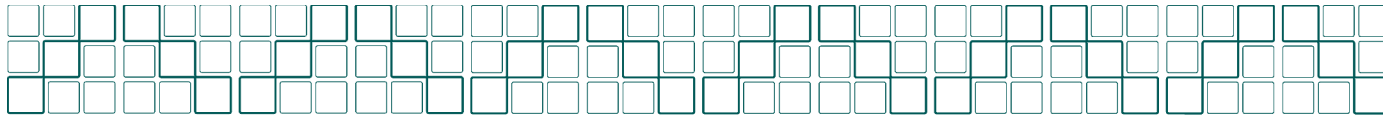
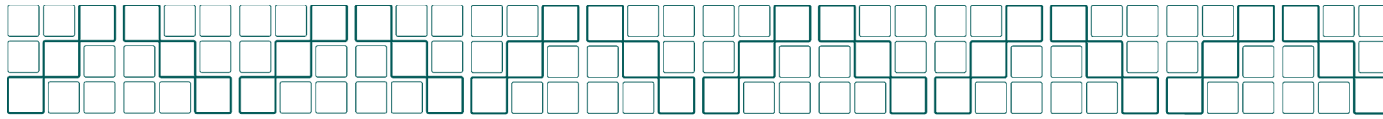

Evaluating Academic Job Offers & Negotiating Positions

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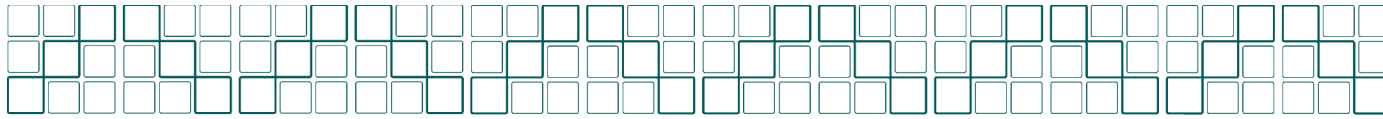
Getting An Offer

- You will typically be asked to provide information regarding your needs before an offer is made
- May be verbal first and then in writing
- Occasionally from HR but typically from the department chair, etc
- Is not a done-deal until it is put in writing, the papers are signed, and all of the paperwork is completed



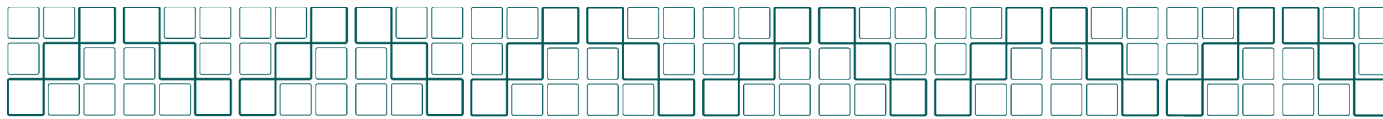
Your Deliberations Really Boil Down to Three Main Issues:

- Quality of the fit
 - Professional and personal
- Quality of the offer
- Other offers and options
 - If you are waiting to hear about other positions, email them with “the good news”



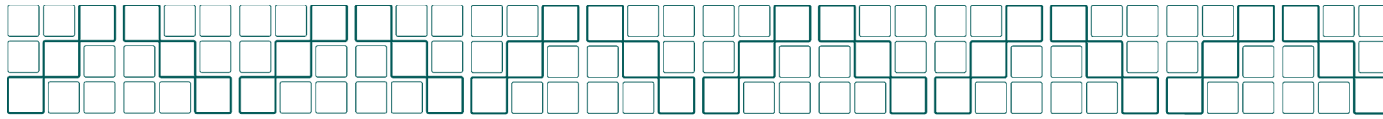
With Four Options

- BAD FIT - BAD OFFER
- BAD FIT - GREAT OFFER
- GREAT FIT - GREAT OFFER
- GREAT FIT - BAD OFFER



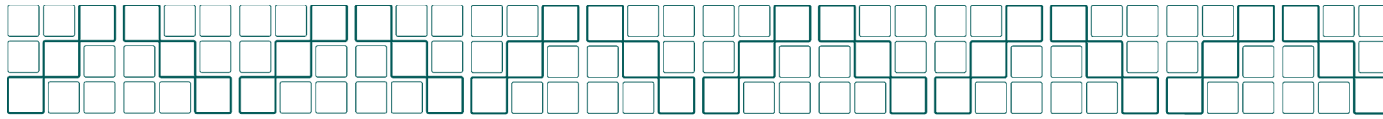
If You Are Not Interested in Pursuing the Offer

