

REGULATIONS FOR APPOINTMENTS AND PROMOTIONS

PART 1	THE ACADEMIC TRACKS: CHAPTERS 1 - 16
<u>CHAP. 1</u>	APPOINTMENTS AT THE RANK OF LECTURER OR SENIOR LECTURER (WITHOUT TENURE)
<u>CHAP. 2</u>	NEW APPOINTMENTS AT THE RANK OF ASSOCIATE PROFESSOR AND ABOVE
<u>CHAP. 3</u>	PROCEDURES INVOLVED IN GRANTING TENURE AND PROMOTION DURING TRIAL PERIOD
<u>CHAP. 4</u>	PROMOTION OF TENURED TEACHERS FROM THE RANK OF SENIOR LECTURER TO THE RANK OF ASSOCIATE PROFESSOR
<u>CHAP. 5</u>	PROMOTION OF TENURED TEACHERS TO THE RANK OF FULL PROFESSOR
<u>CHAP. 6</u>	PARALLEL TRACK
<u>CHAP. 7</u>	CLINICAL TRACK
<u>CHAP. 8</u>	RESEARCHERS TRACK
<u>CHAP. 9</u>	PRACTICE ASSOCIATES TRACK
<u>CHAP. 10</u>	ADJUNCT TRACK
<u>CHAP. 11</u>	EXTERNAL TEACHERS TRACK
<u>CHAP. 12</u>	VISITORS
<u>CHAP. 13</u>	APPOINTMENT OF IMMIGRANT SCIENTISTS IN THE “KAMEA” – ABSORPTION OF IMMIGRANT SCIENTISTS PROGRAM
<u>CHAP. 14</u>	ASSISTANTS AND INSTRUCTORS TRACK
<u>CHAP. 15</u>	TEACHING TRACK
<u>CHAP. 16</u>	JUNIOR TEACHING AND RESEARCH ASSISTANTS
PART 2	THE RESPONSIBLE BODIES: CHAPTERS 17-24
<u>CHAP. 17</u>	DEVELOPMENT COMMITTEE
<u>CHAP. 18</u>	SCREENING COMMITTEES
<u>CHAP. 19</u>	FACULTY APPOINTMENTS COMMITTEE
<u>CHAP. 20</u>	PROFESSIONAL COMMITTEES
<u>CHAP. 21</u>	PROCESS OF EVALUATION BY EXTERNAL REFEREES, CONDUCTED BY THE DEAN
<u>CHAP. 22</u>	UNIVERSITY APPOINTMENTS COMMITTEES
<u>CHAP. 23</u>	SUPREME APPOINTMENTS COMMITTEE-
<u>CHAP. 24</u>	APPOINTMENTS COMMITTEE FOR THE PARALLEL TRACK
PART 3	
<u>CHAP. 25</u>	HEARING
<u>CHAP. 26</u>	NON-PARTICIPATION OF A PERSON IN DIFFERENT STAGES OF A SINGLE PROCEDURE

CHAP. 27

CONFIDENTIALITY AND PROVISION OF INFORMATION

PART 4

APPENDICES

APPENDIX A:	INTEGRATION OF THE APPOINTMENT INTO THE TEACHING AND RESEARCH PROGRAM OF THE UNIT
APPENDICES B – H:	WORDING OF THE LETTERS FOR THE PROCESS OF EVALUATION BY EXTERNAL REFEREES
APPENDIX I	GUIDELINES FOR PREPARING CURRICULUM VITAE – HEBREW & ENGLISH
APPENDIX J	GUIDELINES FOR PREPARING LIST OF PUBLICATIONS
APPENDIX K	QUESTIONNAIRE REGARDING ACADEMIC ACTIVITY
APPENDIX L	REPORT ON CLASSROOM VISITS

PART 1 THE ACADEMIC TRACKS

CHAP. 1 APPOINTMENTS AT THE RANK OF LECTURER OR SENIOR LECTURER (WITHOUT TENURE)

