**Runstad Department of Real Estate Department Meeting   
November 9, 2021 2:00 PM – 3:00 PM Meeting Minutes**

Attendees: Sofia Dermisi, Arthur Acolin, Gregg Colburn, Rebecca Walter, Gordon Louie, Melissa Best

1. Minutes from 11/2/21 Department meeting approved unanimously

2. Chair Update (Sofia Dermisi)

* Additional outreach for Department Chair hire
  + Chair has spoken to several potential applicants; they have all applied
  + 98% of those the chair reached out have a finance background, and hold real estate faculty positions

3. Operational items (Sofia Dermisi, Rebecca Walter)

* Cohort Hire
  + Chair selection for Department cohort Committee
    - Duties include: convening the faculty to assess the cohort candidates, preparing a letter with the department’s decisions, coordinating with the College level Chair of the Cohort Hire Committee on candidates who might be considered as joint hires among departments and next steps in the interview process
    - Faculty requested that the current acting Department chair serves as chair of the department committee as she is one of the department representatives at the College level Committee
  + Process Update
    - Spreadsheet of all candidates given to college level committee on Nov 5 for review and identification of departments these candidates are aligned with
    - College level chair of the Cohort Committee agreed to expediting the timeline as both Real Estate and CM had concerns for late outreach to candidates of interest
* Peer Teaching Observation Form – [link](https://docs.google.com/document/d/1e1QL0ixMnL4GHgeNMGeqqWMawFg7tPXX/edit?usp=sharing&ouid=106583200198112125368&rtpof=true&sd=true)
  + Faculty discussed different faculty positions and who should be evaluated annually
    - Department Chair suggested reviewing affiliates, teaching associates every three years if they have good course evaluations, however, if they are a new affiliate reviewing at end of first year
  + Faculty discussed importance of being compliant with faculty code in regards to what is required and the limited resources of the department
  + Faculty discussed adding discretion by the “Chair or Chair’s Designee” on the evaluation timing
  + Faculty agreed that a one-page form was sufficient
  + Faculty discussed the need to make sure all delivery formats (e.g. in-person, or online) are evaluated if a person teaches with multiple formats
  + Rebecca Walter will make discussed changes and the final document will be voted in the next faculty meeting
* Appointment and Salary Guidelines for Affiliate Hires - [link](https://docs.google.com/document/d/10m5ktZwk0xpoPYYwCfwZt5aRxU2zl_qw/edit?usp=sharing&ouid=106583200198112125368&rtpof=true&sd=true)
  + Faculty discussed using Teaching Professor title for instructors that have the heaviest teaching load
    - Melissa will reach out to Rachel on what that requires
  + Faculty voted unanimously to approve Appointment and Salary Guidelines

4. Announcements (Melissa Best)

* Runstad Dinner recap
  + Amount raised still pending from Advancement
  + Received positive feedback from students, board members and other attendees