

NEGOTIATION OPTIONS: THE JOB OFFER

- **Appointment title or titles** (all special titles are renewable after five years in the U.S.)
- **Units** (for joint appointment, specify fraction of appt. in each unit)
- **Tenure status**
- **Starting date** (January 1, September 1, etc.)
- **Starting salary** (options: bonuses; additional time off for consulting; additional contributions to retirement account)
- **Living expenses** (university housing; housing allowance; closing costs; housing bonus; or mortgage for a year if applying to industry)
- **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 time for research data collection or conferences)
- **Tuition benefit for children**
- **Spousal job opportunities**
- **Reimbursement of moving expense** (may be capped at 10% of salary)
- **Travel budget** (including travel for projects and for continuing education)
- **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 and computer equipment** (on campus and/or at home)
- **Parking fees**
- **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, fungibility and source of start-up funds (fungibility = degree to which money can be used for different purposes). Specify length of time during which start-up funds must be used (e.g., first three years)
- **Research equipment**
- **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 Postdocs**
- **Graduate student fellowships**
- **Normal teaching duties in the unit(s)** (option of selection of courses)
- **Particular teaching expectations** (for joint appointment, clarify distribution of teaching responsibilities among units)
- **Number and source of summer ninths** (number paid from general fund)
- **Number of course releases** (and any time constraints on this)
- **Center or Institute affiliations** – support for
- **Service expectations** (committees) and whether extra pay is a stipend or part of base
- **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**
- **Time for candidate to resign from current position**

NEGOTIATION OPTIONS: THE JOB OFFER

- **Appointment title or titles** (all special titles are typically renewable after five years)
- **Units of assignment:** (for joint appointment, specify fraction of appt. in each unit)
- **Full or part-time status**
- **Starting date**
- **Starting salary** (options: bonuses; additional time off for consulting; additional contributions to retirement account)
- **Bonuses and stock options**
- **Living expense** (housing, temporary housing allowance, 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 and referral
- **Benefit coverage for children**
- **Spousal job assistance or opportunities**
- **Reimbursement of moving expense** (may be capped at 10% of salary)
- **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**
- **Staff support**
- **Immigration and Naturalization assistance**
- **Equipment**
- **Reduced or free services.**
- **Normal duties in the unit(s)**
- **Particular "other" expectations**
- **Stipends or one-time non-base salary adders**
- **Team assignments**
- **Center or Institute affiliations** – support for
- **Service expectations** (committee duties)
- **Administrative sabbatical**
- **Duty away from the site or out of country; expatriate support**
- **Consulting release time**
- **Date by which candidate should respond**
- **Time for candidate to resign from current position**