Qualifications

1. A person appointed to the position of lecturer or senior lecturer (without tenure) must hold a doctoral degree (Ph.D. or an equivalent degree); he/she will, as a rule, have completed an additional period of continued professional education and proved his/her progress in research, and his/her work must demonstrate the existence of clear potential to become a leading researcher and teacher in his/her field.
2.
 - a. A person appointed as a lecturer in a clinical profession must be a doctor with an MD or DMD degree who has successfully passed the Stage 2 internship examinations and has participated in teaching for three years. The appointment of lecturers in the clinical field will be conditional upon the progress of the candidate in research, teaching and clinical service. Appointments in the clinical field will be related to the teaching needs.
 - b. Appointments in the clinical professions in the Faculty of Medicine and the Faculty of Dental Medicine are subject to the rules of affiliation with “Hadassah” and other hospitals. Appointments of employees of the Veterinary Hospital in the School for Veterinary Medicine are subject to the Agreement between the University and the Veterinary Hospital.
 - c. The academic appointment of a “Hadassah” employee (or of an affiliated hospital) who has stopped teaching will be cancelled.
3. The rank of senior lecturer (without tenure) may be granted to a person whose work demonstrates independence, creativity and research productivity and has achieved recognition amongst researchers in that field, and who has to his/her credit significant scientific publications that are not part of his/her doctoral thesis.

Available Tenured Position and Compatibility with Development Programs

4.
 - a. A new appointment is conditional upon confirmation of the existence of an available tenured position in the framework of the budget of the Faculty (or School).
 - b. A new appointment will be consistent with the multi-year development programs of the faculty, as approved by the faculty development committee.

Extent of the Appointment

5.
 - a. An appointment in the regular academic track shall be for a full-time position.
 - b. In the Faculty of Medicine, a clinical teacher may be appointed to the rank of lecturer in a half-time academic position as well. This is contingent upon the person being employed in a full-time position at Hadassah Hospital or at an affiliated hospital. The academic requirements for appointment to a half-time academic position and the length of the trial period are identical to those pertaining to appointments to a full-time academic position. The promotion of these teachers, or the transfer of a teacher employed in a half-time academic position in the clinical track to the regular track (at the rank of senior lecturer and higher) require the allocation of a full time academic position.

The Appointment Procedure

6. The procedure for a new appointment includes the following stages:
 - (1) A public call for candidates;
 - (2) Deliberation in the Screening Committee
 - (3) Deliberation in the Faculty Appointments Committee
 - (4) Decision of the Dean
 - (5) Approval of the President and the Rector

Public Call

7.
 - a. The procedure for a new appointment shall begin with the publication of a public call for submitting candidacy. The call may relate to a single position or several positions, and it may be for a particular field or general (with or without details of the preferred fields for that year).
 - b. In special circumstances the Dean may, with the approval of the Rector, conduct an appointments procedure without issuing a public call.
 - c. Issuing a public call shall not prevent the appointment of a person who did not submit his/her candidacy following that call.

Submitting Candidacy and Preparation of the File

8. A candidate for a new appointment shall submit the following documents:
 - (1) Curriculum vitae, in English (see Appendix I-2)
 - (2) List of publications (see Appendix J)
 - (3) A scientific biography, in English (1-3 pages long), containing a description of the candidate's scientific work to date, an elaboration of his/her future plans, and a brief description of his/her relative contribution to publications in which he/she is not the sole author;
 - (4) Copies of his/her main scientific works;
 - (5) Reports on teaching and student surveys in other institutions (where such exist);
 - (6) Evaluation from experts who know the candidate's work well (doctoral dissertation supervisors, hosts for post-doctoral research etc.), to be sent directly to the head of the relevant academic unit; the evaluations should address the scientific achievements of the candidate, his/her academic potential, his/her personal attributes and his/her suitability for appointment in the regular academic track. A faculty may lay down a requirement whereby evaluations are to be written following a request from the head of the academic unit, and not at the request of the candidate.
9.
 - a. The candidate's file will also include reports of classroom visits and student surveys at the Hebrew University (if such exist).
 - b. In the event of a candidate for appointment to a unit that is not his/her disciplinary unit – the evaluation of the disciplinary unit.
 - c. The faculty will determine if the evaluations of the doctoral dissertation are to be included in the candidate's file.

