

Potential External Reviewers Form

Name of review:	
Program Review Coordinator:	

Instructions for Program Review Coordinator:

- In the digital file, complete *Part A: List of Potential External Reviewers*. The list should consist of a minimum of two individuals. (Note: *Do not* complete the “Dean’s approval” cells.)
- Print the form.
- Sign and date *Part B: Statement of Non-Conflict for External Reviewers*.
- Print the CVs of the potential External Reviewers (where a CV is freely available online) and attach them to the form.
- Deliver the form and CVs to the office of your Dean and ask that he or she review and sign the form.
- When you receive notification that the Dean has secured the External Reviewers, get the signed form and give it to the Provost’s office, or ask the Dean’s office to do this.

Instructions for the Dean:

- Review *Part A: List of Potential External Reviewers* and the attached CVs.
- For each name in Part A, use the checkboxes in the “Dean’s approval” cell to indicate if you approve or do not approve that individual as a potential External Reviewer for this review.
- If you have additional names, add them in *Appendix A: Potential External Reviewers Added by the Dean*.
- If you have vetoed one or more names on the list and the number of potential reviewers falls below two, return the list to the Program Review Coordinator for additional names to be added.
- Otherwise, in *Part C: Dean’s Approval of Potential External Reviewers* indicate if you have added names in Appendix A and sign and date this section.
- After signing the form, contact the individuals on the list to secure the services of two (or more if required) External Reviewers.

NOTE: Do NOT send this form to the External Reviewers.

For the complete procedures for selecting and approving External Reviewers, see the <i>Academic Quality Assurance Policy</i> .
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Part A: List of Potential External Reviewers

Potential External Reviewer 1:

Name:	
Position/title:	
Email address:	
Rationale for selection:	
CV attached:	Yes No
Dean's approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Potential External Reviewer 2:

Name:	
Position/title:	
Email address:	
Rationale for selection:	
CV attached:	Yes No
Dean's approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No



Potential External Reviewer 3:

Name:	
Position/title:	
Email address:	
Rationale for selection:	
CV attached:	Yes No
Dean's approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Potential External Reviewer 4:

Name:	
Position/Title:	
Email address:	
Rationale for selection:	
CV attached:	Yes No
Dean's approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No



Potential External Reviewer 5:

Name:	
Position/title:	
Email address:	
Rationale for selection:	
CV attached:	Yes No
Dean's approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Potential External Reviewer 6:

Name:	
Position/title:	
Email address:	
Rationale for selection:	
CV attached:	Yes No
Dean's approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No



Part B: Statement of Non-Conflict for External Reviewers

(To be signed by the Program Review Coordinator)

To the best of the knowledge of the undersigned, these potential External Reviewers do not have any of the following connections within the past five years with the University of Lethbridge:

- Collaboration with a University of Lethbridge faculty member, professional librarian, instructor, or adjunct faculty member.
- Mentorship of a University of Lethbridge faculty member, professional librarian, instructor, or adjunct faculty member.
- Served as an external examiner for a Ph.D. of a faculty member or professional librarian of the program or unit under review.
- Served as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
- Served as a faculty member, instructor, adjunct faculty member, or employee of the University of Lethbridge.
- Received a degree from the program or unit under review.
- A close family relationship with a member of the program or unit under review.
- Served as a Master's or Doctoral supervisor of anyone in the program or unit under review.
- Served on the supervisory committee of anyone in the program or unit under review.
- Co-authorship with a University of Lethbridge faculty member, instructor, or adjunct faculty member.

Signed:

(Print name)

(Date)



Part C: Dean's Approval of Potential External Reviewers

(To be completed by the Dean(s) of the relevant faculty/faculties)

Names have been added to this list in Appendix A: Yes No

I hereby approve this list of potential External Reviewers.

Signed:

(Print name)

(Date)

Signed:

(Print name)

(Date)



Appendix A: Potential External Reviewers Added by the Dean

Name:	
Position/title:	
Email address:	
Rationale for selection:	

Name:	
Position/title:	
Email address:	
Rationale for selection:	



Name:	
Position/title:	
Email address:	
Rationale for selection:	

Name:	
Position/title:	
Email address:	
Rationale for selection:	