Effective Negotiations

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Chronology of the Job Search

- Application
- Interview
- Initial offer/ Letter of Intent
- Negotiation
- Contract

SCORE!
Offer vs. Contract

- **OFFER/ LETTER OF INTENT**: negotiable
- **CONTRACT**: legal (binding) document
  - Starting date/ term/ renewable (?)
  - Timing of tenure evaluation.
  - Space/ renovations/ start-up
- **GET IT IN WRITING. READ THE FINE PRINT. KNOW THE DETAILS. ASK QUESTIONS.**
Preparation: Expectations/Intangibles

- What do I expect from the other party?
- What will the other party expect from me?
- What are the intangibles that will have to be managed?
- Consider physical, cultural, emotional, intellectual, and relationship aspects.
BATNA/ Leverage

- **BATNA:** “Best Alternative to a Negotiated Agreement”
  - list and evaluate your alternatives
  - establish your best as your BATNA
- Have a “bottom line” but focus on goals
- List their alternatives - their BATNA

- **LEVERAGE:** positive, negative, normative
  - *Positive:* “I want or need”
  - *Negative:* threat - who has the most to lose?
  - *Normative:* consistency; norms

From: “Getting to Yes” by Fisher, Ury and Patton
Negotiation Options: The Job Offer

- Title(s)
- Units
- Tenure Status
- Starting date
- Starting salary
- Living expenses
- Relocation costs
- Benefits
- Child care
- Spousal opps.
- Research support
- Equipment
- Space/ facilities
- Office furniture and computer
- Research staff
- Grad student support
- Summer salary
- Teaching load
- Release time
- Sabbatical
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• Initial salary is important because future salary increase are generally based on percent of base salary.

• **Goal: Fair and competitive salary!**

• **Considerations:**
  - Many departments/ institutions face compression issues. Some universities have rigid structure. Equity issues.

• **Salary range and structure at the institution; issues.**

• **Know what a reasonable (fair) salary should be (BATNA).**
Start-up

- Rationale: provide infrastructure so that faculty member can have successful/productive career.
- Includes equipment, supplies, personnel (e.g., technician/postdoc/student support), summer salary, travel.
- Generally negotiated when offer is made but may be discussed during interview.

- Do your homework!!! Identify needs and costs.
  - Can have BIG impact on your success.

- Limitations to how funds are spent?
- Timeframe over which funds must be spent?
Space

• Space is often sensitive issue in departments. May be difficult to negotiate additional space at later time.

  • Anticipate your needs.
  • Size (specify square footage)
  • Location (proximity to colleagues, students)

• Renovations. Space may need to be renovated depending on room conditions and research needs.

  • Renovation costs should be negotiated.
  • Will costs come out of start-up or other source?
Teaching Load

• Typical teaching load? Varies by institution and department.

• What will you teach? Required courses vs. electives? Gaps in program?

• WHAT IS NEGOTIABLE?
  • Reduced teaching load in first year to establish research program. Often depends on type of position, needs of department, etc.
  • Reduced teaching load 1-2 years before tenure. Provides time to get manuscripts written/published.
Other Negotiables

• Philosophy: *IT NEVER HURTS TO ASK.*

• **OTHER NEGOTIABLES:**
  
  • Opportunities for partner/spouse
  • Childcare
  • Relocation expenses
  • Housing (locations with high cost-of-living)
  • Tuition for children (private institutions)