**Western University**

**graduate program cyclical review**

Degree(s)

in

Program Name

Volume III – external reviewers

Date (month/year)

**Volume III must be reviewed and approved by the Faculty Dean (or designate) prior to submission to SGPS**

## External Reviewers – Volume III

Explanation of Volume III

The External Review team conducting the site visit typically includes the following: two External Reviewers, including member from a university outside of Ontario, a member from another Ontario university; an Internal Reviewer who is a Western faculty member usually a member of the Senate Subcommittee on Program Review – Graduate (SUPR-G), and a Graduate Student who is usually a senior PhD student. Both the Internal Reviewer and the Graduate Student are from Faculties other than the Faculty in which the program resides.

Please provide a list of **five potential External Reviewers from universities outside Ontario,** and a list of **five potential External Reviewers from Ontario universities**. The Internal Reviewer and the Graduate will be selected by the Co-Chairs of SUPR-G.

Proposed External Reviewers should have a strong track record as academic scholars (e.g., actively publishing, teaching, supervising, holding research grants etc.), and ideally should also have had academic administrative experience in such roles as Graduate Program Coordinator, Department Chair, Associate Dean, Dean, or other administrative leadership positions. This combination of experience allows a reviewer to provide the most valuable feedback on program proposals and reviews.

In some cases, it may be important to group nominees into categories reflecting particular areas of expertise and you may request that one from each group be chosen.

External Reviewers must be at [arm’s length](https://uwaterloo.ca/academic-program-reviews/cyclical-reviews/choosing-arms-length-reviewers) from the program, which means they are not a close friend, not a regular and current collaborator, not having been supervised recently by, not having been a visitor/teacher for some time at, and not a former colleague. Full disclosure of all past affiliations is required to assist in the selection of External Reviewers and to ensure an arm’s-length relationship.

The Chair/Director must verify that each nominated reviewer is arm’s length, personally and professionally, from the program and its personnel.

Finally, Volume III must be approved by the Dean of the Faculty, prior to sending it to SGPS.

[Choosing Arm’s Length Reviewers (QAF 2.2.1 and 5.2.1) — Ontario Universities Council on Quality Assurance (oucqa.ca)](https://oucqa.ca/guide/choosing-arms-length-reviewers-2-2-1-and-5-2-1/)

*NOTE: Please do not contact potential reviewers - all correspondence will be through the SGPS.*

**Please delete this page prior to submission.**

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**NOTES:**

*Please indicate any pairings that would be favorable- understanding that due to scheduling etc this may or may not be possible.*

VERIFICATION OF ARM’S LENGTH STATUS:

By placing an “X” in the box below, I verify that all proposed reviewers listed are at arm’s length, personally and professionally, from this program and any of its personnel.

☐ Chair/Director

Dean of the Faculty - Approval

By placing an “X” in the box below, I verify that I have reviewed and approve all proposed reviewers listed by this program.

☐ Dean / Associate Dean Graduate

Ontario

### NAME OF PROPOSED REVIEWER:

ACADEMIC RANK:

INSTITUTION:

EMAIL:

Link for personal webpage (if available):

DEGREES: (include university, discipline and date conferred)

Area(s) of Specialization

* relate this to those offered by the program being appraised

Experience/Expertise relevant to service as an External Reviewer (e.g. membership on editorial boards, administrative experience, academic recognition).

* A short statement regarding the appropriateness of the nominee as an External Reviewer for this program would help the chairs of SUPR-G

Recent scholarly activity

* if possible, cite 3 to 5 recent publications or scholarly works

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