- Decline as soon as you decide that you are not interested in talking further
- Be respectful and keep explanations brief and general
 - I don't believe there is a good fit for me
 - The balance of clinical duties and research is not what I was looking for
 - This is not a good move for me [and my family]
 - My partner was unable to find a suitable position
 - I have other offers that provide better opportunities



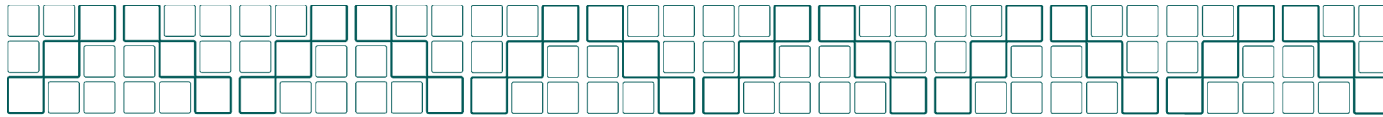
General Strategy for All Negotiations

- Prepare
- Act
- Respond



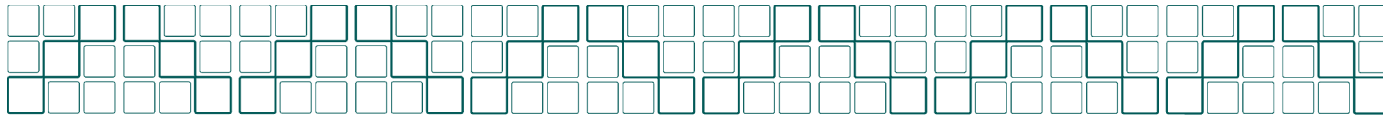
Factors To Consider (no special order)

- The nature of the job
- Support to establish your research, teaching, and/or clinical program
- Salary
- Benefits
- Your boss(es)
- Your co-workers
- Location & lifestyle



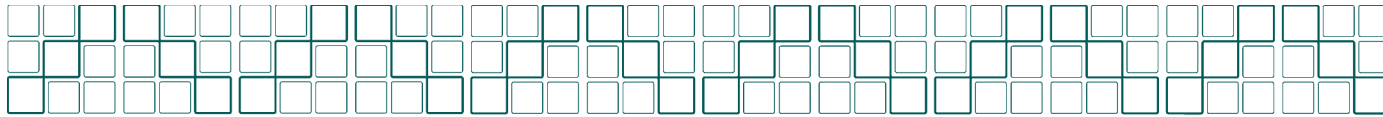
The Nature of the Job

- Is it what you want to do?
- Is it the right balance of teaching, research, clinical duties, and service?
- Will it help you achieve your career goals?



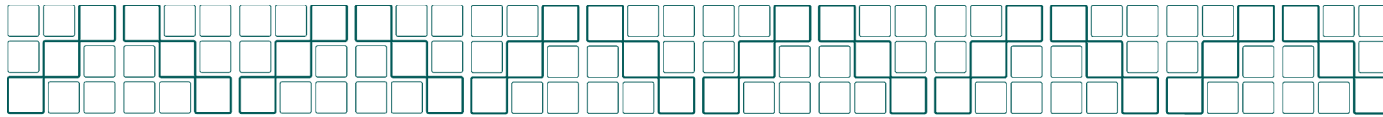
Support to Establish Your Research, Teaching, and/or Clinical Program

- Will you have access to the right resources?
 - Ample space to do your work
 - Appropriate office space
 - Access to critical equipment and core facilities
- Will you have access to enough resources?
 - Money
 - Students
 - Clinical samples
 - Teaching assistants and lab prep assistance
- Will you receive appropriate mentorship and guidance?