The Screening Committee

10. The files of all the candidates in its field will be submitted to the Screening Committee.
11. The Screening Committee shall conduct a preliminary examination of the candidates and shall decide which of them merit further examination. In regard to these latter, the examination shall include the receipt of written evaluations of their work from at least two referees.
12. The Screening Committee shall rank the candidates whom it has deemed worthy for a position by virtue of their academic excellence, and it shall recommend the proposed rank for each of them.

The Faculty Appointments Committee

13. The candidate's complete file, including additional evaluations received by the Screening Committee, shall be submitted to the Faculty Appointments Committee. In addition, detailed recommendations from the head of the department or the institute shall be submitted to the Faculty Appointments Committee, and such recommendations shall address in detail the necessity of the appointment in light of the entire research and teaching needs of the unit, and it shall describe in detail the program for the candidate's integration (see also Appendix A: "Integration of the Appointment into the Teaching and Research Program of the Unit").
14. The discussions in the Faculty Appointments Committee will be summarized in a detailed report relating to all the material submitted to the committee. Emphasis shall be placed on the academic level of the candidate, and how he/she fits in with the faculty's development program. The report shall describe the opinions that were expressed both for and against in the discussions. The committee shall decide by a secret ballot.

The Dean

15.
 - a. The Dean is authorized to participate in the deliberations of the Faculty Appointments Committee even if he/she is not a member of the committee.
 - b. In the event that the Dean is not a member of the committee, its decision will be regarded as a recommendation to the Dean. In this case, the Dean will submit the entire file, together with his/her decision concerning the appointment (indicating the number of the position that the candidate is intended to fill), for ratification by the President and the Rector, in the following cases only:
 - (1) If his/her decision was affirmative, and at least one third of the members of the Faculty Appointments Committee so recommended.
 - (2) If his/her decision was negative, and more than half the members of the committee recommended an affirmative decision.
 - c. In the event that the Dean was a member of the Faculty Appointments Committee, or was its chair, the Dean will submit the entire file, which includes the decision of the committee concerning the appointment (indicating the number of the allocated tenured position that the candidate is intended to fill), for ratification by the President and the Rector, if a majority of the members of the committee voted in favor of the appointment.

- d. In his/her letter to the President and the Rector, the Dean will summarize the file, addressing the desired appointment in the framework of the Faculty's development program, and the manner by which the candidate was selected.

The President and the Rector

- 16. Every decision concerning the new appointment of a lecturer or a senior lecturer without tenure requires ratification by both the President and the Rector.

The Period of the Appointment

- 17. The initial period of appointment of a lecturer and a senior lecturer is four years.
- 18.
 - a. The total trial period of a lecturer or a senior lecturer shall not exceed 6 years.
 - b. The period of appointment as a teaching associate at the rank of lecturer shall be included in the total number of years of the trial period.
 - c. Unpaid leave that is not for the purpose of academic work shall not be included in the trial period.
 - d. A period of continuing professional development (CPD), whether or not the lecturer utilized his/her sabbatical fund, shall be counted in the trial period.
 - e. The status of unpaid leave of another type will be determined for this purpose by the Rector, taking into consideration the recommendation of the Dean.
 - f. The trial period of a female member of faculty who gave birth during this period shall be extended by one year, and the trial period of a female member of faculty who gave birth twice or more during this period shall be extended by two years.
- 19.
 - a. In exceptional cases only, the trial period may be extended by an additional year (and this also applies to cases in which the trial period has been extended due to birth as stated in sec 18(f) above) for academic reasons or due to special personal circumstances.
 - b. Extension of the trial period for academic reasons requires -
 - (1) The recommendation of the professional committee;
 - (2) The recommendation of the Dean;
 - (3) The approval of the Rector.
 - c. Extension of the trial period due to special personal circumstances which may delay progress in research shall be initiated at the request of the teacher. The request shall be made prior to the date of convening of the professional committee towards the fourth or sixth year of the trial period. The Dean will submit his/her recommendation to the Rector, who shall decide on the matter.

Mentor Teacher

- 20. At the start of the appointment, the Dean will appoint a mentor teacher who will help the new teacher in his/her first years at the University and guide him/her with respect to integration in research, in teaching and in other University activities.

