

# Appendix H – Checklist for Offer Negotiations

## Principles

This checklist, which is not exhaustive, has been generated to guide Deans in their consideration of issues of accessibility, equity and inclusion as they strive to foster a fair and transparent process for negotiating employment offers to recruit and retain new faculty hires.

## Guidance

Deans are encouraged to construct fair offer packages that are appropriately responsive to individualized faculty circumstances, while avoiding creating, reproducing or deepening any new, existing or future inequities across identifiable faculty groups. When negotiating with diverse candidates, consider accessibility, equity and inclusion implications for individuals and groups with respect to:

- starting salary<sup>3</sup>
- rank and tenure
- start date
- dual career/spousal/partner appointments or career supports [See [Spousal Hiring Policy](#)]
- reimbursement for visits to secure housing
- travel and home relocation reimbursement
- general benefits (e.g., health, tuition benefits for family)
- contract renewal and tenure
- retirement and pension
- distribution of time for teaching, advising, research, service and administration
- course release time
- research and teaching assistants
- research support (including creative work and lab start-up funds)
- travel and discretionary funds
- research leaves
- administrative support
- office and/or lab space, equipment and supplies
- mentorship

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<sup>3</sup> The Canadian Association of University Teachers has published a 2018 [Handbook for Negotiating Starting Salaries](#).