**Sample Agenda - First Year TRC Introductory Meeting**

**(To be held in first 4 weeks of Fall semester)**

1. Introduce the TRC Members to the Candidate - Tenure Candidate introduces self and meets Dean, D/WG Chair, Department Peer, Candidate Peer, and Tenure Coordinator, (if not already introduced).
2. Complete Survey Options Report - TRC helps Candidate to select student survey options, including which classes, when, and by what method. At least four classes or 80% of course load must be surveyed (whichever is greater). Surveys must be completed according to the timeline. In consultation with the D/WG chair, the Candidate selects method: student proctor, TRC member, or electronic (for online or self-paced courses).
3. Scheduling:
4. Complete Observation Schedule Report – Observations by TRC members of Candidate (including. pre and post observation discussions) - Each voting TRC member observes one class meeting of one section (if Candidate has fewer than 4 classes, TRC members can visit the same section, otherwise, each member should visit a different section). Observations must be completed according to the Observation Schedule and the timeline. Observation and Discussion Reports must be to Tenure Coordinator according to the timeline.
5. Schedule Candidate Observations - The Tenure Candidate must complete two observations of TRC members according to the timeline. Candidate informs the Tenure Coordinator and D/WG Chair when the observations have been completed.
6. Schedule Tenure Review and Tenure Evaluation meetings - These meetings must be held by end of the 16th week of fall semester. At the Tenure Review meeting, the TRC, including the Tenure Candidate, discusses the contents of the Evaluation Packet (submitted by end of the 13th week of fall semester) and formulates the Tenure Plan. At the subsequent Tenure Evaluation meeting (could be immediately after or on another day) the Tenure Candidate is not present. The TRC makes a determination on the status of the Candidate, approves the Tenure Plan, and completes the Tenure Review Committee Report. Decisions are made by consensus or by vote depending on the decision of the evaluating members of the TRC. Tenure Plans and Tenure Review Committee Reports are forwarded to the Coordinator within three working days of the Tenure Evaluation meeting.

IV. Discuss Tenure Committee's expectations for Tenure Candidate - These should be related to the criteria for evaluation in the handbook.