# Guidelines:
# Nomination of Potential Reviewers

By October 1, the Unit will provide a list of four potential external reviewers and two potential internal reviewers for the academic review, along with a brief profile of their area of expertise and qualifications for the task (if known). From this list, the Provost in consultation with the Dean(s) will make the final selection of the Review Committee.

The Review Committee will consist of one internal reviewer, along with one or two external reviewers for an undergraduate program review; two external reviewers for a graduate program review; or two external reviewers for an integrated program review (undergraduate and graduate together).

Reviewers must be Associate or Full Professors, or the equivalent, with program management experience. Such experience might include serving as Chair or Director of a program/department or service as an external reviewer.

For graduate and integrated reviews, one of the external reviewers must be from outside Ontario.

For all reviews, the internal reviewer must be from outside the discipline, familiar with the operation of the program under review (but at "arm's length) and have experience with program development and delivery. They do not have to be from a different Faculty.

For graduate and integrated reviews, the reviewers must be actively involved in graduate studies in a supervisory capacity.

To avoid the appearance of a conflict of interest, the reviewers should not:

a) be a close friend or relative of a member of the Unit undergoing the review;
b) have been a research supervisor of a member of the Unit within the past six years;
c) have been a graduate student of a member of the unit within the past six years;
d) have collaborated with a member of the unit within the past six years or have plans to collaborate with them in the immediate future; or
e) have been a visiting scholar/teacher in the unit in the past six years.

Full disclosure of all past affiliation(s) is required to assist in the selection and to ensure an "arm's length" relationship.

**Template**

**Nomination of Reviewers**
**Name of Unit and Program**
**Date**

## External Reviewers :

Please submit at least **four** names in ranked order (if there are preferences):

Name
Rank
Position
University
Address
Contact information (telephone, email)
Personal Profile url

Brief Profile:
Area of Expertise
Program Management Experience
Graduate Program Involvement

## Internal Reviewers:

Please submit at least **two** names in ranked order (if there are preferences):

Name
Rank
Position
Department
Personal Profile url

Brief Profile:
Area of Expertise
Program Management Experience
Graduate Program Involvement