



**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
<b>Salary</b>	Annual Salary	
	Salary Basis (9 Or 12 months)	
	Summer or Winter Session Salary	
<b>Work Load Distribution</b>	___% Teaching ___% Research ___% Service	
<b>Teaching Responsibilities</b>	Number and type of courses	
<b>Research Support</b>	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)	
<b>Teaching Responsibilities</b>	Number and type of courses	
<b>Office Set-Up</b>	Space	
	Computing Needs	
<b>Relocation</b>	Home	
	Lab	
	Office	
<b>Other</b>	Start date	
	Accommodations for a disability	
	Position for Spouse/Partner	
	Other	
	Credit toward tenure	