 **new program proposal**

**degree(s)**

**of  
program**

Volume III – external reviewers

**Explanation of Volume III**

The review team conducting the site visit typically includes a member from a university outside of Ontario, a member from another Ontario university, and a UW faculty member, from a Faculty other than the one in which the program resides.

Please provide a list of **five** potential reviewers from universities outside Ontario, and **five** potential reviewers from Ontario universities. The third member of the review team, who serves as an internal support person, will be a UW faculty member and will be selected by the AVPA and/or AVPGSPA or designate.

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 Undergraduate or Graduate Program Coordinator, Department Chair, Associate Dean, Dean, or other administrative 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.

Reviewers must be at [arm’s length](https://uwaterloo.ca/academic-quality-enhancement/selecting-arms-length-reviewers) from the program. The Chair/Director must verify that each 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 the Academic Quality Enhancement Office who will select the reviewers.

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

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

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# OUTSIDE ONTARIO (ranked 1 to 5)

1. **PROPOSED REVIEWER**

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| --- | --- |
| **Name:** |  |
| **Academic rank:** |  |
| **Institution:** | Include link to their institutional webpage |
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**QUALIFICATIONS:**

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| **Publication** | Evaluate candidate's scholarly output over the last 5-7 years and comment on its quality relative to disciplinary norms. |  |
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| **Other** | Include any other reasons you have for nominating this candidate. |  |

**VERIFICATION OF ARM’S LENGTH STATUS:**

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

Chair/Director

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