

NEGOTIATION OPTIONS: THE JOB OFFER

- **Appointment title or titles** (all special titles are typically renewable after five years rather than permanent)
- **Units** (for joint appointment, specify fraction of appt. in each unit)
- **Tenure status**
- **Starting date** (January 1, September 1, etc.)
- **Starting salary** (options: additional time off for consulting; additional contributions to retirement account)
- **Living expense** (housing, housing allowance, housing bonus)
- **Benefits** (vacation, etc.)
- **Tuition benefit for children**
- **Spousal job opportunities**
- **Reimbursement of moving expense** (may be capped at 10% of salary)
- **Travel budget**
- **Facilities / Space** (amount and nature of the space commitment. For a joint appointment, generally expect only one office. Candidate should check the average allocation of space in the unit – often public record)
- **Office furniture and computer equipment** (no kidding)
- **Staff support**
- **Nine month or twelve month appointment** (or 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)
- **Graduate student fellowships**
- **Post-doc support**
- **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 temporal constraints on this)
- **Center or Institute affiliations** – support for
- **Service expectations** (committee duties)
- **Sabbatical** – any recognition of sabbatical equity accrued elsewhere (can take the form of a Duty Off Campus Leave rather than early sabbatical)
- **Date by which candidate should respond**
- **Need for candidate to resign from current position**

NOTE: It is recommended that the unit or department put in writing the areas that they would like for candidates to consider.