates with extensive professional experience.

3.5.7 Participation.

Faculty, adjunct faculty, non-voting faculty members, staff and representative students, are encouraged to participate fully in department meetings, and take part in deliberations and decisions. Voting on all matters related to curriculum and programs are limited to faculty, as defined above.

3.5.8 Faculty Meetings.

The department faculty will meet regularly throughout the academic year, generally once a month, and no less than once per quarter. All department faculty meetings will be scheduled in advance as much as possible, and notice of regular departmental meetings will normally be provided electronically to all faculty one week in advance of the meeting. Special meetings may be scheduled to address critical issues where a one week notice is not provided. Decisions at such meetings will be sent to all faculty electronically, and faculty will have the opportunity to request reconsideration of any issue by providing electronic comment to all faculty.

Department secretarial staff will take minutes of the meetings, and after review by the chair, minutes will be submitted to Faculty for approval. These minutes shall be retained in a department file.

4. DEPARTMENT PERSONNEL POLICIES

The following section defines the personnel policies of the department. These policies are guided by the policies found in the *CBA and the CBPA P&P*. In assessing faculty progress and participation in the department, each faculty member is expected to advance the goals and objectives of the department and college. Primary review of faculty is the responsibility of the Department Personnel Committee (DPC) and the chair. Their recommendations are forwarded to the dean who provides a review and recommendation for retention, tenure/or promotion of a faculty member.

4.1 Faculty Responsibilities

The *CBA* defines the responsibilities of each faculty member. Although the primary function of a faculty member is teaching, he or she is also responsible for maintaining appropriate levels of scholarship/creative activity, and service to the community, university, college, and profession.

4.1.1 Teaching

All faculty members are responsible for developing and teaching courses that support the curricula of the department utilizing current teaching methods and technology and providing students with current knowledge and practice. Each faculty member is expected to use the university's currently accepted course evaluation forms for student evaluations of her or his classes. This department values service learning that involves students in the community practicing what they learn in class.

4.1.2 Scholarship/Creative Activity

As per the CBA, tenured and tenure-track faculty are expected to engage in research, scholarship and/or creative activity, including professional activities leading to publication, performance, or formal presentation in the faculty member's field, or leading to external funding recognizing the faculty member's current or potential contribution to his/her field (CBA). Thus, members of the department faculty are required to participate in scholarship/creative activity to receive tenure and promotion. The level of participation is specified by the guidelines describe in these policies and procedures and by the *CBPA P&P*.

4.1.3 Service

In this Department, service is particularly valued. Service to the department, college, university is expected of all tenured and tenure-track faculty in the department. Progressively more responsible committee work at the department, college, and university is expected of a faculty member as he or she progresses through their career. Service to the community is highly valued. This can include service on boards and committees of professional and local community organizations; professional services to local, regional and national agencies and organizations; and active community engagement defined as service learning and or knowledge application by faculty through applied research related to community identified needs and resulting in social, cultural, and economic benefit.

4.2 Faculty Accessibility to Students

All faculty members will submit office hours and class schedules by the end of the first week of each quarter to the academic program director, chair, and dean. As per the *CBPA P&P*, all faculty must hold a minimum of five office hours per week that are published to students who may want to take advantage of them. While these are the minimum expectations, faculty members are expected provide counseling on professional development. They are not expected to give personal advice. Students should be directed to the appropriate university resources for this advice.

4.3 Department Personnel Committee

The Department Personnel Committee, DPC, will be comprised of a minimum of three members, one each from the individual disciplines, and be responsible for making timely decisions in accordance with university policy on all personnel matters brought before them pursuant to the *PPA P & P*, *CBPA P&P*, and *CBA*. Recommendations for promotion and tenure made by the DPC will be forwarded to the chair for the chair's recommendation. The recommendations of both the DPC and the chair will then be forwarded to the Dean, and if necessary, to the College Personnel Committee for their action.

Faculty members will receive timely copies of all DPC actions concerning them. If a faculty member is dissatisfied with the decision of the DPC on any matter, the faculty member may ask for reconsideration of the matter and point out any information that he or she considers relevant. Requests for reconsideration must be made in writing within 15 working days of receiving the written decision or other decision of the DPC.

4.4 Faculty Activity Plans, Annual Evaluation, Retention, Promotion and Tenure

4.4.1 Faculty Activity Plans and Workload

In accordance with the *CBA* and *CBPA P&P*, each faculty member shall develop a Faculty Activity Plan (FAP) as described in the *CBA* in conjunction with their academic program director to be submitted for review and approval by the department personnel committee, the department chair and the dean. The FAP shall indicate plans that cover an appropriate time period, including the following:

1. Instructional workload over the time period;
2. Professional development/intellectual contributions appropriate to her or his instructional responsibilities during this period;
3. Instructional development efforts appropriate to instructional assignment; and
4. Service activities within the department, college, university, and community.

