# TRC Meeting Process

For those of you who are new to the tenure process at Highline, or for those of you who want to brush up on the process, the TRC would like to ensure transparency of the TRC meeting process. During the academic year, each probationer and their TWC chair will meet together with the TRC twice, once in winter quarter and again in spring quarter. Occasionally, the TRC may request to meet with the probationer and their TWC chair for additional meetings. If that happens, the probationer and TWC chair will be notified in advance.

## Winter Quarter Meetings

The winter quarter meetings are voting meetings during which the TRC will vote to recommend continuation of the probationary status or, in quarter 7, of the granting of tenure. Here is the process for the winter quarter meetings:

1. The TRC will welcome both the probationer and TWC chair to the closed-door meeting.
2. The TRC, probationer, and TWC chair will discuss the probationer’s progress in tenure, including the TWC’s progress as a whole.
3. The probationer will leave the meeting so that the TRC can discuss the probationer’s progress with the TWC chair.
4. The TWC chair will leave the meeting so that the TRC can discuss the probationer’s progress and conduct the vote.
5. The TRC will welcome both the probationer and TWC chair back into the closed-door meeting to explain the outcome of the vote, to provide support and guidance to the probationer, and to give the TWC chair information to take back to the entire TWC.

## Spring Quarter Meetings

Because the spring meetings are not voting meetings, the process is a bit more streamlined:

1. The TRC will welcome both the probationer and TWC chair to the closed-door meeting.
2. The TRC, probationer, and TWC chair will discuss the probationer’s progress in tenure, including the TWC’s progress as a whole.
3. The probationer will leave the meeting so that the TRC can discuss the probationer’s progress with the TWC chair.
4. If needed, the TWC chair will leave the meeting so that the TRC can discuss the probationer’s progress. However, in most cases, the TWC chair will remain in the room while the TRC welcomes the probationer back into the closed-door meeting.
5. At that point, the TRC will provide support and guidance to the probationer and give the TWC chair information to take back to the entire TWC.

If you have any questions about the process of the TRC meetings, please direct those questions to a member of the TRC.