






# Negotiation Preparation Checklist

Negotiation points	Questions to ask yourself before the call	Questions to ask in the interview
 <b>Salary &amp; Benefits</b>	What annual salary you would need to live comfortably, close enough to campus, pay taxes, support (future) family members, pay off student debts, save for a house?	What is the cost of living in the area? How comfortable are new faculty with their starting salaries?
 <b>Startup Funds</b>	What is a comfortable budget for staff, equipment, supplies, salary supplement to attain the productivity you need to meet the department's tenure requirements, and the funding you need when your startup funds expire?	What are the tenure requirements? What shared equipment is available? What advice do junior faculty have?
 <b>Research Space</b>	How much space do you need? How does it need to be organized? What special infrastructure will you need (hood, BSL3 space, quiet room, access to patient cohorts,...)?	What type of renovation is usually needed in this building? How reliable have renovation timelines been?
 <b>Teaching &amp; Service Release</b>	How much teaching/service release would you like in the first year? How will this release impact your ability to transition to the new position? Will it impair your opportunity to meet students who would join your team, impact your chance of getting tenure (less student evaluations,...)?	How much teaching and service is usually expected of faculty? What courses would you teach in the first semester?
 <b>Time to Think</b>	How long would you need to think through your decision? What are the timelines of your other potential offers? Does your final decision depend on your partner getting an offer from that institution? On what is in the offer? What is the minimum deal you (and your partner) need so you can accept? Is there any scenario where you not would accept the offer?	What is the timeline of the next step? How long does the department usually provide to the candidate after they give them an offer? What advice do junior faculty have?