

# NEGOTIATION OPTIONS: THE JOB OFFER

## Academic

- **Appointment title or titles** (all special titles are renewable after five years in the U.S.)
- **Units** (for joint appointment, specify fraction of appointment in each unit)
- **Tenure status**
- **Starting date** (January 1, September 1, etc.)
- **Starting salary** (time off for consulting; additional contributions to retirement account)
- **Living expenses** (university housing; housing allowance; closing costs; housing bonus)
- **Contributions to housing relocation expenses** (selling/buying costs; realtors' fees)
- **Benefits** (healthcare; dental; insurance; parental leave; spousal benefits, time off)
- **Child care** availability of child care resources (care during research time or conferences)
- **Tuition benefit for children**
- **Spousal job opportunities**
- **Campus food card** for meals during relocation and house hunting time
- **Reimbursement of moving expense** (may be capped at 10% of salary)
- **Travel budget** (including travel for projects and for continuing education)
- **Funds to bring speakers to campus**
- **Facilities / Space** (amount and nature of the space commitment. For a joint appointment, expect only one office. Check the allocation of space— often public record).
- **Office furniture (good quality) and computer equipment** (on campus and/or at home)
- **Parking fees and location**
- **Staff support** (direct and indirect)
- **Nine month or twelve month appointment** (or a variation)
- **Immigration and Naturalization** contingency
- **Research support or continuing research support** (amount, flexibility, and source of start-up funds. Specify length of time for start-up funds (e.g., first three years))
- **Research equipment** and/or instrument time
- **Research staff** (full-time)
- **Additional hires in a specific research area** - for program building
- **Reduced or free service from campus facilities**, such as machine or wood shops, instrumentation centers, such as NMR, etc.
- **Support for Postdoctoral students**
- **Graduate student fellowships**
- **Teaching duties in units** (option: selection of courses or year's relief from teaching)
- **Particular teaching expectations** (for joint appointment, clarify distribution of teaching responsibilities among units)
- **Access to "smart" classrooms** (and relevant software for department computer lab)
- **Book and journal purchases** for your library and the university library
- **Number and source of summer ninths** (number paid from general fund)
- **Number of course releases** (and any time constraints on this policy).
- **Center or Institute affiliations** – ask about support for Center or Institute affiliations.
- **Service expectations** (committees) - clarify if extra pay is a stipend or part of your base.
- **Flexibility** – requesting to work remotely for a period of time; Tenure clock delay
- **Sabbatical** – any recognition of sabbatical equity accrued elsewhere (can take the form of a Duty Off Campus Leave rather than early sabbatical)
- **Consulting release time** – in academe, industry or government based on expertise.
- **Date by which candidate should respond** and **time to resign from current position.**

NEGOTIATION OPTIONS: THE JOB OFFER  
Industry / Government

- **Appointment title or titles** (all special titles are typically renewable after five years)
- **Full or part-time status**
- **Units of assignment:** (for joint appointment, specify fraction of appt. in each unit)
- **Normal duties in the unit(s)**
- **Particular “other” expectations**
- **Team assignments**
- **Project management responsibilities**
- **Service expectations**
- **Starting date**
- **Starting salary** (stock options; additional contributions to retirement account)
- **Bonuses** (including signing bonus) **and other options (Industry)**
- **Living expenses** (housing, temporary housing allowance, housing bonus)
- **Contributions to housing relocation expenses** (moving expenses, selling/buying costs; realtors’ fees, house hunting trips with spouse/family)
- **Benefits** (healthcare; dental; insurance; parental leave; spousal/domestic partner benefits; time off; adoption support; gym membership; educational assistance)
- **Benefit coverage for children**
- **Support for conferences** in your field
- **Support for advanced education** – tuition, time off, travel funding
- **Child care** - availability of child care resources and referral
- **Spousal job assistance or opportunities**
- **Reimbursement of moving expense** (may be capped at 10% of salary)
- **Mortgage** for a period of time
- **Travel or discretionary funds budget**
- **Facilities / Space** (amount and nature of the space commitment)
- **Office furniture and computer equipment** (including at home)
- **Parking availability, fees or commuting assistance**
- **Professional development**
- **Staff support** (assigned or shared)
- **Immigration and Naturalization assistance**
- **Equipment** (and/or space)
- **Reduced or free services.**
- **Stipends** or one-time non-base salary additions
- **Support for Center or Institute affiliations**
- **Administrative sabbatical**
- **Duty away from the site or out of country; expatriate support**
- **Flexibility** – requesting to work remotely for a period of time
- **Consulting release time**
- **Date by which candidate should respond**
- **Time for candidate to resign from current position**
- **Relocation package repayment timeline** (if you leave the position)
- **Additional vacation time**