**NOMINATIONS OF EXTERNAL REVIEWERS**

**For Cyclical Review and New Program Development**

(Updated: Feb 5, 2024)

The following form will be completed in full with a minimum of 6 potential external reviewers, and submitted to the Office of the Provost ([jenniedavis@trentu.ca](mailto:rebeccadickson@trentu.ca) for cyclical review and [rebeccadickson@trentu.ca](mailto:rebeccadickson@trentu.ca) for new programs). The Office of Provost will work with the Dean in rankings and inviting nominees. Nominations should be submitted in a timely manner to allow for the confirmation of reviewer(s) and to facilitate the scheduling of a timely date for a site visit.

* For Cyclical Review – Academic Units will submit completed forms by **May 1st**.
* For New Program Development – Dean(s) and or Working Groups will complete the form

Multiple Areas of Expertise – All subject areas need to be identified for each nominee to ensure a balanced Review Committee with the required expertise.

**CRITERIA**

* External reviewers must meet specified criteria and be at arm’s length
* Must be Associate or Full Professor
* 1 reviewer should have administrative experience in developing, assessing, and/or managing degree programs at the university level
* At least 1 reviewer will have experience in teaching and learning, content and program delivery, assessment and evaluation and curriculum mapping
* Be active experts in the relevant disciplinary or interdisciplinary fields
* For Graduate Degree Programs – have experience with graduate teaching and supervision, and experience to cover the majority of any identified fields of expertise
* For Graduate and Undergraduate Program Reviews – be qualified by discipline and experience to review both program levels

**ARM’S LENGTH REQUIREMENTS**

With respect to the academic unit and/or the degree program(s) under review, reviewers will not:

* Be a close friend or relative of a member of the academic unit whose degree program(s) is under review
* Have been a supervisor within the past 10 years of a member of the academic unit whose degree program(s) is under review
* Have been a regular or repeated external examiner of students
* Have collaborated (i.e., significantly contributed to intellectual work with another) within the past 10 years, or have plans to collaborate
* Have been an instructor or a visiting scholar within the past 10 years
* Have been a student within the past 10 years
* Have received an undergraduate or a graduate degree from Trent in the past 10 years

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**For Cyclical Review and New Program Development**

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| **LIST ALL DEGREE AND DIPLOMA PROGRAM(S) BEING REVIEWED** |  |
| **IDENTIFY DISTINCT AREAS OF STUDY BEING REVIEWED**  Every effort will be made to ensure a balanced Review Committee with required expertise | 1)  2)  3) |

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| **Name**  Include 6 to 10 names  (6 minimum) | **Full or Associate Professor** | **Contact Information**  Include University and  Email Address | **Arm’s Length**  Is reviewer at arm’s length from members/ program? (see requirements above) | **Areas/Fields of Expertise**  Identify distinct area(s) of expertise for each faculty nominee | **Rationale for Recommendation**  Provide a short statement relating the experience/expertise of the nominee along with his or her appropriateness as an assessor for this program.  Include:   1. expertise in subject matter 2. reference to any experience in graduate programs (i.e., supervisory) 3. any administrative experience – Dean, Chair, Director, etc. 4. expertise in teaching and learning, content and program delivery, assessment and evaluation, and curriculum development and mapping (1 reviewer must have this expertise) |
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