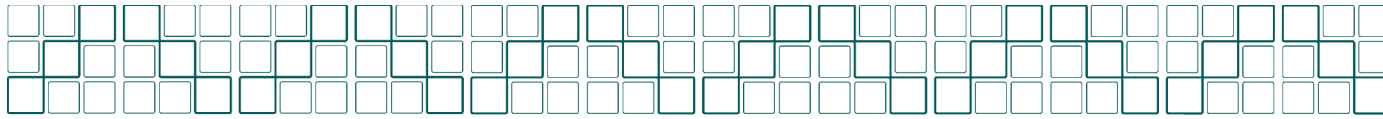
Considerations (I)

- Amount of office and research space
 - Will there be funds for renovations and furniture if needed?
 - Is the layout of the space appropriate?
 - Is your office close to your research group?
 - If wet lab, expect 600 – 1000 sq. ft. of lab space starting out
- Amount of start-up
 - Generally to cover equipment, supplies, staff, students, travel, computer support
 - Can be negotiated as a lump sum to use as you wish or with each category clearly defined
 - Often spread over 2 or three years
 - Expensive equipment may be negotiated separately
 - Your goal is to have enough resources (money, staff and equipment) to establish and run your program for two years



Considerations (II)

- Teaching, clinical and/or service responsibilities
 - Optimal if none at first and then increased over time (one year ramp-up is the norm)
 - How much input will you have as the exact duties are established?
 - For teaching positions: load, lab vs lecture, repeat classes or new, ways to “buy out” if research program expands

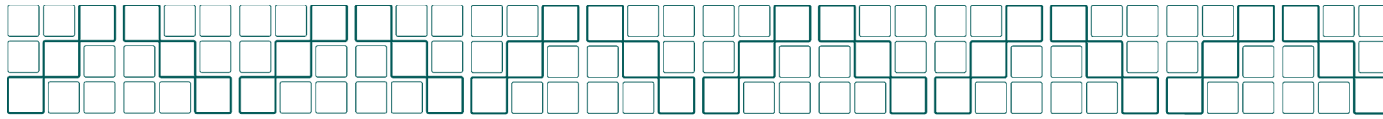


Understanding the Tenure Process

- Be clear on the expectations
 - Typically research, teaching, clinical practice and/or service
- Be clear on the timeline
 - Can you defer or go up early?
- Be clear on the process
 - First the department, then the School, and then the University
 - Know what they will be asking for
 - Listen to success stories and learn from prior problems
- Know what tenure means at that institution

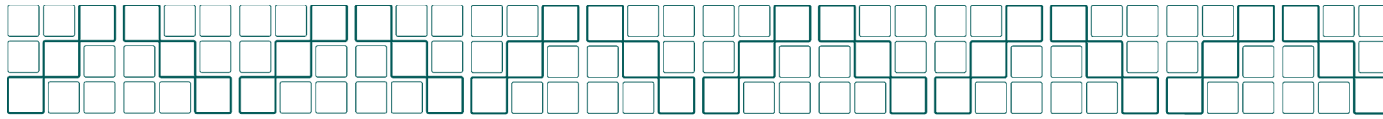
When negotiating lead with...

- In order for me to be productive and do my research I need.....
- In order for me to be the best teacher/clinician possible, I need...
- And remember
 - Be clear about the difference between needs and wants
 - Knowledge is power



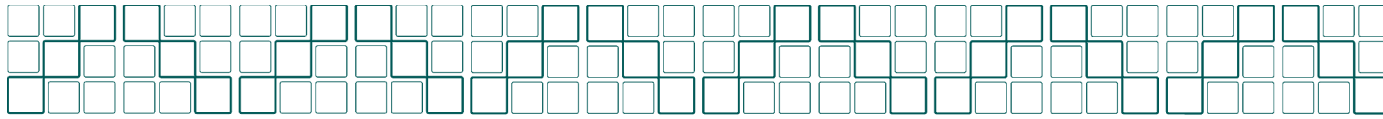
Salary

- Is it what you feel you are worth? Or close to it?
- Is it a 9 month or 12 month appointment?
 - Are you expected to work 12 months regardless?
 - Are there realistic ways to find support for the summer months?
- Is it a base + bonus system?
- How much will be you be expected to provide from grants and when?
 - What happens when faculty don't meet these expectations?
 - If you provide more, will some funds be returned to you for other uses?



