



Quality Assurance Process

Arm's Length Requirement

When putting together a Review Committee, the external and internal reviewers must be sufficiently at “arm’s length” to the program(s) being reviewed.

To meet the arm’s length requirement, external and internal reviewers:

Must not:

- ✘ Have collaborated or published with a member or members of the academic program(s) being evaluated within the past seven (7) years
- ✘ Have an administrative or family link with a member of the academic program(s) being evaluated
- ✘ Be a former research supervisor, graduate student, or postdoctoral trainee of one of the members of the academic unit(s) being evaluated, within the past seven (7) years
- ✘ Be involved in a dispute with a member of the academic program(s) being evaluated

Should:

- ✔ Have a strong track record as academic scholars in the discipline
- ✔ Have academic administrative experience
- ✔ Come from outside the faculty or school in which the program(s) under review is located (internal reviewer)
- ✔ Have an appreciation of pedagogy
- ✔ In at least one instance, have an appreciation for the role of program-level learning outcomes and assessment of student achievement of these outcomes in the Ontario context.

In the case where an external reviewer nominee has been an external reviewer for a cyclical program review or new program proposal in the same department or unit as the program under review, they may still be considered for nomination however, at least one (1) of the external reviewers must not have previously reviewed a program in the department or unit.

Arm's length does not mean that the reviewer must never have met any member of the program. Click [here](#) for more information on the arm's length requirement, including examples of types of connections that are acceptable and unacceptable. If you are unsure, please contact qugap@queensu.ca for guidance.