[Instructions for Mentor Teachers for New Members of Staff](#)

Deliberations at the End of the First Trial Period

21.
 - a. Towards the end of the third year and no later than the beginning of the fourth year of the appointment, the Dean will prepare a file that includes the following documents:
 - (1) Curriculum vitae in English (see Appendix I-2);
 - (2) List of publications (see Appendix J);
 - (3) A scientific biography, in English (1-3 pages long), containing a description of the candidate's scientific work to date and his/her future plans, and also a brief description of his/her relative contribution to publications on which he/she is not the sole author, which were published since his/her last promotion;
 - (4) A recommendation to promote him/her (if such exists);
 - (5) The report of the Faculty Appointments Committee from the first appointment;
 - (6) A report about the quality of the candidate's teaching and the academic work (Appendix K), reports of classroom visits (Appendix L) and the student surveys.
 - b.
 - (1) The Dean shall appoint, with the approval of the Rector, a professional committee in accordance with Chapter 20 below. The Dean shall submit to the Rector the documents specified in subsections (a)(1-3) above in order to obtain his/her approval.
 - (2) In the event that the Dean intends to ask the professional committee to consider recommending the commencement of a procedure for promotion and tenure, or only the granting of tenure at the rank of senior lecturer, the Dean will inform the Rector thereof and submit to him/her the documents specified in subsections (a) (1-6) above.
 - c. The Dean shall submit the file to the professional committee and instruct it to discuss the file and prepare a report concerning the candidate (see Chapter 20 below).
22. The professional committee shall recommend one of the following possibilities to the Dean:
 - (1) The commencement of a procedure for promotion and tenure, or only to grant tenure at the rank of senior lecturer and extension of the appointment for that purpose;
 - (2) Non-extension of the appointment at the end of the fourth year;
 - (3) Extension of the appointment for a period not exceeding two years.
23. If, in the course of the discussions of the professional committee, a possibility arises that the committee will recommend that the appointment not be extended beyond the fourth year, the committee will interrupt its discussions and notify the Dean, in order that a hearing be held in accordance with Chapter 25 below.
24.
 - a. Upon receiving the report of the professional committee, the Dean will decide how to proceed and will notify the teacher of his/her decision. A copy of the report and the notice to the teacher will be sent to the Rector.

25. a. If, after receiving the report of the professional committee, the Dean considers the possibility of not extending the appointment at the end of the fourth year, the provisions of Chapter 25 below shall apply with respect to conducting a hearing in the presence of the Dean.
- b. If the Dean decides not to extend the appointment at the end of the fourth year, he/she must also notify the Rector accordingly.
- The Dean may not decide on the non-extension of the appointment as aforesaid, if two-thirds of the members of the professional committee were of the opinion that the appointment should be extended or that tenure proceedings should be commenced.
26. If the Dean has decided to extend the appointment, he/she or whomsoever he/she appoints on his/her behalf shall meet with the teacher and notify him/her of the main points of the report of the professional committee, including recommendations concerning the continuation of his/her work towards the granting of tenure. A written summary of the conversation will be sent to the teacher.
27. a. In the event that the Dean decides to initiate the procedure for promotion and tenure, or only to grant tenure at the rank of senior lecturer, and advance notice has been sent to the Rector as aforesaid in section 21(b)(2), the procedure will continue in accordance with Chapter 3 below.
- b. In a case where no notice has been given as aforesaid in subsection (a) above, the entire file must be sent to the Rector before the procedure continues.
28. A faculty committee comprising at least 3 members shall discuss at the end of the initial trial period, the teachers of the clinical professions at the Faculty of Medicine, who are employees of Hadassah Hospital or affiliated hospitals (instead of the discussions in the professional committees as described above).

Initial Appointment at the Rank of Senior Lecturer with Tenure

29. In special cases, it is possible to appoint a senior lecturer with tenure from the beginning of the appointment. Such an appointment is subject, with the necessary changes, to the provisions of Chapter 3 below.

CHAP. 2 NEW APPOINTMENTS AT THE RANK OF ASSOCIATE PROFESSOR AND ABOVE

Qualifications

1. a. A person appointed at the rank of associate professor shall be a researcher whose work attests to continued creativity and productivity in research, and has achieved recognition amongst scholars in that field in Israel and abroad.
- b. A person appointed at the rank of full professor shall be a researcher whose work attests to continued creativity and productivity in research, and who has made his/her mark on the field in which he/she is engaged and has achieved international standing.
- c. Appointments in the clinical professions in the Faculty of Medicine and the Faculty of Dental Medicine are subject to the rules of affiliation with “Hadassah” and other hospitals. The academic appointment of an employee of “Hadassah” (or an affiliated hospital) who has stopped teaching will be cancelled.
2. a. A new appointment is conditional upon confirmation of an available tenure-track position in the framework of the budget of the Faculty (or School).
- b. A new appointment will be consistent with the multi-year development plans of the faculty, as approved by the faculty development committee.

