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**EXTERNAL REVIEWER NOMINATION FORM
IQAP NEW PROGRAM PROPOSALS**

New program proposals require the involvement of external reviewers who normally participate in a site-visit and produce a review report. External reviewers must be Associate or Full Professors or equivalent, be active and respected in their field, have a strong record of research and publication, academic program management experience and be at arm’s length to the program proposal under review.

For undergraduate program proposals there must be at least one (1) external reviewer. For graduate program proposals, there must be at least two (2) external reviewers. More than the minimum required numbers of external reviewers may be appointed, in particular on occasions where the breadth of interdisciplinary components of a program calls for a sufficient range of expertise in the external consultancy.

The New Program Proposal Working Group in consultation with the Dean make recommendations for external reviewers. The Senate Quality Assurance Committee approves the selection of reviewers. We encourage the recommendation of more than the required number of reviewers, where possible. External reviewer recommendations should be listed in order of preference.

Please contact the Office of the Vice-President, Academic and Provost for any questions or concerns.

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| **Date:** |  |
| **Program:** |  |
| **Program Development Lead(s):** |  |
| **Dean:** |  |
| **Dean’s Signature:** |  |

**LIST OF EXTERNAL REVIEWER RECOMMENDATIONS**

**Name of Reviewer #1**

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 **Current Position:**Identify: Full/Associate Professor; Degrees and Designations; and indicate if Dean, Chair or Director

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 **Contact:**List: University Name; Full Mailing Address; Email Address; Phone Number

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**Arm’s Length:**Arm’s length means that reviewers should not be chosen who are likely, or perceived to be likely, to be predisposed to view the program or unit either positively or negatively. Is the reviewer at arm’s length from the program under review and faculty associated with the program, with no past or current formal or informal relationship with the OCAD University? See *Choosing Arm’s Length Reviewers* (Section 13) in the [Guide to the Quality Assurance Framework](http://oucqa.ca/resources-publications/guide-to-quality-assurance-processes/).

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**Expertise/Area of Study:**Identify all areas of expertise. If there are two (2) or more distinct areas to be reviewed clearly identify the area of study. **Please attach reviewer’s CV.** If CV is not publicly available then share small bio, and clearly mention that the CV is not publicly available.

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**Rationale for Recommendation:**Provide a short statement relating to the appropriateness of the reviewer as a consultant for this program.

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**Name of Reviewer #2**

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