**Runstad Department of Real Estate Department Meeting**   
February 14, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

1. **Minutes from 2/7/22 Department meeting approved unanimously**

2. ***Chair’s update***

2.1. Academic Advisor update

* Adviser Search Committee has agreed on 3 viable finalists
  + Department Chair will proceed with next steps once HR has approved the offer

2.2. Specialist for professional development & career services

* Department Chair will develop a job description
  + This position was originally designed to come out of CBE Student Services, however, this is no longer the case
  + Associate Dean of Student Services gave Department Chair green light to develop a position for the department
  + Department Chair had an initial discussion with Dean Cheng who asked to check with coverage of more than one departments
    - Faculty discussed and agreed they would like to keep position in the department
    - Faculty agreed the position should be full time
    - Department Chair will share position description with faculty for feedback

1. ***Announcements***
   1. Winter 23 RE 515 Law course

* Advertisement for the position will be sent out as the undergraduate instructor informed the department chair of other time commitments
  1. Next steps in the cohort hire process
* Department chair will ask CBE Executive Committee on additional information needed and timing of MV’s review based on the message sent by the cohort chair and Dean to him

3.3. Teaching loads policy

* Faculty discussed developing a department policy regarding teaching loads
  + Currently the department has a policy of a 40% teaching load for tenure track faculty with 1 course release per year, except for the first year when a 2-course release was done for the junior faculty
  + Faculty discussed teaching load policies of other departments across UW and a document will be prepared and distributed before the next faculty meeting based on policies by other similar departments (CBE – Construction Management, Evans School, Economics, Geography, Sociology)