

# ***HOW AND WHAT TO NEGOTIATE FOR YOUR FIRST FACULTY POSITION***

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# PURPOSE OF AN INTERVIEW

- Opportunity to persuade the interviewer that you are the best candidate for the job
- Opportunity to explore the "fit" between you and the department/school

# PREPARING FOR THE INTERVIEW

- Read the job advertisement carefully!
- Understand the institution – teaching? Research?
- Make sure you understand the strategic direction of the department – research areas
- Ask about the department's curricular needs: what courses might the department need you to teach – come prepared to talk about such courses
- Read about the people listed on your schedule

# PREPARING FOR THE INTERVIEW

- Practice your job talk (with peers and committee member, if possible)
- Develop a “elevator” version of your research: The 2 minute sound bite
- Prepare to talk about your research, potential sources of funding, your teaching, and yourself

# PREPARING FOR THE INTERVIEW

- Draw connections between yourself & the position. Do not expect others to do this!
- Practice talking about yourself and selling your research and Teaching skills
- Plan how you're going to get dressed
- Before any interview, clarify all arrangements
  - Accommodations
  - Travel
  - Getting from place to place

# BEFORE THE VISIT...

- Ask for meetings that will help YOU determine if position is a good fit
  - Assistant professors in the department
  - Potential collaborators in target/other departments
  - Graduate students in your area
  - Female faculty from other departments

# INFORMATION TO GATHER

- The tenure process, tenure criteria
- The teaching load
- Expectations about research \$\$ and supporting grad students.
- Future strategic directions of the department
  - In what areas do you see the college investing in the next 10 years

# THE OFFER IS IN: IT'S TIME TO NEGOTIATE!

- Choose to negotiate!
  - Salary example: John and Jane were offered 75K; Jane took it. John negotiated to 80K
    - John took the wage difference and invested it (5% annually); after 30 years, he has accumulated 760K.
- Your strongest bargaining point is **before** you sign the dotted line



# WHAT CAN BE NEGOTIATED?

- Decision date (if you have competing offers)
- Start date
- Salary
  - Summer Salary
  - Advance
- Teaching load and teaching schedule
- Advising
- Spousal employment/Study
- Start-up package
  - Seed research funds
  - Travel funds and conference expenses
  - Postdocs/graduate students/research assistants
  - Computing resources/software
  - Furniture
- Moving expenses/housing help

# WHO DO YOU NEGOTIATE WITH?

- Chair/Dean
- Start negotiation over the phone
- Get the details in writing
- Your first reaction, if interested
  - Let them you are excited and look forward to receiving the letter
  - Ask for clarifications
  - Decision date?
  - Other offers?

# GET ADVICE

- Discuss offer with trusted mentors/colleagues
  - PhD advisor
  - New faculty members
  - Senior faculty member
  - Department chair
  - Friends who just signed offer letters

# HOW DO YOU PREPARE FOR NEGOTIATIONS?

## ■ Take stock of your interests

- What do I care about?
- Must haves?
- “Would like to” haves?
- Learn about norms in the field/institution

## ■ Translate your interests into concrete positions

- Prioritize among the issues
- Set goals

## ■ Try to anticipate the other side

- what are their needs/resources?
- What are their pressures/concerns?


## ■ Determine what happens if you cannot achieve your must-haves




# DUAL-CAREER COUPLES

- When do you bring this up?
- Talk to other dual couples in the college
- Talk with dual career office on campus, if one exists

# MULTIPLE OFFERS

- Stronger bargaining position
  - Keep the other side informed of the status of your other offers
  - If you plan to say "no," don't drag it; don't burn bridges
  - Ask to match an offer only if you plan to accept it
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## SECOND VISITS


- Only accept if you are serious (it costs the institution \$\$)
  - An opportunity to bring spouse/partner
  - Explore housing, spousal jobs, schools, etc.
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# TO ACHIEVE GREAT OUTCOMES. . .

- Ask questions that give you a better sense of the other side
  - Plans for the department?
  - Strategic direction and how you fit into it?
- Be creative about meeting your interests
  - Extend your time horizon—not possible next year, but get commitment for following year (in writing if possible)
  - Getting extra support for grant writing



# A FEW MORE WAYS TO ENSURE GOOD OUTCOMES

- Develop a positive relationship
    - Create rapport (small talk, enthusiasm)
  - Gather data before you start the negotiation
    - Use your network (colleagues, peers, advisors)
    - What's standard for this position, this kind of university?
    - Asking question to uncover the interests behind the position
  - Bundle issues (and tradeoffs)
  - Be soft on people, hard on the issues
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# TAKEAWAYS ON NEGOTIATION

- Choose to negotiate!!!
  - Raise (your) expectations
  - Build and use your network to gain information
  - Be an advocate for your own interests
  - What do you need to be effective?
  - Manners matter
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