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**