University of Toronto

New Program: Appraisal Nomination Form

A new undergraduate program requires at least one appraiser; new graduate programs require two. Please submit one form per appraiser. For the graduate appraiser team, one Canadian and one international reviewer is recommended.

External appraisers should be active and respected in their field, and normally associate or full professors with program management experience. They will be representatives of peer institutions offering high-quality programs in the field under appraisal. In selecting appraisers, an appropriate balance needs to be struck between familiarity with the unit and/or program(s) under review and distance to allow for objective assessment.

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| Proposed Program: |  |
| Contact: |  |

**Name:**

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**Position/Rank/Degrees:**

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**Home Institution:**

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**Brief Biography (you may provide web link if preferable):**

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**Brief Statement (Concerning his/her appropriateness as a reviewer):**

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**Previous affiliation with the proposed program, home unit, any faculty members.**

All members of the Review Committee must be at arm’s length from the unit/program(s) under review. This means that reviewers/consultants cannot be close friends, current or recent collaborators, former supervisors, advisors or colleagues of members of the unit/program. Arm’s length does not mean that the reviewer must never have met or even heard of a members of the program. It does mean that 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.

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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