Queen’s University Quality Assurance Processes

Review Team Nominations and Ranking

This form should be completed according to the instructions in the [QUQAP Guidance for Review Team Nominations](https://www.queensu.ca/provost/teaching-and-learning/quality-assurance-quqap/cyclical-program-review-guidance-and-templates). Once complete, programs should submit the completed form to quqap@queensu.ca. After screening for potential conflicts of interest, the Office of the Provost will ask the relevant Deans for their ranking of the nominees, to inform the Provost (or delegate)’s decision on which nominees are approved.

|  |
| --- |
| **Program Contacts** |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Department: |  | Department: |  |
| Email: |  | Email: |  |

|  |
| --- |
| **Name of Program(s) Being Reviewed** |
|  |

# Approved Rankings

The Provost (or delegate) has approved the following nominations:

|  |
| --- |
| External Reviewer Nominees |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| Internal Reviewer Nominees |
| 1 |  |
| 2 |  |
| 3 |  |
| Professional Reviewers |
| 1 |  |

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# External Reviewer Nominees

## External Reviewer 1: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

1. Provide a brief explanation of the reviewer’s experience that makes them well-suited to review and provide feedback on effective program design and teaching innovation, highlighting any published research or institutional projects that relate to pedagogy, student learning, or related fields.

[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 2: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

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[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 3: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

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[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 4: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

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[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 5: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

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[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 6: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

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[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 6: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

1. Provide a brief explanation of the reviewer’s experience that makes them well-suited to review and provide feedback on effective program design and teaching innovation, highlighting any published research or institutional projects that relate to pedagogy, student learning, or related fields.

[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 7: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

1. Provide a brief explanation of the reviewer’s experience that makes them well-suited to review and provide feedback on effective program design and teaching innovation, highlighting any published research or institutional projects that relate to pedagogy, student learning, or related fields.

[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

## External Reviewer 8: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s academic background as it relates to the programs under review.

[Delete and Insert Text Here]

1. Provide an overview of the reviewer’s administrative/leadership experience in specific relation to programs under review, including evidence of leading program-level innovation or change (i.e., significant program improvements or modifications, including structure, delivery, or assessment, to better meet the needs of students and society).

[Delete and Insert Text Here]

1. Provide a brief explanation of the reviewer’s experience that makes them well-suited to review and provide feedback on effective program design and teaching innovation, highlighting any published research or institutional projects that relate to pedagogy, student learning, or related fields.

[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, former student, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

# Internal Reviewer Nominees

## Internal Reviewer 1: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Department/Faculty: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

Please disclose any potential conflicts of interest and any affiliation with the program.

[Delete and Insert Text Here]

## Internal Reviewer 2: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Department/Faculty: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

Please disclose any potential conflicts of interest and any affiliation with the program.

[Delete and Insert Text Here]

## Internal Reviewer 3: [Insert Full Name]

|  |  |
| --- | --- |
| Current Position: |  |
| Current Department/Faculty: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

Please disclose any potential conflicts of interest and any affiliation with the program.

[Delete and Insert Text Here]

# Professional Reviewer Nominees

|  |  |
| --- | --- |
| Current Position: |  |
| Current Institution: |  |
| Email Address: |  |
| Phone Number:  |  |
| Link to CV (or attach as a PDF): |  |

1. Provide an overview of the reviewer’s area of expertise and detail how their industry-specific experience aligns with the programs under review.

[Delete and Insert Text Here]

1. Please disclose any potential conflicts of interest and any previous affiliation with Queen’s University (visiting professor, former employee, student relationships, family ties, etc.). Include any relevant periods of time where possible.

[Delete and Insert Text Here]

1. Faculty Office Only: Indicate approval for the program’s request for an additional reviewer (if applicable):

[Delete and Insert Text Here]

1. School of Graduate Studies and Postdoctoral Affairs (SGSPA) Office Only: Indicate approval for the program’s request for an additional reviewer (if applicable):

[Delete and Insert Text Here]

# Decanal Rankings and Provost Approval

The academic unit should list in ranked order the names of the unit’s proposed reviewers in the first column of the tables below. The Faculty Dean will then list their ranking of the unit’s review team nominees numerically in the second column, and the Dean of Graduate Studies and Postdoctoral Affairs (if applicable), in the third. Finally, the Provost (or delegate) will complete the fourth column with the final ranking nominees. An X in a column indicates an unsatisfactory reviewer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **External Reviewer Names** | **Faculty Ranking** | **SGSPA Ranking** | **Provost Approved List** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Internal Reviewer Names** | **Faculty Ranking** | **SGSPA Ranking** | **Provost Approved List** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

# Authorizations

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Faculty Dean |  | Date |
|  |  |  |
| Signature of Vice Provost and Dean, SGSPA (if applicable) |  | Date |
|  |  |  |
| Signature of Vice Provost, Teaching and Learning |  | Date |