NEW GRADUATE PROGRAM PROPOSAL

# EXTERNAL REVIEWERS NOMINATION FORM

In accordance with the [University of Guelph’s Institutional Quality Assurance Process (IQAP)](http://www.uoguelph.ca/vpacademic/iqap/), proposals for new graduate degree programs require an external review. This form is to be used by the sponsoring academic unit(s) to convey their preferred site visit dates and submit the names and CVs of four potential reviewers to the Office of Graduate and Postdoctoral Studies. External reviewers are appointed and invited to participate by the Assistant Vice-President, Graduate Studies (AVPGS).

Reviewers will normally be associate or full professors in the area of the proposed program. Ideally, they should have some administrative academic experience in roles such as graduate program coordinator, department chair, or associate dean, as well as demonstrated research experience in the area of the proposed program. Reviewers should also have experience with curriculum design and learning outcomes development. This combination of experience helps to ensure that a reviewer will provide informed and constructive feedback on program proposals.

Reviewers must be at arm’s length from the proposed program, meaning “reviewers should not be chosen who are likely, or perceived to be likely, to be predisposed, positively or negatively, about the program” (COU Quality Assurance Guide). Thus, reviewers should not be close friends; current, recent, or planned collaborators; former supervisors or advisors; regular or repeated external examiners or advisory committee members in related disciplines at the institution; or former colleagues of the core faculty in the program.

**For each nominee listed below, please complete the nominee-specific fields on this form *and* obtain a recent CV.**

Please submit this form and related CVs to the Office of Graduate and Postdoctoral Studies (ogsadmin@uoguelph.ca) when the program’s draft proposal brief is submitted.

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| **Name of Proposed Program(s):** |  |
| **Sponsoring Academic Unit(s) and College(s):** |  |
| **Preferred Site Visit Dates:** |  |

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| **Rank-Ordered List of Proposed External Reviewers** |
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| **Proposed External Reviewer 1** |
| *Name* |  |
| *Rank/Title* |  |
| *Institution (Include mailing address, telephone, and email address)* |  |
| *Degree* | *Discipline* | *Institution* | *Year Conferred* |
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| *Provide a short statement regarding the appropriateness of the nominee as a reviewer for this proposed program. Discuss recent scholarly activity in the area of the proposed program and other relevant experience (e.g., membership on editorial board, administrative experience, program development experience, academic recognition).* |
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| *Describe the nominee’s previous affiliation with the University, if any (e.g., visiting professor – give dates, internal reviewer, former employee, any former professor/student relationships with faculty members). List any potential conflicts of interest.*  |
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| *Identify any major blocks of time over the next 6 to 8 months when the nominee may not be available.* |
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| **Proposed External Reviewer 2** |
| *Name* |  |
| *Rank/Title* |  |
| *Institution (Include mailing address, telephone, and email address)* |  |
| *Degree* | *Discipline* | *Institution* | *Year Conferred* |
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| *Provide a short statement regarding the appropriateness of the nominee as a reviewer for this proposed program. Discuss recent scholarly activity in the area of the proposed program and other relevant experience (e.g., membership on editorial board, administrative experience, program development experience, academic recognition).* |
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| *Identify any major blocks of time over the next 6 to 8 months when the nominee may not be available.* |
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| **Proposed External Reviewer 3** |
| *Name* |  |
| *Rank/Title* |  |
| *Institution (Include mailing address, telephone, and email address)* |  |
| *Degree* | *Discipline* | *Institution* | *Year Conferred* |
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| **Proposed External Reviewer 4** |
| *Name* |  |
| *Rank/Title* |  |
| *Institution (Include mailing address, telephone, and email address)* |  |
| *Degree* | *Discipline* | *Institution* | *Year Conferred* |
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