Extent of the Appointment

4. The procedure for a new appointment at the rank of associate professor or full professor shall include the following stages:
 - (1) Public call for candidates;
 - (2) Deliberation in the Screening Committee;
 - (3) Decision of the Dean regarding continuation of the procedure;
 - (4) Evaluation by external referees;
 - (5) Discussion in the Faculty Appointments Committee;
 - (6) Decision of the Dean;
 - (7) Discussion in the University appointments committee;
 - (8) Ratification by the President and the Rector.

Public Call

5. The provisions of section 7 of Chapter 1 of the Regulations shall apply to the public call. Appointments in the clinical professions in the Faculty of Medicine and the Faculty of Dental Medicine are subject to the rules of affiliation with “Hadassah” and other hospitals.

Submission of Candidacy and Preparation of a File

6. a. A candidate for a new appointment at the rank of associate professor or full professor shall submit the following documents with his/her application:
 - (1) Curriculum vitae, in English (see Appendix I-2)
 - (2) List of publications (see Appendix J)
 - (3) A scientific biography, in English (1-3 pages long), containing a description of the candidate’s scientific work to date, an elaboration of his/her future plans,

and a brief description of his/her relative contribution to publications on which he/she is not the sole author;

- (4) Copies of his/her main scientific works;
 - (5) Reports on teaching and student surveys in other institutions (where such exist).
- b. The candidate's file will also include the following documents:
- (1) Reports of classroom visits and student surveys at the Hebrew University (if such exist);
 - (2) In the case of a candidate for appointment to a unit that is not his/her disciplinary unit – the evaluation of the disciplinary unit;
 - (3) Detailed recommendations of the head of department or institute, which will also address in detail the necessity of the appointment in light of the research and teaching needs of the unit, and specifications of the integration program for the candidate see also Appendix A: "Integration of the Appointment into the Teaching and Research Program of the Unit").

The Screening Committee

- 7. a. A proposal for a new appointment will be discussed by the Screening Committee. A member of the Screening Committee may not participate in a discussion of the appointment of a candidate at a higher rank than his/her own. If the committee finds that the candidate merits appointment at one of these ranks, it shall prepare a report regarding the candidate to serve as a basis for the decision of the Dean regarding the continuation of the procedure for appointment at that rank. The work of the Screening Committee shall be subject, with the necessary changes, to the provisions applying to the work of the professional committee under Chapter 20 below.
- b. In selecting the external referees, the Dean will be aided by a list submitted to him/her by the Screening Committee. In the event that the Dean decided on the continuation of the procedure in accordance with the recommendation of the Screening Committee, he/she will seek external evaluations in accordance with the provisions of Chapter 21 below. In the event that the Dean decides to proceed with a procedure for appointment to a lower rank, the appointments procedure will continue in accordance with the provisions of Chapter 1 of these Regulations.

The Faculty Appointments Committee and the Dean

- 8. After completing the process of external evaluation (and at the discretion of the Dean, even prior to completion of that process), the file shall be submitted to the Faculty Appointments Committee for consideration, and the provisions of sections 13 and 14 of Chapter 1 of the Regulations shall apply, with the necessary changes.
- 9. a. The Dean may participate in the discussions of the Faculty Appointments Committee even if he/she is not a member of the committee.
- b. In the event that the Dean is not a member of the committee, its decision will be regarded as a recommendation to the Dean. In this case, the Dean will submit the entire file, together with his/her decision, to the appointments committee for ranks with tenure in the following cases only:
 - (1) If his/her decision was affirmative, and at least one-third of the members of the Faculty Appointments Committee so recommended.

