

**The University of Arizona
Start Smart Checklist**

Consider this checklist as you negotiate your hiring package. While the following items will not be relevant for every position, they are listed here to describe the range of resources you may want to explore.

CATEGORY	DETAILS	MY REQUEST
Salary	Annual Salary	
	Salary Basis (9 Or 12 months)	
	Summer or Winter Session Salary	
Work Load Distribution	___% Teaching ___% Research ___% Service	
Teaching Responsibilities	Number and type of courses	
Research Support	Equipment (shared or individual) (attach details)	
	Core facilities	
	Personnel (type and salary level)	
	Type and amount of space	
	Miscellaneous - publications, copying, professional association memberships, long distance phone service (attach details)	
Teaching Responsibilities	Number and type of courses	
Office Set-Up	Space	
	Computing Needs	
Relocation	Home	
	Lab	
	Office	
Other	Start date	
	Accommodations for a disability	
	Position for Spouse/Partner	
	Other	
	Credit toward tenure	