Negotiation Skills and Strategies: How to get what you want and need

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When you think of negotiating, what words come to mind?

Go to www.menti.com and use the code 97 77 88 8
If Everyone Hates It: Why Negotiate?

- Employer’s have limited resources
- Your terms of employment will significantly impact your level of professional productivity and success
- They will also significantly impact your quality of life and that of your family
- No one enjoys feeling the fool
- Ramifications will extend out decades
Agenda

- Why you should negotiate
- What are you negotiating about?
- How to negotiate comfortably and successfully
- Timing
- Industry versus the Academy
- Common mistakes
Copies of these slides

PhDs Workshops and Events

The Career Center provides a variety of programs and resources for doctoral students and postdocs. For more information and to register for programs and events, login to Handshake.

- Academic Job Search in STEM Part I - An Overview (pdf) ........................................... Aug 19
- Academic Job Search in STEM Part II - Written Application Materials (pdf) ........ Aug 26
- Academic Job Search in STEM Part III - Interviews + the Job Talk (pdf) .......... Sept 2
- Academic Job Search in Hum + Soc Sci Part II - Written Application Materials... Sept 9
- Academic Job Search in Hum + Soc Sci Part III - Interviews + the Job Talk........ Sept 16
- MS/PhD Career Fair .................................................................................................. Oct 15
- Nailing the Job Talk, or Erudition Ain't Enough.................................................. Oct 15
- The Strategic Postdoc and How to Secure It......................................................... Dec 1
- PhD Negotiation Skills and Strategies.................................................................. Dec 8
What are we negotiating about?

- Financial = Salary + Benefits +++
- Research Support
- Teaching & Service
- Quality of Life
- Tenure Clock
Financial = Salary + Benefits +++

- Salary
- Moving Expenses
- Sabbaticals/Vacation*
- Tuition Reimbursement (Partner and Children)
- Summer Research Stipends/Opportunities to Teach Summer School
- Intellectual Property/Patent Rights
Research Support

- Start Up Package
- Size and Location of Office/Lab Space
- Computing/Software
- Research Assistants (how many/what level; included in start up $?)
- Conference & Travel Funds*
- Intramural Research Funds
- Grant-Writing Support
- Journal Subscriptions/Books
- Maintenance Funds
We don’t have labs, but

• **Travel to an Archive or other Research Sites:** including the plane fare, lodging, meals, copying of documents in the archives, etc.

• **Manuscript Prep:** payment of copy editor for book manuscript or a person to index book

• **Access** to data sets

• RAs
Teaching & Service

- Teaching Load (preps vs. courses)
- What Courses
- Teaching Assistants/Readers/Graders
- Buying Out of Courses
- Starting in January
- Advising, Theses, and Committee Work
Quality of Life

- Work Schedule*
- Faculty Housing
- Employment Assistance for you Spouse/Partner
- On-Site Childcare
- Parking
Tenure Clock

- If You’re ABD
- If You Have Prior Full-Time Experience
- Unpaid Leaves if Externally Funded
- Maternity & Family Leave
How – The Basics of Negotiation

• Negotiation is a process, rather than a point in time event.
• Preparation is key: the process starts before you get to the offer
• Enter the process with a clear sense of your priorities
• Negotiation is interactive, a dialogue
• The successful negotiator has the ability to understand the viewpoint of others
• Look for Win-Win scenarios - build upon points of agreement
3 Primary sources of leverage

- Information about your “Market Value” using salary surveys, public databases, scholarly or professional associations, informational interviews.

- Making your value visible

- Competing offers: in hand or potential

- Have a detailed start-up package list that over-represents your assessment of your needs
Chronicle of Higher Education salaries

Faculty salaries by rank

Yale University
New Haven, Connecticut

Display by rank:
- Professors
- Associate professors
- Assistant professors
- Instructors
- Lecturers
- Unranked

Compare with:
- 4-year private
- Connecticut
- Research (highest)
Sunshine Laws

Academic Salary Scales used on the Berkeley Campus

Salary Scales for Faculty and Non-Represented Academic Personnel, effective during the 2018-19 academic year.

- Index c
- Index c
- 5 & 9
  - Ta
  - Ta
  - Ta
  - Ta
  - Ta
  - Ta
  - Ta

**TABLE 1**

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<tr>
<th>Faculty--Ladder Ranks--Professor Series*</th>
<th>Academic Year</th>
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<tr>
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<td>Salary Scale 7/1/18</td>
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<td></td>
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<td></td>
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Where can I find University of California employee salaries?

