

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.

Background

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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.