


**NEGOTIATING A JOB OFFER**  
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- Will I lose a job offer if I ask for too much?
    - No
  - Be honest about what you need to perform your research
  - Don't retract your acceptance of a job offer: a cautionary tale.....
    - Don't negotiate if you don't want the job, and
    - do your negotiating BEFORE you accept.
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## WHAT IS INCLUDED IN THE START-UP PACKAGE?

- Make a comprehensive list of \*all\* the equipment (major and minor) that you will need to perform your research.
  - Ask your former lab mates
  - Only use someone else's list as a template
  - Go through catalogues page-by-page
- Include things that are shared resources (ice, distilled water, freezers, centrifuges, etc.)
- Include services you will need (computer maintenance, core facilities, etc.)
- Should include annual running costs for 2-3 years
  - Remember to include overhead on salaries
  - Talk to your current lab for estimated monthly expenses

## HOW MUCH SPACE WILL YOU HAVE?

- Ask to see the available lab space during your interview. Look carefully at lighting, power outlets, availability of special hook-ups.
- Will you need renovations to make the space useable? How will this be paid: from your start-up, by the department, etc?
- Is animal space shared? How much space is available?
- Will you have access to other shared space?
- It is best if your offer letter details the specific rooms that will be yours.
- Be leery of space that doesn't exist!

## WHAT IS THE SALARY OFFER?

- What is the base salary? Is this for 9 or 12 months?
  - Are there institutional resources to pay summer salary if you haven't obtained a grant?
- Is the salary guaranteed (hard vs. soft \$) and for how long?
- How are salary increases determined?



## WHAT OTHER FORMS OF COMPENSATION ARE INCLUDED IN YOUR OFFER?

- Benefits: health/life/disability insurance, retirement
- Assistance finding housing? Availability of faculty housing?
- Mortgage assistance? Housing loans? What is the timeline for these?
- Moving expenses? Lab supplies/equipment and household items...
- Access to recreational facilities
- Tuition support for family members




## WHAT IS THE TENURE PROCESS?

- What are the bases for promotion and tenure? How are the faculty evaluated?
- What percentage of the faculty are currently tenured? What is the tenure-rate?
- What is the rate of and what are the reasons for faculty turnover?
- Is there a policy on early tenure?
- What is the policy for family leave and/or maternity? How does that affect the tenure-clock?
- What is the percentage of tenure track faculty that have been promoted?
- Do faculty collaborate with each other? How does this count in the tenure process?

## TEACHING LOAD

- How many courses will you be expected to teach each year?
- What courses will you teach (from scratch, or joining an existing course)? Do you have any choice?
- Undergraduate or graduate?
- Will you have to teach your first year?
- How does a co-taught course “count” towards your teaching total?
- If your appointment spans more than one department, how will your teaching be distributed?
- Can you “buy out” some of your teaching load?

### YOUR OFFER IS A LEGAL AGREEMENT....

- If it's not in writing (in your formal offer letter), you may not get it.
  - Circumstances can change, and the offer can be rescinded.
  - It is better to present your requests in writing.
  - Don't change your requests over time.
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### HOW TO HANDLE MULTIPLE OFFERS?

- Be honest with all of the parties involved.
  - It is okay to ask for an extension of a deadline, but don't "miss" deadlines.
  - Don't decline all your offers until you have accepted one offer in writing.
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