

## THE JOB OFFER: NEGOTIATION OPTIONS

This list originated with Dr. Mike Savageau, Micro & Immunology, Univ of Michigan, and was distributed at a Negotiations Workshop hosted by ADVANCE, a former NSF program at U of M dedicated to the retention and recruitment of women faculty in the sciences. I specifically adapted it for use during recruitment by my department (Molecular, Cellular, & Developmental Biology, Univ of Mich). These topics could all be discussed during the interviewing and job negotiations process, depending on the specific situation. (LJ Olsen, 05/17)

**Appointment title or titles** – special titles are typically renewable after a period of time rather than permanent (more common for senior recruitments)

**Center or Institute affiliations** – are there programs you want to be associated with

**Units** – for joint appointment, specify fraction of appointment in each unit

**Tenure status** – when tenure clock starts or tenure is granted or considered

**Starting date** – September 1, January 1, other

**Starting salary** – especially negotiable if have competing offer

**Spousal job opportunities** – assistance may be available for a wide range of interests

**Reimbursement of moving expenses** – may be capped at 10% of salary

**Facilities and space** – amount and nature of the space commitment. For a joint appointment, generally expect only one office. Candidate should check the average allocation of space in the unit. Also, determine policy for getting more space in case of expansion or equipment needs.

**Office furniture and computer equipment** – what is provided, what is serviced

**Staff support** – grant assistance, secretarial, academic, computer support, equipment and facilities support staff; **Research staff** – full- and/or part-time

**Research support or continuing research support** – amount, fungibility, source of start-up funds (fungibility = degree to which money can be used for different purposes). Specify length of time during which start-up funds must be used

**Research equipment** – what is yours, what is shared, where it is housed

**Graduate student support** – fellowships, training grants, teaching assistantships

**Normal teaching duties in units** – how many courses, what types of courses, how often, how courses are chosen, team-teaching possibilities

**Particular teaching expectations** – for joint appointments, clarify distribution of teaching responsibilities among units

**Number of course releases** - when can you take release time from teaching, how often, what kind of temporal constraints are there on this

**Mentoring** – what kind? Who is mentor? How is that determined? What can/should that do for you?

**Number and source of summer months salary** – who pays, expectations for first few years before external funding, 2- vs. 3- months' summer salary

**Service expectations** – what kind of committee duties are expected, how many committees, how much time expected for this

**Sabbatical** – any recognition of sabbatical equity accrued elsewhere (can take the form of a Duty Off Campus Leave rather than early sabbatical)

**Date by which candidate should respond**

**Need for candidate to resign from current position**