

Negotiating A Job Offer

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SCIENCE

From the Employer's Viewpoint:

You should be overjoyed you received this job offer!

Appropriate responses to job-related expectations:

Sure, I would be happy to share an office with two graduate students, the office administrative assistant, and the occasional undergraduate that needs a temporary office.

No, I won't need a laboratory or any instrumentation. The laptop that Carnegie provided during my postdoc should be sufficient to meet all my, and my students, needs.

Teaching 3 courses a semester will be fine, and I very much would like to participate in the evening adult education program. Yes, I fully expect to serve on as many administrative committees as you request.

I anticipate being able to raise enough federal funds to support my research, that of my students and postdocs, and cover my summer salary, within 6 months of my appointment.

To be Successful, You will Need:

- **SPACE**

Sure, I would be happy to share an office with two graduate students, the office administrative assistant, and the occasional undergraduate that needs a temporary office.

- **RESEARCH INFRASTRUCTURE**

No, I won't need a laboratory or any instrumentation. The laptop that Carnegie provided during my postdoc should be sufficient to meet all my, and my students, needs.

- **BALANCE TEACHING, COMMITTEES, RESEARCH**

Teaching 3 courses a semester will be fine, and I very much would like to participate in the evening adult education program. Yes, I fully expect to serve on as many administrative committees as you request.

- **RESEARCH SUPPORT**

I anticipate being able to raise enough federal funds to support my research, that of my students and postdocs, and cover my summer salary, within 6 months of my appointment.

What is the Purpose of a Startup Package?

To support you and your lab and allow you to become financially independent (i.e., attracting regular/reliable external funding)

NOTE: After this, you are unlikely to get much if any money from your department or the university.

What is the Purpose of a Startup Package?

TENURE

What things do you need to do what you need to do to get tenure (Publish, Grants, Students, Teach)?

1. **INFRASTRUCTURE:** What equipment, space, etc, do you need to do your research in the first 3 – 5 years?
2. **TIME:** Negotiate as much time for research as possible. This can mean time off teaching, or a support tech position. Time is everything. It will be your most precious commodity
3. **GRAD STUDENTS/Postdocs:** You will need to graduate them. They write papers. They cost money.

Generic Advice To Start....

- Start thinking about your job/startup needs now even if you are not yet on the job market (but you should be on the job market!)
- Talk to/get feedback from as many people as you can about your negotiation/startup request
- Do not indicate you will accept the position until **AFTER** you have negotiated
- This advice applies to US academic positions only

Typical Discussion Points in Formal Academic Job Offers

- Salary (in US, typically nine-month salary) + benefits
 - Look at best comparables available
- Startup package (to be worked out in negotiation)
- Teaching commitment (1-1, 1-2, etc.) (+/- pre-tenure releases/post-tenure sabbaticals)
- Expectations for tenure (+/- credit, etc)
- Start date
- Moving expenses (+/- pre-move visits)

Common Elements of a Startup Request

- Salary
 - +/- Summer salary
 - +/- Technician salary
 - +/- Student salary
- Housing assistance
- Capital ('Things') = Major equipment
 - +/- Technical support
 - +/- Maintenance/repair contracts
 - +/- Consumables
 - +/- Machine shop/Electrical shop access

Common Elements of a Startup Request

- Space
 - +/- Renovation
 - +/- Furnishing

- Travel funds
 - +/- Conference travel
 - +/- Research travel

Common/Other Elements of a Startup Request

- Misc. research supplies
- Priority for graduate student stipends
- Personal computing/software (+/- IT support)
- Publication fees
- Office supplies
- Teaching supplies
- Field supplies
- Books + journals
- Professional society memberships
- Field vehicles
- Visa support
- Spousal hire/accommodation

Assorted Final Words of Advice

- How long to spend startup?
- Is startup flexible?
- Be realistic and reasonable
- Try to negotiate over email
- Get **everything** you agreed on in writing!!