- (2) If his/her decision was negative, and the recommendation of more than half the members of the committee was affirmative.
- c. In the event that the Dean was a member of the Faculty Appointments Committee, or was its chair, he/she will submit the entire file, including the committee's decision concerning the appointment, to the appointments committee for ranks with tenure, if the majority of the members of the committee voted in favor of the appointment.

The University Appointments Committee – Application of Provisions

- 10. The provisions of Chapters 22 and 23 below will apply to discussions in the appointments committee for ranks with tenure and in the Supreme Appointments Committee (if the file comes before it).

11. Trial Period

- a. The initial period of appointment of an associate professor is three years. The total trial period of an associate professor shall not exceed five years. Calculation of the period, the possibility of extending the total trial period by one additional year, the appointment of a mentor teacher, and the discussion at the end of the first trial period, shall be subject, with the necessary changes, to the provisions of sections 18(c)-(f), and 19-28 of Chapter 1 of the Regulations.
- b. Tenure may be granted to an associate professor before the end of the trial period, and in exceptional cases, even from the date of the appointment itself.
- c. An initial appointment at the rank of full professor normally entails tenure from the date of the appointment. A full professor may be appointed for a trial period of three years, and in such a case, the provisions concerning the trial period that apply to the initial appointment of an associate professor, as stated in subsection (a) above, shall apply. Granting of tenure to a person whose initial appointment is at the rank of full professor shall be conducted in a shortened procedure, as described in sections 30 and 31 of Chapter 3 below.

Accelerated Procedure

- 12. In cases in which a new appointment at the rank of associate professor or full professor is urgent, it is possible to omit the discussion in the appointments committee for ranks with tenure, and the Dean is authorized to submit the file for the approval of the President and the Rector in an accelerated procedure. In such a case, the external evaluation process as provided in Chapter 21 of the Regulations will not be conducted, but the Screening Committee will receive opinions regarding the work of the candidate from referees outside the University.
- 13. The appointment of a teacher by way of an accelerated procedure shall be for a period of three years, without tenure. The appointment may be extended for a period not exceeding two additional years, after discussion in the professional committee.
- 14. In the event that the initial appointment was by way of an accelerated procedure, the full procedure will be followed at the time that tenure is awarded.

CHAP. 3 PROCEDURES INVOLVED IN GRANTING TENURE AND PROMOTION DURING THE TRIAL PERIOD

Last updated: 13.9.16

1. Rank of Tenure

1. Tenure shall be granted at the rank of senior lecturer and above.

2. End of the Trial Period

Appointment Procedure

2. The procedure involved in granting tenure at the end of the trial period of a teacher includes the following stages:
 - (1) Discussion in the professional committee;
 - (2) Decision of the Dean;
 - (3) Process of evaluation by external referees;
 - (4) Discussion in the University appointments committee;
 - (5) Ratification by the President and the Rector.

Preparation of the File

3. Towards the end of the trial period of a teacher at the rank of lecturer and above, the Dean shall prepare a file that includes the following documents:
 - (1) Curriculum vitae, in English (see Appendix I-2)
 - (2) List of publications (see Appendix J)
 - (3) A scientific biography, in English (1-3 pages long), containing a description of the candidate's scientific work to date, an elaboration of his/her future plans, and a brief description of his/her relative contribution to publications on which he/she is not the sole author since his/her last promotion;
 - (4) A proposal for promotion in rank (if such exists);
 - (5) A report about the quality of the teaching and the academic work (Appendix K), reports about visits to classes (Appendix L) and the student surveys.
 - (6) Confirmation of participation in a teaching workshop;
 - (7) The report of the Faculty Appointments Committee from the procedure for the initial appointment;
 - (8) The report of the professional committee from the end of the first trial period;
 - (9) The report of the University appointments committee (if such exists).

The Professional Committee

4. The Dean shall establish, with the approval of the Rector, a professional committee in accordance with Chapter 20 below. For the purpose of receiving the Rector's approval, the Dean will submit to him/her the documents enumerated in subsections (1)-(3) of section 3 above.
5. The Dean shall submit the file to the professional committee, and instruct it to convene to discuss and to prepare a report on the candidate (see Chapter 20 below).

