**NEW PROGRAM EXTERNAL EVALUATION**

**(name of academic unit)**

**(name of program)**

**External Reviewer Nomination Template**

 **NEW PROGRAM EXTERNAL EVALUATION**

**NOMINATION OF EXTERNAL REVIEWERS**

In accordance with the Institutional Quality Assurance Process (IQAP), each new program proposal is submitted to an external evaluation. A nomination sub-committee reporting to the two studies councils names the external reviewers.

The nomination sub-committee chooses two external reviewers from a list of at least five candidates submitted by the director of the academic unit and approved by the dean of the faculty in question. To enable the nomination sub-committee to choose the external reviewers for the proposed new program, please provide the information requested below for each recommended reviewer.

Recommended reviewers must be experts in the discipline and have no ties to the program (family, collaboration, supervision or other). They must be associate or full professors, preferably bilingual, with experience in university program administration. For thesis-based graduate programs, reviewers must be experienced thesis supervisors.

A conflict of interest occurs when a proposed external evaluator:

* has collaborated or published with a member or members of the academic program being evaluated within the previous six years
* has an administrative or family link with a member of the academic program being evaluated
* is a former research supervisor, graduate student or postdoctoral trainee of one of the members of the academic unit under review
* is a regular external examiner for theses of students enrolled in the program
* is involved in a dispute with a member of the academic program being evaluated

Conversely, the independence of the external reviewer is not infringed upon in principle when he or she:

* has participated in a panel with a member of the program during a conference
* has participated in a selection committee for a research grant with a member of the program
* has authored an article in a journal or a chapter in a book edited by a member of the program
* has presented a paper at a conference that took place at the university where the program will be offered
* has received bachelor’s from the university that will be offering the program
* was a co-author or research collaborator on research with a member of the program more than six years earlier
* has presented a paper as a guest of the University of Ottawa
* has edited a manuscript written by a member of the program

Please ensure that one of proposed reviewers comes from an Ontario university.

## **Reviewer #1**

**Name, highest degree and rank (for example, associate professor) of the proposed external reviewer**

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**Home institution and contact information**

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**Area(s) of specialization**

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**Administrative experience, including managing a program, unit or faculty**

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**Graduate thesis supervision experience**

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**Language skills (bilingualism)**

*Active: able to speak, write and understand (spoken and written)*

*Passive: able to understand (spoken and written) but not to speak or write*

* French: [ ]  Active [ ]  Passive
* English: [ ]  Active [ ]  Passive

**Prior affiliation with the University of Ottawa (if applicable)**

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**Availability**

*List the periods in which the proposed external reviewer is available (or not available) over the coming academic year (for example, “will be attending a symposium in February,” “teaches Mondays,” “no schedule conflict in January”), if this information is available.*

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**Other information (optional)**

*Any other relevant information (whether found on the web, shared by the potential reviewer, etc.) that could be useful in the selection process.*

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**Curriculum vitae**

 *Attach an up-to-date CV for the proposed reviewer.*

## **Reviewer # 2**

**Name, highest degree and rank (for example, associate professor) of the proposed external reviewer**

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**Home institution and contact information**

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**Area(s) of specialization**

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**Administrative experience, including managing a program, unit or faculty**

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**Graduate thesis supervision experience**

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**Language skills (bilingualism)**

*Active: able to speak, write and understand (spoken and written)*

*Passive: able to understand (spoken and written) but not to speak or write*

* French: [ ]  Active [ ]  Passive
* English: [ ]  Active [ ]  Passive

**Prior affiliation with the University of Ottawa (if applicable)**

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**Availability**

*List the periods in which the proposed external reviewer is available (or not available) over the coming academic year (for example, “will be attending a symposium in February,” “teaches Mondays,” “no schedule conflict in January”), if this information is available.*

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**Other information (optional)**

*Any other relevant information (whether found on the web, shared by the potential reviewer, etc.) that could be useful in the selection process.*

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**Curriculum vitae**

 *Attach an up-to-date CV for the proposed reviewer.*

## **Reviewer # 3**

**Name, highest degree and rank (for example, associate professor) of the proposed external reviewer**

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**Home institution and contact information**

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**Area(s) of specialization**

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**Administrative experience, including managing a program, unit or faculty**

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**Graduate thesis supervision experience**

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**Language skills (bilingualism)**

*Active: able to speak, write and understand (spoken and written)*

*Passive: able to understand (spoken and written) but not to speak or write*

* French: [ ]  Active [ ]  Passive
* English: [ ]  Active [ ]  Passive

**Prior affiliation with the University of Ottawa (if applicable)**

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**Availability**

*List the periods in which the proposed external reviewer is available (or not available) over the coming academic year (for example, “will be attending a symposium in February,” “teaches Mondays,” “no schedule conflict in January”), if this information is available.*

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**Other information (optional)**

*Any other relevant information (whether found on the web, shared by the potential reviewer, etc.) that could be useful in the selection process.*

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**Curriculum vitae**

 *Attach an up-to-date CV for the proposed reviewer.*

## **Reviewer #4**

**Name, highest degree and rank (for example, associate professor) of the proposed external reviewer**

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**Home institution and contact information**

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**Area(s) of specialization**

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**Administrative experience, including managing a program, unit or faculty**

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**Graduate thesis supervision experience**

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**Language skills (bilingualism)**

*Active: able to speak, write and understand (spoken and written)*

*Passive: able to understand (spoken and written) but not to speak or write*

* French: [ ]  Active [ ]  Passive
* English: [ ]  Active [ ]  Passive

**Prior affiliation with the University of Ottawa (if applicable)**

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**Availability**

*List the periods in which the proposed external reviewer is available (or not available) over the coming academic year (for example, “will be attending a symposium in February,” “teaches Mondays,” “no schedule conflict in January”), if this information is available.*

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**Other information (optional)**

*Any other relevant information (whether found on the web, shared by the potential reviewer, etc.) that could be useful in the selection process.*

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**Curriculum vitae**

 *Attach an up-to-date CV for the proposed reviewer.*

## **Reviewer #5**

**Name, highest degree and rank (for example, associate professor) of the proposed external reviewer**

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**Home institution and contact information**

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**Area(s) of specialization**

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**Administrative experience, including managing a program, unit or faculty**

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**Graduate thesis supervision experience**

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**Language skills (bilingualism)**

*Active: able to speak, write and understand (spoken and written)*

*Passive: able to understand (spoken and written) but not to speak or write*

* French: [ ]  Active [ ]  Passive
* English: [ ]  Active [ ]  Passive

**Prior affiliation with the University of Ottawa (if applicable)**

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**Availability**

*List the periods in which the proposed external reviewer is available (or not available) over the coming academic year (for example, “will be attending a symposium in February,” “teaches Mondays,” “no schedule conflict in January”), if this information is available.*

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**Other information (optional)**

*Any other relevant information (whether found on the web, shared by the potential reviewer, etc.) that could be useful in the selection process.*

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**Curriculum vitae**

 *Attach an up-to-date CV for the proposed reviewer.*