**Runstad Department of Real Estate Department Meeting   
November 30, 2021**

**2:00 PM – 3:00 PM Meeting Minutes**

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

1. Minutes from 11/16/21 & 11/23/21 Department meetings were approved unanimously

2. **Operational items**

2.1 Cohort hire

* Department Committees across the college will need to determine a max of 15-18 applicants by the end of December
* The list of 15-18 applicants will be sent to the Cohort Committee Chair to see if the applicants were selected as a fit across multiple departments allowing for department synergies
  + Faculty discussed length of candidate list
    - Department Committee members discussed expectation of list for Real Estate department applicants to be around 10
* Interviews will take place in January and then department will come up with short list
  + Faculty discussed increasing interview time beyond 30 minutes
    - Department Chair confirmed length needs to be the same for all applicants across CBE and discussions will take place among the Department committee chairs and the chair of the cohort hire
  + Faculty discussed process for narrowing down to a shorter list of 3-4 applicants
* Department Chair will share google drive which contains all applicants with department

2.1.1 Rubrics Discussion

* Faculty discussed updated suggestions for departments sent prior by Department Chair
* Faculty discussed need for job talk as part of the interview process and the need for clarification on this
* Faculty agreed to suggested rubric and to highlight features of applicants that had demonstration of social justice, climate change and community outreach in their research and service
  + Department Chair will go back to committee to ask:
    - Details on the department process
    - What are the expectations of the narrative needed by department?
    - Clarification on the content of the two interviews and the need for a job talk in zoom 2
    - How should the rubric criteria be demonstrated

2.2 Department chair hiring process

* Department Chair reminded faculty and staff to complete survey of applicants be 12 p.m. December 2nd

2.2.1 Development of key department points for the Dec. 3 meeting with search committee

* Faculty discussed key qualifications/qualities we are looking for as a department

2.3 RICS

* Faculty discussed if the departments needs to pursue being accredited by RICS
  + Real Estate is the only CBE department that does not have an accrediting body as it is a standalone and not in a planning or business school
  + RICS is highly valued in Europe and Asia
  + Faculty discussed holding until after Department Chair is hired as there are more urgent matters currently (e.g. chair and cohort hire) and limited time to pursue accreditation
    - Department Chair and Arthur Acolin will explore process and present to faculty to make the decision

3. **12/7 Faculty meeting**

* Moved to 3 pm due to a faculty member’s conflict, Melissa will send updated calendar invite