Negotiation Information for Department Chairs

This information is adapted from materials provided by PENN Career Services. It is a guide to aid chairs in providing such information to all faculty candidates equitably. Actual negotiations take place at the Dean level.

How to Prepare for Negotiations

1. **Research the applicants and their priorities:**
   What is their financial "bottom line"?

2. **Provide information so applicants can make an informed decision:**
   What resources does the institution offer?
   - Use Chair Toolkit to find brochures on University resources for applicants (siue.edu/faculty-center/resources/chair-toolkit.shtml)
   - How big is the department?
   - How does the role they're applying for contribute to the department or institution?

3. **Information to offer during the interview process:**
   - Teaching, research and service expectations
   - Department Operating Papers
   - Department Criteria for Promotion and Tenure
   - Tenure process and success rate

4. **Support available for Faculty**
   - Competitive internal funding opportunities
   - Formal and informal mentoring
   - Summer teaching
   - Sabbaticals
   - Instructional Design
   - Center for Faculty Development
   - Information Technology Specialists

What Can and Can't be Negotiated

1. **Can Negotiate***
   - Start Date
   - Salary
   - Relocation Reimbursement
   - Research Start-Up Package
   - Software, lab space, funding for graduate assistants, computing equipment, and other equipment
   - Initial Teaching and Advising Load
   - Summer Salary for Teaching and/or Research
   - Dissertation Completion Date
   - P&T Decision Date

2. **Cannot Negotiate**
   - Title
   - General benefits (health insurance, retirements, etc.)
   - Performance criteria
   - Visa Assistance
   - Patty Odom can provide information on hiring international persons (podom@siue.edu)

***It is important to remember that negotiated items change by discipline. Discussions need to be held with the Chair and/or Dean to have a definitive list of what can be negotiated.

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