The DPC and the chair should insure that any faculty member's FAP encompasses work and contribution levels comparable to all faculty members in the department. The chair shall meet with the individual faculty member about the plan. Once the FAP is finalized it is then reviewed by dean and forwarded to the Provost. The document is then used to assign workload over the time period of the FAP.

4.4.2 Evaluation

All faculty members will be evaluated by the timelines established by the Chief Academic officer in accordance with the *CBA*. All personnel actions will be preceded by an evaluation of the faculty member's performance based upon the

FAP. Review of these evaluations may lead to recommendations for remediation and improvement.

4.4.3 Retention, Tenure and Promotion

4.4.3.1 Effectiveness in Teaching, Research and Service

Each faculty member is responsible for providing material to support his or her retention, tenure, and/or promotion. The following materials should be provided to the DPC and chair for review:

Teaching Effectiveness

1. A summary of student evaluations of the faculty members courses for the last four quarters. Individual student comments are not required but may be submitted. The candidate should also include evidence of effective teaching and curriculum development at undergraduate and graduate levels by achieving average student course evaluation ratings of 3.0 or higher on the standard EWU student course evaluation instrument.
2. Written evidence of teaching effectiveness from teaching colleagues.
3. Letters of support from students and alumni; however, these letters must be solicited by the chair of the DPC or department chair and not the candidate
4. Summaries of evaluations of other teaching experiences.
5. Documentary evidence of creative teaching.
6. Documentary evidence of on-going development of courses, content currency, scope and diversity of teaching load. A peer review of the candidate's teaching materials shall be provided.
7. Documentary evidence of student advising responsibilities.
8. Documentary evidence of appropriate rigor in the classroom.

Scholarly/Creative Activities

1. Publications and scholarly activities as defined in Appendix A, and
2. Any professional development activity with prior approval of the department and college as noted in the FAP.

Service Activities

Service to the Department, College or University

1. Active membership on committees, task forces, advisory councils, of special projects.
2. Leadership on committees, task forces, advisory councils, or special projects.

Service to the Profession

1. Active membership on committees, task forces, advisory councils, or special projects.
2. Leadership in professional organizations
3. Service to private or public agencies in a professional capacity
4. Appointment to a board, committees, task forces or accrediting agencies
5. Membership on editorial board of refereed journal or publications
6. Reviewing of refereed journals or professional literature
7. Provision of professional consultation, practice or training.

Service to the Community

1. Appointments to committees, boards, task forces, and projects/consultations
2. Leadership on committees, boards, task forces, and projects/consultations
3. Community service activities in which your professional or academic experience was a key contribution.
4. Engaged community outreach defined as service learning and or knowledge application by faculty through applied research related to community identified needs and resulting in social, cultural and economic benefit.

4.4.3.2 Retention and Tenure

Faculty members are expected to make substantial progress in all of the areas defined above with probationary faculty focusing on teaching and research and scholarship while also contributing to the service function of the department. As the faculty member progresses from probationary to tenured status, he or she is expected to play a more substantial part in service while maintaining adequate teaching and research.

Evaluation of the faculty member's progress should adhere to the following guidelines:

1. Performance evaluations should be continuing and constructive.

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2. Emphasis should be placed the supportive function of evaluation as well as providing a basis for personnel actions.
3. Written evaluations will be in compliance with the timetable announced by the provost.
4. The faculty member is responsible for maintaining the necessary documentation and making it available in the proper form on a timely basis.
5. Evaluations must include an assessment of a faculty member's classroom performance in each class taught. A senior member of the department faculty will observe and provide an assessment of at least one class of the faculty member annually.
6. Evaluations may include any stipulated conditions for improving performance.
7. After written evaluation is prepared, the chair and the chair of the DPC will meet with the candidate to review strengths and weaknesses and to discuss progress.

The *CBPA P&P* describes the usual progress of probationary faculty including annual evaluations by the DPC and the chair to determine reappointment during the first three years in which the candidate is expected to make satisfactory or superior progress on those activities identified in the FAP. The DPC and chair shall forward their recommendations to the dean. This third year evaluation will result in:

- a) Continuation of probation with a three-year contract; or
- b) Remove from probationary status and continue as special faculty- consecutive appointments shall not exceed six years; or
- c) A one-year terminal contract.

During the sixth year the probationary faculty member will be reviewed by the chair and the DPC with each forwarding a recommendation concerning promotion and tenure to the dean. The department will choose to both grant tenure and promotion to associate professor or offering a one-year terminal contract. To obtain tenure the faculty member must be rated excellent in teaching performance, superior in scholarly and professional activities, and superior or significant in service contributions.

4.3.3.3 Promotion

Promotion from Assistant Professor to Associate Professor with Tenure

Teaching

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It is the intent of the department to offer the highest quality professional instruction to students, and to have faculty continually assess their performance to increase teaching effectiveness and professional development in accordance with Faculty Activity Plans. Candidates for promotion to associate professor with tenure must document their teaching effectiveness via a portfolio that clearly demonstrates fulfillment of their faculty activity plan, and documents effective teaching. This portfolio must contain the items listed in Section 4.3.3.1 above. The candidate is expected to have average student course evaluation ratings of 3.0 or higher, have excellent classroom evaluations from his or her peers, and demonstrate progressive improvement in class preparation and delivery including innovative teaching techniques.

