# 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 |  |  |  |