**Hiring Negotiation Checklist for Hiring Authority**

**To be used as a guide to assure that all final candidates are given the same opportunities to discuss and negotiate agreements. Not all items have to be discussed.**

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| **Date**  **discussed:** | **Item** | **Notes** |
|  | **SALARY and APPOINTMENT**  Salary (benchmark with CUPA ranges & with other equivalent faculty in department) |  |
|  | Employment status: FT or PT |  |
|  | University, College, and Department RPT criteria reviewed w/candidate |  |
|  | If not new PhD, discuss advanced rank/tenure status |  |
|  | If not new PhD, discuss years credit to tenure |  |
|  | **TEACHING**  Discuss standard teaching load expectations |  |
|  | Course release/buyout process options |  |
|  | Number of new preparations |  |
|  | Course sizes |  |
|  | Distribution of undergraduate/graduate courses |  |
|  | Distribution of teaching across days/times (massed vs. spaced) |  |
|  | Summer teaching priorities/commitment |  |
|  | **RESEARCH**  Discuss research productivity expectations |  |
|  | Lab/research space (benchmark with other faculty) |  |
|  | Supplies |  |
|  | Equipment |  |
|  | **SERVICE**  Discuss service expectations |  |
|  | Student advising workload and expectations |  |
|  | Reduced or limited service expectations |  |
|  | **OTHER**  Flexible use funds (e.g., books) |  |
|  | Moving expenses |  |
|  | Office space (window, size, location, furniture, paint, etc.) |  |
|  | Computer equipment (assume new) |  |
|  | Software |  |
|  | Graduate assistantship (student level –master’s or doctoral student; hours/week; length; teaching &/or research) |  |
|  | Travel support – discuss allocation algorithm in department; additional travel $ in start-up? |  |
|  | Mentor(s) |  |
|  | $ for external consultants (e.g., editor) |  |