

## Submission Checklist - External Reviewer Information Example 2

### External Reviewer Information (as appropriate)

To help avoid related requests for additional information or the need for a second external review, please provide below commentary and confirmation on how the selected external reviewers met the QAF's eligibility criterion.

#### NOTES:

- Please append the external reviewers' CVs to this submission form.
  - The response to question 1 should provide sufficient detail so that members of the Appraisal Committee can be assured of the suitability of the external reviewers to have conducted this review.
1. Please summarize the reviewers' disciplinary expertise, and either program creation or program management experience<sup>4</sup>, as well as any other related experiences (e.g., membership in relevant organizations, connections to a relevant industry, etc.) in support of their selection for this review.

Please also indicate whether at least one member of the review team had an understanding of pedagogy in the subject matter and an awareness of practice in educational approaches to assessing learning outcomes<sup>5</sup>:

Research bios should be avoided as a means to answer this question.

Dr. [REDACTED] P [REDACTED] is an Associate Professor at [REDACTED] with doctoral degrees in [REDACTED]. His expertise spans [REDACTED], [REDACTED], and [REDACTED]. He has held program leadership roles, served on multiple academic committees, and previously acted as an external program reviewer at [REDACTED].

Dr. [REDACTED] W [REDACTED] is a Professor and Director of the [REDACTED] Program at [REDACTED]. His research focuses on [REDACTED]. He has reviewed numerous academic programs across Canada and has served in key leadership roles at [REDACTED], including as Director of the [REDACTED].

#### Pedagogical and Assessment Expertise

Dr. P [REDACTED] has led a [REDACTED] Committee and served on curriculum and academic senate committees. Dr. W [REDACTED] has directed both undergraduate ([REDACTED]) and graduate ([REDACTED]) programs, and has experience reviewing [REDACTED] programs at other institutions, the most recent being at [REDACTED] University (Feb [REDACTED]) for their [REDACTED] Program.

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<sup>4</sup> Examples of program management experience include academic administrative experience in such roles as undergraduate or graduate program coordinators, department chair, dean, graduate dean or associated positions.

<sup>5</sup> Examples of a member of the review team who would satisfy the requirements of having an appreciation of pedagogy and learning outcomes would be someone who has had a significant role in developing or significantly updating a program, experience as Chair of Curriculum, Teaching and Learning (or equivalent position), experience as a program director, has served on a program- or faculty-level curriculum committee or on a Senate sub-committee concerned with new program approval or cyclical program review.

2. Did the University independently confirm that the external reviewers were at arm's length from the program under review?  Yes  No
3. **For a proposed interdisciplinary program only:** Did the external review team as a whole have sufficient and appropriate expertise to cover the core disciplinary fields of the proposed program?  Yes  No

**Faculty CVs – please confirm the following:**

- Yes, faculty CVs were provided to the external reviewers and therefore are not included in submission package<sup>6</sup>.
- No, faculty CVs were not provided to the external reviewers and are therefore included in submission package.

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<sup>6</sup> Please note that the Appraisal Committee may still request faculty CVs.