Research and Scholarship

The department requires that faculty achieve a minimum level of intellectual contribution to their field to be eligible for promotion from assistant to associate professor with tenure. This is considered to be the publication of five refereed journal articles or their equivalent. Equivalencies include publication of books, book chapters, grants, monographs, community service projects, and associated publication scholarship, and are listed in Appendix A.

Service

Service to the department, college, university and the community is highly valued in the department. The candidate should have served active membership on department, college and university committees, on the boards of local professional organizations, and actively participated but not necessarily taken the lead in community service projects as well as community engagement. Candidate should be prepared to document the relevance, significance and impact of that service.

Promotion from Associate Professor to Full Professor

The rank of full professor recognizes that the faculty member has reached the highest level of professional accomplishment. Candidates must have had a consistent performance of excellence as an associate professor and extended their accomplishments to include leadership positions in the department, college, university and community. Candidates will meet the minimum requirements for promotion set by the *CBPA P & P* and the department. The candidate must meet these minimums for all three areas of evaluation: teaching, research, and service. However, the candidate should have excelled in at least one of these areas as specified by the candidate's FAP.

Teaching

The candidate for full professor should demonstrate excellence in teaching as defined in the evaluation measures noted for promotion to associate professor. In addition, the candidate should have participated actively in curriculum development for his or her program, revised or introduced new courses, and received recognition for teaching from the department, college, or university.

Research and Scholarship

The department requires that faculty eligible for promotion from associate to full professor demonstrate that they have maintained a high level of intellectual contributions with the publication of three journal articles or their equivalents after promotion to associate professor and be the lead author in at least one of those articles. The faculty must provide external evaluation of his or her scholarly activity in addition to the DPC and chair review.

Service

The candidate should have served active membership on department, college and university committees to include leadership positions on these committees. The candidate should have served on the boards of local, state and national professional organizations. The candidate should have actively participated in and taken a leadership role in community service and engagement projects. Candidate should be prepared to document the relevance, significance and impact of that service.

Merit Incentives for Full Professors

Merit incentives are defined in *CBA* and the *CBPA P&P*.

5. Students

5.1 Student Advising

Faculty members are expected to share in the advising and recruiting of students. Each program will have one faculty member who is charged with the advising of students in that program. Other faculty members should be available for academic and career advising.

5.2 Student Associations

Faculty in each program should encourage the active participation of students in the student associations of the department. A faculty member from those programs with student associations shall be appointed as liaison to the student association.

5.6 Academic Integrity

All faculty members are responsible for being familiar with the university's academic integrity policy and the procedures for dealing with violations. Notification of each faculty member's policy on academic integrity must be posted on the syllabi of their courses.

6. Ethics

The department expects ethical behavior from all members of the department and that they will comply with the established ethical policies and procedures of the college and university. In addition, it is expected that all faculty, staff and students will comply with the ethical standards set by the codes of ethics of their professions.

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**APPENDIX A
Department of Planning and Public Administration
Peer Reviewed Journal Article Equivalencies**

Scholarly Book	3.0-4.0
Textbook	2.0
Other	1.0
Translation of a scholarly book into another language	1.0-2.0
Anthology	
Editor only	0.5
Editor and one substantive chapter	1.0
Book chapter	1.0
Published Article (in any language)	
Refereed Journal Article	1.0
Editor Reviewed Journal Article	0.5-1.0
Invited Journal Article	0.5-1.0
Research Note/Commentary	0.3
Book Review	0.2
Published Monograph	0.2-0.8
Invited Paper	0.5-1.0
Editor reviewed Paper	0.5-1.0
Workbook or teaching supplement	0.1-0.5
Editor of Journal Symposium	
Editor only	0.5
Editor and substantive contributor	1.3
Series, Applied Research, Case Study	0.2-1.0
Professional/Academic Newsletters/Journals	0.1-0.3
Research Paper Presentation	
National, Int'l Conference paper#:	
Presented only	0.2-0.3
Peer Reviewed Conference	0.3-0.5
Published in Proceedings	0.3-0.8
Poster Session	0.2
Regional Conference Paper#	0.2
Presented only	0.2
Published in Proceedings	0.3-0.5
Published Multimedia Products	0.3-1.0
Grants or contracts	
\$50,000 or over... Approved	0.5
Funded	1.5
Less Than \$50,000... Approved	0.3
Funded	1.0
Pro bono/Community Service Research Reports	0.2-0.5

@ "Vanity" publications will not count in the equivalencies calculations.

*Subject to Department Personnel Committee judgment.

#Conference papers count as presentation or as proceedings publications, but not both. When they reach publication in some other form, that is the form that will count in these calculations.