**Runstad Department of Real Estate Special Faculty Meeting**

**November 23rd, 2021**

**7-8am**

 Attendees: Sofia Dermisi, Arthur Acolin, Gregg Colburn, Rebecca Walter, Gordon Louie, Renee Cheng, Brian McLaren

**Agenda**

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| 1. ***Approval of 11/16 Minutes - see attached***
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| Minutes tabled |  |
| 1. ***Operational items***
	1. Department chair hiring process
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| Dean Cheng:* Is hoping to facilitate and work with the new Department chair as the Department has faced through the years significant leadership turnover. The objective is the new leader to have a big impact in the college and the community.
* Has heard the department’s request and the Dean will work with the department to be more involved in the search process and the chair of the committee will go over the details.

Search Committee Chair:* The Search Committee chair and Dean have agreed to all the requests made by the Department on an email (attached) on Nov. 18th, 2021 after additional conversation with university administrators and Chad Allen.
* Establishing and maintaining trust, respect and communication between the search committee and department is critical as everyone’s goal is a successful search.
* The salary upper limit was identified (for confidentiality reasons it is left out of the minutes)
* Rubrics: Has been changed based on the department recommendation
* Transparency: all faculty will have access to candidate files and search committee documents. Google folder is going to be setup
* Dept. representation: Assoc. Prof. Rebecca Walter will be the second Department representative as a tenured faculty member on the Search committee
* Dept. participation:

1. All tenured/tenured-track and staff department members will participate on a survey monkey by midnight Dec. 2nd for candidates to be considered2. All tenured/tenured-track and staff department members will provide their input to the committee at the beginning of the committee meeting on Dec. 3rd3. All tenured/tenured-track and staff department members are invited to participate at the Dec. 14, 15th interviews, however, members need to be available for both days and all interviewees. The same questions will be asked to all interviewees. 4. Confidentiality should be kept as well as open and respectful discussion while listening to all opinionsDiscussion:* *Dept. participation at the Dec. 14-15th interviews*: Even though the search committee chair invited the department to participate in the Dec. 14,15th interviews discussion on if the additional people will be overwhelming or the optics of having not only the committee there but the department there were discussed.
* *Non-voting members*: Among the search committee members who is not a voting member? The student
* *Question format*: The search committee will discuss the format of the questions on Dec. 14, 15th and if it will be Brian facilitating and who will ask questions as it would be good to have a variety of voices. Only voting members can ask questions. The student can help in coordinating student related activities in the final round of interviews
* Confirmed dates: The only confirmed ones are in Dec.
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Department Decisions:

1. All tenured/tenured-track and staff department members will join the Dec. 3rd meeting with the search committee to convey their perspectives with the search committee on what the department needs
2. The Department tenure/tenure-track faculty decided that the search committee is sufficient for the Dec. 14-15th interviews. The two faculty members who are not participating on the search committee should provide their perspectives to their faculty representatives on the committee. Gordon who represents the staff on the committee will coordinate with Melissa issues she would like to raise. By keeping only the committee members on the interview we avoid overwhelming those being interviewed