



Quality Assurance Process

Review Teams

The review team is responsible for producing an evaluation report using the [template](#) provided, which is submitted to the Office of the Provost. This report is due two (2) weeks after the site visit is conducted.

Nominations for reviewers are submitted by the academic unit ([template available](#)) to the Office of the Provost. The faculty Dean, Dean of Graduate Studies (for grad programs) and the Vice-Provost (Teaching and Learning) all rank the reviewers in order of preference and appropriateness based on the information submitted, including reviewers' CVs. Click here for CV Guidelines.

Review Team composition will normally be:

<ul style="list-style-type: none">• Undergraduate programs• Graduate programs• Combined review of undergraduate and graduate programs	<ul style="list-style-type: none">• At least two (2) external reviewers• One (1) internal reviewer, typically from inside the University but outside of the discipline• Additional discretionary members may be assigned to the review team where requested by the academic unit and approved by the relevant Dean(s) and the Provost (or delegate).
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It is good practice to ensure one reviewer works in Ontario and one outside the province. All reviewers must meet the criteria for the [‘arms-length’ requirement](#). To that end, it is important that the Faculty Office be the main point of contact for reviewers when arranging site visits. A sample itinerary for site visits is available upon request to quqap@queensu.ca. Click [here](#) for guidance on arranging a virtual site visit.

Click [here](#) for more guidance for external reviewers of existing programs and [here](#) for more information on the role and responsibilities of internal members of review teams from OUCQA.

For additional information on this requirement or the QUQAP process, please contact quqap@queensu.ca.