Congratulations! You are now in the exciting and often challenging position of considering an offer (maybe multiple offers!) for a faculty appointment at an academic institution. This task may be a daunting one for those who have had little exposure or practice in reviewing and negotiating job offers. However, with preparation and an awareness of the process, you can be successful in negotiating terms that match both your professional and personal needs.

Once an offer has been extended, you are in a position of power!
The power differential between a search committee and a candidate changes once an offer has been extended. However, it is important that you do not overestimate this power. Try instead to think of this process as the beginning of what might be a lifelong employment relationship. Take steps to ensure your own success while maintaining rapport—you may be working with these people for years to come!

FIVE STEPS TO SUCCESSFUL NEGOTIATIONS

STEP 1: Do your homework and know your worth.
Collect information on the job market in your discipline to determine what constitutes a reasonable offer. To evaluate job offers effectively, you will need comparative data on starting faculty salaries at the institution(s) offering you a job, data on offers in your field at other institutions, and data on cost of living in the geographic areas you are considering. Use the following resources to find this information:

American Association of University Professors’ website features “The Annual Report on the Economic Status of the Profession.” The report provides information on current faculty salaries. There is a charge for the report, but there’s other useful information available too.
http://www.aaup.org/our-work/research/annual-report-economic-status-profession

HigherEd Jobs.com shares faculty medium salaries taken from the 2013-14 National Faculty Salary Survey conducted by The College and University Professional Association for Human Resources (CUPA-HR)
http://www.higheredjobs.com/salary/

Check for salary data at the institutions you are applying to; public universities track specific salary data on current faculty members. For example, information on faculty salaries at UNC Chapel Hill can be found in the Facts and Figures section of UNC’s Office of Institutional Research and Assessment website --
http://oira.unc.edu/faculty-salaries-by-school-fall.html
Information on University of California faculty salaries can be found at:
https://ucannualwage.ucop.edu/wage/

If you are in the sciences, it is important for you to understand the startup costs associated with setting up a lab. Work closely with your PI or other mentors to make a list of equipment and resources that are critical to your work and the costs associated with these.

STEP 2: Get details in writing, if possible.
Before considering an offer, it is important to know that you actually have an offer! After an oral offer is extended, request a copy of it in writing. In some cases, department heads or deans may insist on negotiating before printing an offer letter, so getting the offer in writing before negotiations begin may not be possible.
STEP 3: Develop (or review/update) your list of priorities.

Some candidates go through this exercise prior to applying for positions, and some before attending campus interviews. At the point an offer is made, it is critical to have your priorities identified and to understand clearly which points are, and which are not negotiable.

Use this list to consider and rank your priorities. Some points may be negotiable, others may not, but all represent value to you:

RANK--ISSUE
___ Salary
___ Benefits (medical, dental, retirement, life insurance)
___ Startup funds
___ Teaching load
___ Technician/support personnel
___ Summer support
___ Graduate assistants
___ Lab supplies/yearly budget
___ Tenure clock
___ Grant writing expectations
___ Vacation time
___ Start date
___ Travel support (conferences, etc.)
___ Administrative support
___ Moving expenses
___ Length of contract
___ Computing needs

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