

Western University Undergraduate Program Review Proposed External Consultants Form

Please complete this form and return with contact information and bios to:

Alicia Kemp, Office of the Vice-Provost (Academic Programs)
Room 3107, Stevenson Hall t. 519-661-3335 e. ahitchc2@uwo.ca

Program being reviewed:

Faculty/School:

Department/Unit:

Undergraduate Chair/Director:

Name and Contact Information of Program Review Coordinator:

External Consultants should be associate or full professors, be qualified by discipline and experience to review the program and have had academic administrative experience in such roles as undergraduate program coordinators, department chair, dean, or associate dean. External Consultants should have a strong record of accomplishment as academic scholars, be active in their field of research and must be at arm's length from the program under review. Reviewers should not be chosen who are likely, or perceived to be likely, to be predisposed to view the program or unit either positively or negatively. **The program is required to disclose any past affiliation or relationship that each proposed consultant has had with the program.**

Examples of what may violate the arm's length requirement:

- A previous member of the program or department under review (including being a visiting professor)
- Received a graduate degree from the program under review
- A regular co-author and research collaborator with a member of the program, within the past seven years, and especially if that collaboration is ongoing
- Close family/friend relationship with a member of the program
- A regular or repeated external examiner of dissertations by doctoral students in the program
- The doctoral supervisor of one or more members of the program

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Contact information and short bios are required for each External Consultant and should be submitted separately as Volume 3 of the Self-Study.

Consultants will be contacted by the SUPR-U Chair in the following order:

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Preferred dates for on-site review:

1.
2.
3.
4.
5.