Academic Careers Week: Negotiating an Academic Job Offer

Upcoming:

Writing your Teaching Philosophy and Research Statement
(Tuesday, 11/4, Noon - 1:30 p.m., DML 240)
What’s happening today?

Introductions

Brief PowerPoint presentation

Panel discussion/Q&A:

Prof. Bruce Zuckerman (Religion)
Prof. Amy Rechenmacher (Civil/Envir. Engineering)
Prof. Michael Quick, Executive Vice Dean, USC College
What are your top two questions about negotiating jobs?
Some learning goals

• Be comfortable negotiating
• Realize what is negotiable
• Understand when and with whom to negotiate
• Learn where to get useful background information

Other goals:
To spark your brain, to formulate questions
To wake up, to participate
Before we begin

TALK TO OTHERS!

- Research advisor
- Dissertation committee members
- Other faculty
- Postdocs
- Graduate student peers at USC
- Graduate student peers elsewhere
- Friends, Family, etc.
Before we begin

Think about it early --

Don’t wait until you get an offer

Don’t get caught by surprise
Yes.

Everybody does it.
The school expects it (and they want you to come).
It will help your career.
What is negotiable?

More than you might think:

• Salary
• Start date
• Research start-up funds (and RAs)
• Office and lab space
• Indirect cost recovery for grants
• Teaching load (and TAs)
• Tenure clock
• Leave
• Aid with employment for partner
• Moving expenses
• Housing
• Retirement

…and more
Stop and reflect

What do I want?
(You can only negotiate before you accept.)
WHEN?
It depends.
Could be after you get a verbal offer.
Could be after you get a written offer.
Could be with the search chair.
Could be with the department chair.
Could be with a dean.

COMMUNICATE:
ASK YOUR CONTACT EXPLICITLY ABOUT THE PROCEDURE.
How should one negotiate?

Politely.

Professionally.

All at one time (or as much as possible).

Confidently, but with flexibility
(know what is critical to you vs. what you can bend on)

Always focusing on how what you are requesting
will ultimately benefit the institution.
Verbal promises are not binding.

Even if well-intentioned, they are easily forgotten.

Anything a school truly intends to give you they should be willing to put in writing.

A last resort for items that can’t be put in your offer letter/contract is to request a memorandum of understanding addressing those items.
Now that we’re done

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Friends
Family
etc.
Now that we’re done

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don’t wait until you get an offer.
Don’t get caught by surprise.

*The Academic Job Search Handbook* (Heiberger & Vick)

CET career resources: [http://www.usc.edu/cet/careers](http://www.usc.edu/cet/careers)

Chronicle of Higher Education: [http://jobs.chronicle.com](http://jobs.chronicle.com) (job listings, columns and forums)

Your advisor, colleagues, peers, friends, and family