



AQA - Potential External Reviewer Form

Name of review:	
Program Review Coordinator:	

Instructions for Program Review Coordinator:

- Complete Part A: List of Potential External Reviewers.** The list should consist of a minimum of two individuals. The review Coordinator should ensure that each potential reviewer meets the requirements listed in this form. A complete breakdown of requirements can be found in the [Academic Quality Assurance Policy and Procedures Manual](#) under “Criteria for External Reviewers.”
 - Where a potential reviewer does not meet AQA requirements the Review Coordinator must provide reasoning to the Dean as to why an exception should be requested from the AQA Committee. **Do not** complete the “Dean’s approval” or “AQA Chair Confirmation” cells.
 - CVs of the potential External Reviewers (where a CV is freely available online) or links to publicly available online bios should be included for each reviewer.
- Sign and date Part B: Statement of Non-Conflict for External Reviewers.**
- Send the completed form to the office of your Dean for approval.**

Instructions for the Dean:

- Review and approve Part A: List of Potential External Reviewers.**
 - 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.
- Send the completed form to the AQA Chair for review.**
 - The Chair will confirm that none of the selected reviewers have been used in reviews outside of your faculty.
- Contact External Reviews only once the AQA Chair has confirmed that reviewers have not been used for ULeth AQA reviews.**
 - The Dean’s office is responsible for contacting the individuals on the list to secure the services of two (or more if required) External Reviewers.
- Advise the AQA Chair of confirmed External Reviewers and review dates.**

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

For the complete procedures for selecting and approving External Reviewers, see the *Academic Quality Assurance Policy*.

Part A: List of Potential External Reviewers

Potential External Reviewer 1:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULEth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULEth (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection (if starred requirements are not met explain why you would like to request an exception)	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULEth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Potential External Reviewer 2:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULEth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULEth (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection (if starred requirements are not met explain why you would like to request an exception)	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULEth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Potential External Reviewer 3:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULEth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULEth (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection <i>(if starred requirements are not met explain why you would like to request an exception)</i>	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULEth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Potential External Reviewer 4:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULEth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULEth (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection <i>(if starred requirements are not met explain why you would like to request an exception)</i>	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULEth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Potential External Reviewer 5:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULeth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULeth (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection <i>(if starred requirements are not met explain why you would like to request an exception)</i>	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULeth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Potential External Reviewer 6:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULeth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	In at least one case, from an institution similar in size to ULeth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection <i>(if starred requirements are not met explain why you would like to request an exception)</i>	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULeth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Potential External Reviewer 7:

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULeth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
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<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULeth (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection <i>(if starred requirements are not met explain why you would like to request an exception)</i>	
Dean's Approval	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean approves this selection.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULeth.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

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, the potential External Reviewers listed below 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)

Review Coordinator (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)

Dean (Print name)

(Date)

(Signed)

Dean (Print name)

(Date)

Appendix A: Potential External Reviewers Added by the Dean(s)

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULeTh within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review of the program or unit under review.
<input type="checkbox"/> Yes <input type="checkbox"/> No	From an institution similar in size to ULeTh (must be met for at least one reviewer).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Canadian resident (but can be from outside Canada if costs are feasible).
Rationale for selection	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean must request an exception for this reviewer (a letter from the Dean explaining the request must be sent to the AQA Chair).
AQA Chair Confirmation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has not acted as an External Reviewer for a previous academic quality assurance review at ULeTh.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.

Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULeTh within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
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Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
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<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has at least five years of experience in a continuing or tenured appointment as a faculty member at a university.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has a doctoral degree(s) or terminal degree(s) in a discipline that is the same as, or closely related to, the program/unit.
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has not had any of the following connections to ULeth within the past five years: <ul style="list-style-type: none"> • 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/unit under review.
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Name:	
Position/title:	
Institution:	
Email address:	
CV or Online Bio:	<input type="checkbox"/> Yes <input type="checkbox"/> No URL:
External Reviewer Requirements Met (<i>starred requirements must be met or approval for an exception must be requested by the Dean</i>):	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	Has attained the rank of full professor.
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AQA Chair Confirmation	
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<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer meets AQA guidelines.