

How to navigate offers and negotiations

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Congratulations - you got a job offer!!

Always negotiate!

DO NOT accept any position on the spot.

Express your enthusiasm for the position and ask for details on the negotiation process (numbers, timeline, documents, etc.).

Wait for the official offer to start negotiating.

Everything is negotiable

Be **reasonable, realistic, fair** and **patient**.

Do your research on the school and work with the department to get the better deal for everybody.

Consult with people that recently have negotiated (including in the school you are negotiating with).

Make sure you get everything **in writing**. This will avoid problems later on.

Salary

9-month appointment?

Look up average salaries for your institution and similar schools (Chronicle of Higher Education)

Aim to get the highest base salary possible (it will determine future raises), but be reasonable.

Summer salary (start-up funds; external).

Space

Office space for you – location (close to lab and colleagues?)

Office space for students/postdocs – how much is available and where?

Laboratory space – benches, storage space, room for necessary equipment.

Renovations? If yes, does the department cover the costs?

Start-up funds

Detailed budget of funding needs.

‘Minimum required’ (non-negotiables) and
‘ultimate wish list’:

- **Salary** (PIs Summer salary, graduate students, postdocs, lab technicians)
- **Equipment** (freezers, microscopes, thermal cyclers, etc.)
- **Consumables** (reagents, tubes, etc.)

Start-up funds

- **Services** (sequencing, chemical analyses, etc.)
- **Computing & Office** (servers, personal computers, printers)
- **Travel** (conferences, field work, etc.)
- **Other** (Moving expenses, publication costs, professional development)

Time

- Deferring starting date for a year?
- Time for using start-up funds?
- Request all details on tenure process and timeline (annual and internal evaluations, tenure expectations)
- Can tenure clock be stopped?
- Sabbatical clock?

Teaching and Service

- Type of appointment – % research, % teaching, % service?
- Teaching load - how many courses/term?
- What type of courses? (graduate, undergraduate, reading groups, co-teaching, new vs existing courses)
- Teaching relief – 1st year? 2nd year?
- Service – department, university, profession.

Other details

- Second campus visit
- New faculty mentorship
- Housing
- Visa costs and processing

Special issues

Multiple offers – be sensible and disclose your options and concerns.

Spousal hiring.

Know when to walk away

If you feel you will not be able to be happy and successful with what is being offered, you can always politely decline the position.