The Sacramento Bee maintains an online database of California state worker salaries. You can search for employee salaries from the last five years by employee name and department. To find salaries from the University of California Berkeley, for example, select UC Berkeley from the department dropdown list. The University of California Office of the President also maintains a public record of UC employee pay. You can search the UCOP database by pay range and job title as well as employee name and campus. For more information, check out the Compensation at the University of California website.

University of California Employee Pay

As part of its commitment to transparency and public accountability, each year the University of California publicly reports employee pay data. The report covers UC’s career faculty and staff employees, as well as part-time, temporary and student employees.

UC has released its employee pay data for 2014. A summary analysis of UC’s 2014 payroll, along with breakdowns of pay by individual employee, personnel category and fund sources is available at http://compensation.universityofcalifornia.edu/payroll2014/

2014 UC compensation information has also been reported to the California State Controller’s Office.

Below is a searchable database of payroll data. It may be used to search for pay information on an individual UC employee or a group of employees (e.g., employees with the same job titles). By clicking on the category headings at the top of the display, data may also be sorted by location, salary level, and other criteria.
Strategic Issues

• Not a zero-sum game
• Information is power
• The tools to do the job
Using a Win-Win Approach

• We both want the same thing

• You’ve made me an offer and I want to be able to accept it

• Make your value visible; what differentiates you from a typical starting Asst Professor?

• How to respond to a high, spot on, and, especially low offer
Sources of Leverage

- Information
- Other offers both potential and in hand
- How your request will benefit them
- Remind them of your strengths
- Talk to your future colleagues

- What is negotiable?
  - And, what I should be asking for (local knowledge)
Help them be creative

• If you are unable to get “A”, be prepared to move on to “B” and “C”

• Help the people you are negotiating with be creative in solving your problems, e.g., I understand you can’t fund “X” but can you increase the amount for “Y”?

• Focus on the substantive outcome not how they get there
I asked them to convert my moving expenses ($6k) into a slightly smaller signing bonus ($5k) and to pay my membership fees for the two professional associations. For reasons of accounting/funding they weren't able to convert my moving expenses into a signing bonus, but they counteroffered with a reduction in moving expenses by $3k and an equivalent salary increase provided I pay my own dues ($250). I was not expecting that type of counter offer, but it's a good deal! Thanks again. I wouldn't have been so assertive in my negotiations without your help, and I'm very happy with the final offer.
How to deal with elements that can’t be included in an official offer letter

• “I don’t remember offering you that lab space?!”

• Email the chair/dean with your summary of the negotiations and what was agreed upon

• “Hi. It was great talking to you today…”
Timing - When to start negotiating

• Not until they make an offer – Why?

• What If they insist on an expected salary up front?*

• But be prepared with a list of start up needs at the interview stage

• Who goes first?
Common Mistakes in Salary Negotiation

• Accepting an offer too quickly. Take at least 24 hours to evaluate the offer before accepting.

• Understating or not clearly understanding how your skills will benefit the organization. The ability to articulate how you bring value to the organization will help in the negotiation process.

• Declining an offer without factoring in the value of the benefits package or “quality of life” benefits.

• Being unprepared to counter arguments that the organization can’t afford to pay the salary you are asking, or to negotiate for additional benefits.
“Many women are so grateful to be offered a job that they accept what they are offered and don't negotiate their salaries, and often don't know the market value of their work.”
• Men starting salary 7.6% ($4000) higher than women

• Only 7% of Women negotiated vs 57% of Men

• Students who negotiated increased their salary by 7.4% or $4053
The final piece of advice is for would-be powerful female leaders themselves: be aware that, at least until social attitudes shift radically, you are not immune from these effects.

That doesn’t mean not negotiating but, rather, being strategic about it. “We’ve found that you need to offer an explanation for your demands that gives a legitimate reason that the other side finds persuasive,” Bowles says. “You need to signal concern for the broader organization: ‘It’s not just good for me; it’s good for you.’”
• Research the salary ranges
• Gauge your relative status
• Rank order your priorities
• Call future colleagues
• If they can’t do A, be prepared to move on to B & C
• They will not simply “Pull the Offer”
• Get it in writing (FedEx) before withdrawing elsewhere
Do I have data?

Dear Dr. Green,

I'm emailing to thank you for your helpful workshop on negotiation for Ph.D.s last week. I attended in preparation for signing an upcoming limited term contract, and I was able to negotiate at 120% of their first stipend offer.

Want a copy of this presentation?

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UNIVERSITY OF CALIFORNIA

career.berkeley.edu
Negotiate Now

- You have leverage - they want you

- You’re asking them to provide you with the research support you need to meet their expectations

- By Summer, the all the discretionary goodies will be gone (along with your leverage)

- You will be reminded (and pissed off) every time you see colleague X who isn’t as productive as you, but got a better deal