Negotiation Skills Every Faculty Member Needs: Part 1

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What is negotiation?

*a formal discussion between people who are trying to reach an agreement* - Webster’s Dictionary

- Problem-solving
- Is there a solution that can benefit both parties?
Mia — a recently hired assistant professor

- Offer - $83,000
- Negotiated 6% Increase
- Starting year salary - $87,980
- 30 year career
- 3% annual raise
- $236,926 more over career

Negotiation in Academic Medicine: Narratives of Faculty Researchers and Their Mentors


- Methods: February 2010 – August 2011 conducted semistructured in-depth telephone interviews
- Subjects: 100 former recipients of NIH mentored career development awards and 28 of their mentors
- Purpose: To understand medical faculty researchers’ experiences with and perception of negotiation
- Results:
  - Negotiations are important in academic medical careers.
  - Award recipients felt naïve and unprepared for negotiations.
  - Award recipients focused on power, leverage, and strategy.
  - Award recipients expressed the need for training and mentorship to learn negotiation skills.
  - Mentors expressed the importance of flexibility and shared interests in creating win-win situation for both the faculty and the institution.
What do you want to negotiate?

- Job?
- Raise?
- Different work hours?
- Work from home?
- Protected time?
- Resources for lab?
- ?

ASK FOR WHAT YOU NEED!!!

- Look for Opportunities
- Be a Risk Taker
- If you don’t ask, you won’t get
Approach to Negotiation

- Win at all cost
- Compromise at all cost
- Win - Win

Important Elements in a Negotiation

1. Attitudes
2. Knowledge
3. Interpersonal Skills
   - Effective verbal communication
   - Listening
   - Reducing misunderstanding
   - Rapport building
   - Problem solving
   - Decision making
   - Assertiveness (with caution)
   - Dealing with difficult situations

http://www.skillsyouneed.com/ips/negotiation.html
Prepare for the Negotiation - I

- Negotiation should be as collaborative as possible
- What is your intention?
- Consider the timing
  - Situation of the other party
  - Do not negotiate prematurely or put off the negotiation
  - Do not wait until you are frustrated or angry
- Do your homework
  - What you don’t know can hurt you
  - Your boss will have done his/her homework
  - Be prepared!
- Know your worth
  Chronicle of Higher Education
  AAMC Faculty Salary Survey Report

Prepare for the Negotiation - II

- Trust is important
- Be creative – think of different ways to get what you want
- Find ways to satisfy interests/Don’t get fixed on position
- Go with best case scenario in mind - Think positive and aim high. Include nice-to-haves
- Know Your BATNA (Best Alternative to a Negotiated Agreement)
- Turn lemons into lemonade - Anticipate what might happen when you ask – potential objections and your responses
- Be aware of your negotiating style and the other party’s negotiating style
Things “To Do” during the Negotiation - I

- Communicate what you want – Choose your words carefully in a nonthreatening tone

- Tailor the discussion - Why does it make sense to the organization or to the person you are negotiating with?

- Make it organization-focused - What is your value?

- Take credit for your accomplishments

- Ask the other party questions, so that you know his/her point of view – find a shared vision and common ground

Things “To Do” during the Negotiation - II

- Keep your eye on the prize - set your sights high and focus on the target (your goal)

- Be open and flexible, but not a pushover

- Don’t tell your bottom line unless you are ready to walk away

- Don’t walk away until you mean it

- Listen, use silence, and use body language to your advantage

- Get it in writing!
Things “**Not to Do**” during the Negotiation - I

- Negotiate via email or telephone
- Listen to the voice in your head / fear rejection
- Let your emotions take over
- Become unethical

Things “**Not to Do**” during the Negotiation - II

- Personalize the situation
- Resort to “fairness” language
- Apologize for asking
- Rush the process
Remember…

• “No” does not mean NO! It can mean no, maybe, or later.

• If the answer is “No”, ask what you can do to move to the next level.

• “No” – personal rejection or information to work with?

“Let us never negotiate out of fear. But let us never fear to negotiate.” — John F. Kennedy
Sources


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