**Runstad Department of Real Estate Department Meeting**   
April 18, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

1. ***Approval of 04/11 Minutes***

* Minutes approved unanimously by faculty

2. ***Operational issues***

2.1. Personnel  
 2.1.1. Affiliate positions in RE Finance relevant courses

* + Faculty discussed and approved positions previously sent to faculty by Department Chair
    - Department Chair and Director of Undergraduate Programs will circulate job announcement to various stakeholders, contacts and post on website and social media

2.1.2. Teaching Assistant Professor positions

* Department Chair discussed with faculty the possibility to proceed in submitting a proposal for one or two positions
  + Faculty discussed the importance of these positions and agreed for the chair to prepare a proposal and submit it to Dean Cheng
  + For the first time the Department chair is preparing personnel costs for the following academic year, analyzing expenses, and notifying the CBE Asst. Dean of Budgeting which will provide additional info on income based on SCH/ABB. The budget will be presented to the faculty at a future meeting before the end of the academic year.

3. ***Announcements***

* + Arthur Acolin’s promotion to Associate Professor and his tenure has been approved by UW and announced by the Dean
  + Cohort faculty candidate VW has accepted the Assistant Professor position in the RE department
    - Hire is being processed by the Dean’s office
    - The courses he will be teaching have been agreed. He will be teaching both undergrad and grad courses winter and spring quarter
    - Meeting to be scheduled among finance
  + After the Finance instructors are selected a coordination meeting will take place
  + RE Career Fair scheduled for May 20th, more information to follow
  + Faculty members were reminded to sign-up on their prefer sabbatical quarter to coordinate and avoid overlaps
  + Department Chair discussed possibility of having a newsletter for the department
    - Faculty agreed this should be coordinated by staff, not faculty