**Negotiation Tips in Faculty Hiring Process**

**from C.K. Gunsalus, Chapter 3 & Resources from the Office of Faculty Affairs**

Effective negotiator: Someone who can influence the outcome of interactions with other people (Gunsalus’ definition).

Note: it is not “getting what *you* want”

Negotiation can be learned

* Listen carefully
* Collect information
* Focus on other’s *interests*: why does a person want X, Y or Z?
* Imagine other’s perspective
* Prepare in advance

Faculty Recruitment: A Negotiation

* When setting interview schedule, leave some open time in the standard schedule and ask if they have any special requests for the visit:
	+ *Who would you like to meet with? Realtor? Benefits counselor? Potential collaborator outside the department?*
	+ Send information on benefits, dual career assistance (HR), work-life balance (HR), faculty development opportunities & life in Athens before interview.
* Open-ended questions during the interview
	+ *What are you looking for in your next position?*
	+ *What are your salary needs or expectations?* (Good to know this before making an offer.)
* Note questions asked by the candidate
	+ *A common theme to these questions?*
* Use this intel to frame your recruitment efforts
	+ Meeting the candidate’s interests is key; know *why* they want X, Y or Z.
* Do not open with maximum salary you can afford
	+ Leave room for the candidate to negotiate upwards

**Negotiating Offer Letters Case Studies**

Case Studies of a candidate negotiating with department head. The “question” is from the candidate. Make some notes about your response, then add ideas from speakers.

1. “I’d like to find something for my spouse at UGA… can you help make that happen?” Followup: “Can you guarantee that there will be a position at UGA for my spouse?”
	1. Your Response:
	2. Recommendations from Speakers:
2. “I don’t think this salary is competitive with that of peer institutions. Is this negotiable?”
	1. Your Response:
	2. Recommendations from Speakers:
3. “Will you cover moving expenses?”
	1. Your Response:
	2. Recommendations from Speakers:
4. Your department has a pressing need to fill a gap in fall semester teaching, and the candidate says . . . “I know you want someone to start in August, but I have commitments here through the fall. Would a January start be OK?”
	1. Your Response:
	2. Recommendations from Speakers:
5. “I would not expect a 2-2 load… 3 courses is standard at most places. That’s what will be expected of me at Georgia, correct?”
	1. Your Response:
	2. Recommendations from Speakers:
6. “I would prefer to shift my teaching to have a lighter fall… I’d like to teach just one course in the fall each year, and have the majority of my teaching in the spring. Is this OK?”
	1. Your Response:
	2. Recommendations from Speakers:
7. “At my home institution, packages for start-up are double what you are offering.”
	1. Your Response:
	2. Recommendations from Speakers:
8. “I need a TA on a regular basis for my class. Is that part of the package?”
	1. Your Response:
	2. Recommendations from Speakers:
9. “Do new faculty get football tickets?”
	1. Your Response:
	2. Recommendations from Speakers:
10. “How will I be reviewed?”
	1. Your Response:
	2. Recommendations from Speakers:
11. “I have a competing offer pending at another institution and am waiting to hear from them. Can you give me 3-4 weeks to get back to you until I know the status of that offer?”
	1. Your Response:
	2. Recommendations from Speakers:
12. “I would rather teach online than face-to-face because of COVID-19. Can I do this at UGA and not be penalized?”
	1. Your Response:
	2. Recommendations from Speakers: