# SOQ FORM CREATION/REVISION

# PROCESS CHECKLIST

Policy reference: UPS 210.002 “Tenure and Promotion Personnel Standards”

*Process Checklist Steps for Creating/Revising SOQ Forms*

| **Step** | **In progress** | **Completed** | **Note(s)** |
| --- | --- | --- | --- |
| 1. Write down the reasons you want to revise or add a new form(s) |  |  |  |
| 2. Draft the revisions or new form(s) in your department |  |  |  |
| 3. Check alignment of the new form(s) with your DSLF, DPS  (In the absence of DSLF, use the criteria in UPS 210.070.)  (In the absence of DPS, use the criteria in UPS 210.002.) |  |  |  |
| 4. Double-check that scores derived from the new form(s) are interpretable during the faculty evaluation process |  |  |  |
| 5. Get department approval of the revisions or new form(s) |  |  |  |
| 6. Forward the revisions or new form(s), along with the reasons for changes, to the CPSRC |  |  |  |
| 7. CPSRC might send recommendations for changes back to the department |  |  |  |
| 8. After CPSRC approval, CPSRC forwards results to FAR for transmittal to Provost |  |  |  |
| 9. FAR will check for compatibility with university SOQ software. FAR submits changes to Provost for approval |  |  |  |
| 10. Provost provides approval via formal memo |  |  |  |
| 11. Changes are posted on FAR website and ready for use in courses for the next academic term |  |  |  |