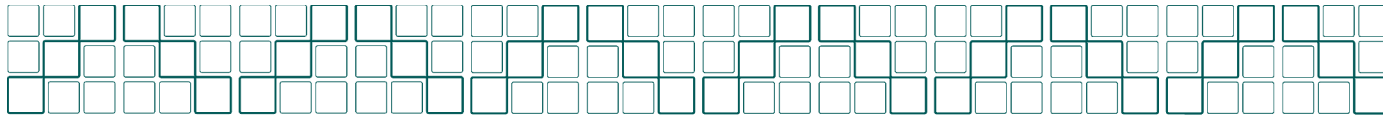
Knowing Your Value

- Find “real-world” data
 - Use more than one on-line database
 - AAMC salary survey for academic positions
 - Many state universities publish salaries of current faculty
 - Use your NIH and university networks
- Account for geographic area
 - Use two different cost-of-living calculators
 - Factor in personal needs
- Establish three important numbers:
 - “No go”
 - “Ideal”
 - “Acceptable”



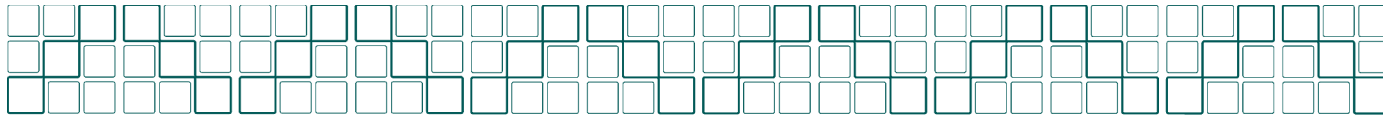
Benefits (I)

- Health insurance
 - Types of plans
 - Percentage covered by the employer
 - Cost of adding spouse and family
 - Coverage for domestic partners
 - Availability of vision and/or dental plans
- Other types of insurance
 - Life insurance (basic often provided at no cost)
 - Disability (is often not sufficient)
- Retirement
 - You need to know the specific vehicles used
 - Time to vest varies
 - Percentage of employer match varies
 - Additional voluntary plans can supplement



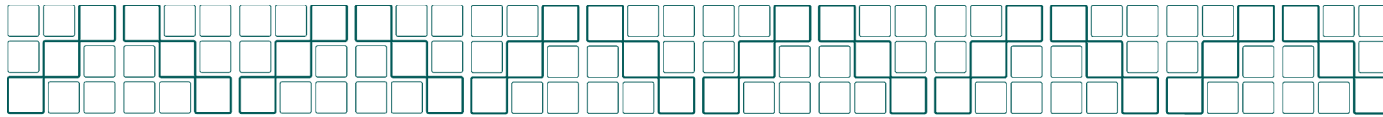
Other Benefits (II)

- Vacation and sick leave
 - Starting amount and rate of increase
 - Paid or unpaid at end of service
- Holidays
 - Can be as many as 10 paid holidays per year
- Help with relocation
 - All expenses paid or a moving allowance?
 - Assistance with housing - finding it or paying for it?
 - Help with job for your spouse or partner?



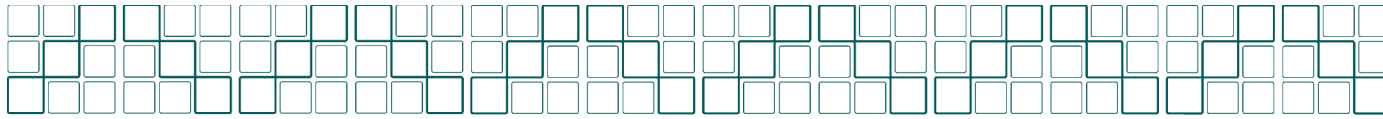
Other Benefits (III)

- Tuition assistance
 - Specifics vary: job-related only, only at your university, limit to number per year
 - Some universities also include spouse, partners and children
- Child care subsidies
 - On or off-site
 - May have waiting lists and salary guidelines
- Bonuses
 - At signing, annual, on-the-spot, or a combination?
 - Much more common in government and private sector
- Paid sabbaticals



Multiple Offers

- Be clear and willing to share information with all parties
- Know timelines for each and appreciate that they may differ
- You can ask for more time to decide, but you may not get it



