The process is a partnership

- Most institutions expect you to negotiate
- Negotiate with the mission, resources, culture and needs of the institution in mind
- Everyone wants to see you succeed
- Everyone wants to get the best deal
- Wait until you have an offer to negotiate
- Take your time, the process can be lengthy
- Go through each iteration of an offer thoroughly
- Be patient even if this is your only offer
Factors affecting negotiations

- Institution type: private vs. public; large vs. small
- Research-intensive vs. teaching intensive
- External and internal pressures on institution or a department
- Budget constraints/resources
- Peer benchmarking
- Your value to the institution
- The value of the position to you

“So, Smith, how do you feel negotiations are going?”
Negotiables of a Tenure-Track Assistant Professor Job Offer

• Start date
• Salary
• Relocation reimbursement
• Lab start-up package
• People support
• Teaching and advising load
• Summer salary/teaching opportunities
• Conference travel/professional development
• Thesis/post-doc completion
• Dual career issues
• Maternity/family leave
• Decision date

Generally Not-Negotiable:
• General benefits (benefits, pensions, etc.)
• Performance, tenure & salary review
• Intellectual property
Terms of the Offer

• Salary - amount of your base pay
• 9 months vs. 12 months; opportunities for summer salary?
• How long is your salary guaranteed?
• How your salary is funded (research grants, teaching, etc.)?
• Full-time tenure track?
• Length of the initial contract?
• What is tenure policy and criteria?
Know exactly what you need

• Identify key pieces of equipment/infrastructure you can’t live without

• Make a detailed, prioritized and justifiable inventory

• Remember to include refurbishments to lab space, furniture, etc.

• You may want to negotiate funds to outsource some data collection even if you intend to eventually build your own lab

• If you are facing a tenure period, don’t get caught up in an extensive set-up

• Don’t forget about teaching!

“He’ll never win this negotiation. He's saddled with numbers ... but we have anecdotes.”

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People are a critical resource

- shiny new equipment won’t make a difference if you don’t have anyone to use it

- PhD students and postdoc salaries can make up a substantial portion of your start-up fund

- You have to keep paying for people

“They’re harmless when they’re alone, but get a bunch of them together with a research grant and watch out.”
Get everything in writing

• can be more challenging than it sounds
• beware the phone offer – memory fades
• getting the details in writing is the only way to guarantee the offer
• e-mail the person who made a verbal offer to confirm what was discussed
• carefully check over the final written offer to make sure everything is there
• remember the personal details like parking, or covering a house-hunting visit, or moving expenses, or day care, or holiday time, or teaching requirements
Negotiation Skills

Know your audience
• Research the institution and know the people you are negotiating with (HoDs, Deans, Directors, etc)
• Try and get into the mindset of the Chair

Be Positive
• Approach every step with enthusiasm
• If all goes well, you're going to be working with the people you're negotiating with for a long time

Be unselfish
• Whenever possible ask for things that benefit others in the institution, department, etc.
• There is always competition for resources
• Try to suggest win-wins, e.g. share resources
Negotiation Skills, continued

Be sincere and honest
• Negotiating is not a battle over available funds
• Explain why you need everything you are asking for

Stay grounded
• Be confident but don’t have an ego
• Think objectively about what you do and don’t need
• Be willing to give on some things and know what they
Negotiating for Partner Hires

- A complex and significant request that requires a lot of work and negotiation among the department chair, dean’s office, and other department chair
- Approach the request delicately and after offer has been made; exceptions to the timing – same department
- Institution’s resources will be a consideration – consider limiting other requests