Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Best Practice guidelines for College Collegial Review Committees
   a) Brief Description:
The Collegial Review Council recommends the Council of Deans consider as best practice these
guidelines in the leadership of collegial review committees as stipulated in Faculty Handbook
4.04E 4(c). CCRCs may determine whether annual meetings for the reiteration of guidelines and
confidentiality are required or recommended prior and/or subsequent to the review of files;
CRCCs should operate with a written “Charge to the Committee” produced by the committee
members and the Dean, which should include a confidentiality statement (to be signed by CCRC
members) and should outline procedure and rules for the committee’s meetings in the given
academic year.

   b) Initiated by: ___Collegial Review Council_____

II. Faculty Senate Action: ⚫ approved □ not approved □ other date: 12/1/2010
   Comments: The Faculty Senate approved these curriculum changes with a voice vote:
   Vote: ⚫ Voice Vote, Unanimous □ Voice Vote, Majority In Favor
   □ Electronic Clicker:
   FS Secretary signature: ___________________________ date: 1/16/2011

III. Provost: □ for information
   ✓ for action...................ansson approved □ not approved
   Comments: _______________________________________
   _______________________________________
   _______________________________________
   _______________________________________

   Person responsible for Implementation:
   Provost signature: ___________________________ date: 1/23/11

IV. Chancellor: ✓ for information
   □ for action...................ansson approved □ not approved
   Comments: _______________________________________
   _______________________________________
   _______________________________________
   _______________________________________

   Chancellor signature ___________________________ date: 2/2/11

Once finalized copies will be returned to the Provost’s representative who will scan and distribute electronically to:
Chancellor
Provost
Chair of Faculty Senate
Secretary of the Faculty Senate
Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)
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 as stipulated in Faculty Handbook 4.04E 4(e).

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.