**CRC Resolution 5: Best Practice guidelines for College Collegial Review Committees**

The Collegial Review Council recommends the following considerations to the Council of Deans as best practice guidelines in the leadership of collegial review committees.

Collegial review committees may determine whether annual meetings for the reiteration of guidelines and confidentiality, and other suggestions to improve the process, are required or recommended prior and / or subsequent to the review of files.

College collegial review committees should operate with a written “Charge to the Committee,” produced by the committee members and the Dean.

The written charge will outline procedure and rules for the committee’s meetings in the given academic year. The charge may be modified and refined in meetings subsequent to the review of candidate files.

The written charge should include a statement on confidentiality that the committee members sign prior to commencing review of candidate files and collegial review meetings.