Three Responses to Any Offer

■ Stall

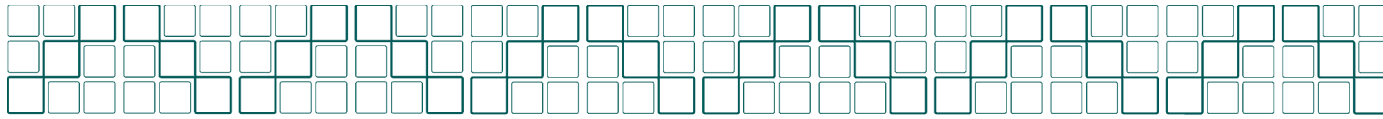
- Express enthusiasm; ask for time to carefully consider the offer
- Factor in other “irons in the fire”
- Take time to prepare for any negotiation you decide is important

■ Accept

- Not before you have an offer in writing; accept in writing
- Address start dates or any previously planned commitments up-front
- You must then reject other offers and withdraw other applications

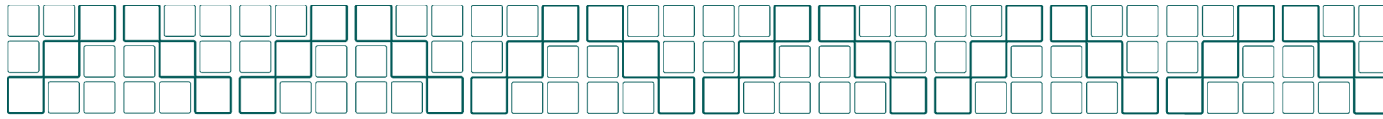
■ Reject

- Respectfully - no need to burn bridges
- Be prepared to explain why



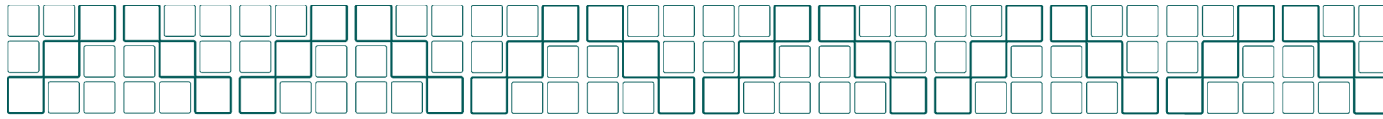
Prepare

- Research what a typical offer looks like
 - Generally and at the specific institution
- Clearly distinguish your WANTS and your NEEDS
- Consider your reasons for asking for more money, space, resources, etc.
- Consider your boss' perspective
- Consider possible questions and responses you may hear during the negotiation
- Practice; confirm that you sound professional and courteous (verbally or in writing)
 - Take advantage of IC and OITE resources



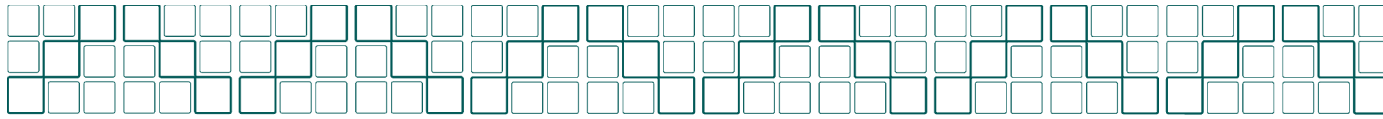
Act

- Start by conveying your enthusiasm for the position and summarize elements of the offer that you find acceptable
- Introduce the area you would like to negotiate about
- Listen carefully to the response; ask for clarification if needed
- Take notes; stress may make it difficult to remember what was said
- Restate positions and agreements
- End with a thank you and some indication of your level of enthusiasm



Respond

- Talking is often better than writing
- Start with a thank you for their consideration
- Get to the point quickly
 - Make a counter-offer
 - accept
 - reject
- Be gracious - in victory or defeat
- Finalize in writing



Negotiating Salary: Be prepared for these responses

- What salary are you willing to work for?
 - Best to put your optimal salary in the mid-range of the scale
- If I pay you what you are asking for, you will earn more than other recent hires
- I don't have any flexibility in this regard - salary ranges are set by my boss, HR, the college, etc.
- We are offering all of our new hires the same non-negotiable salary