6. Immediately after receiving the file and reading it, the committee shall suggest a list of around 10-12 external referees to the Dean, unless it appears possible that the committee will recommend the termination of the candidate's employment.
7. The professional committee shall submit the report to the Dean within two months of the date of its appointment. In the event that the committee recommended continuing the procedure and has not already submitted a list of external referees to the Dean as stated in section 6 above, the report shall also include a list of around 10-12 external referees. (For a description of the functions and the operation of the professional committee, see Chapter 20 below).
8.
 - a. The professional committee may make one of the following recommendations:
 - (1) Regarding a teacher at the rank of lecturer – promotion and granting of tenure, or termination of his/her employment;
 - (2) Regarding a senior lecturer or an associate professor – granting of tenure, or promotion and granting of tenure, or termination of his/her employment;
 - (3) Regarding a full professor – granting of tenure, or termination of his/her employment.
 - b. In exceptional cases only, the committee may recommend an extension of the trial period for an additional year for academic reasons (for extension of the trial period for special personal reasons, see section 19 in Chapter 1).
 - c. If, in the course of the discussion in the professional committee, it appears possible that the committee will recommend the termination of employment, the committee will interrupt its discussions and notify the Dean accordingly, in order that a hearing be conducted in accordance with Chapter 25 below.

The Dean's Handling of the Report of the Professional Committee

9.
 - a. If after receiving the report of the professional committee, the Dean considers the possibility of terminating the teacher's employment, the provisions of section 25 below shall apply regarding a hearing.
 - b. In the event that the Dean finds, in light of the report of the professional committee and considering the hearing that was conducted with the teacher, that the teacher's employment should be terminated, he/she shall notify the teacher accordingly with a copy to the Rector, the chairperson of the professional committee, and if he/she had already referred the matter of a process of evaluation by external referees to the University appointments committee – then to the chairperson of the University appointments committee as well. The Dean may not decide to terminate the employment of a teacher if two-thirds of the members of the professional committee were of the opinion that he/she ought to be granted tenure or that his/her trial period should be extended in accordance with section 8(b) above.
10. In the event that the Dean decides, in light of the report of the professional committee, to continue with the procedure, he/she shall notify the teacher of his/her decision.

Procedure of Evaluation by External Referees

11. After receiving a proposal for a process of evaluation by external referees from the professional committee – whether at the beginning of the professional committee’s work or on the basis of its final report – the Dean will determine the composition of the list of external referees after receiving the approval of the chairperson of the University appointments committee (see Chapter 21 below). The letters to the referees shall be signed and sent by the Dean or whomsoever he/she appoints for that purpose (see Appendix C).
12. If the process of evaluation by external referees was conducted parallel to the work of the professional committee, the evaluations received will not be passed on to the professional committee.

Hearing

13. In the event that upon completion of the process of evaluation by external referees and towards the writing of the final summary letter in the file, the Dean is of the opinion the University appointments committee may possibly decide to terminate the teacher’s employment, the provisions of section 25 will apply regarding a hearing.

Discussion in the University Appointments Committee

14. Once the report of the professional committee and the external referees’ letters have been received, the Dean will submit the file, including all the referees’ letters, and together with a report on how the process of external evaluation was conducted, his/her opinion, his/her response to the referees’ letters that were received, and the minutes of the hearing – if held – to the appointments committee for ranks with tenure. He/she will also address the comments that appeared in the report of the appointments committee that discussed the candidate’s appointment or previous promotion.
15.
 - a. The Dean shall present the file to the appointments committee, and he/she shall not be present during the discussion. The chairperson of the appointments committee is authorized to invite an expert or experts in order to assist the committee in evaluating the scientific achievements of the candidate, at the suggestion of the Dean or with his/her consent. For this purpose, the chairperson will send the expert the curriculum vitae of the candidate, a list of publications and his/her scientific biography. As a rule, the Dean will be permitted to be present when the expert is being heard.
 - b. In special cases, the committee may ask the Dean to conduct additional process of evaluation by external referees or it may conduct such a process itself.
 - c. If, in the course of the discussions of the appointments committee, it appears possible that the committee will decide not to grant the teacher tenure, and a hearing has not previously been conducted for the teacher, the committee will interrupt its discussion in order to allow for a hearing to be conducted in accordance with Chapter 25 below.
16. Minutes shall be taken of the discussions of the appointments committee, and the opinions voiced for and against the promotion recorded therein. The vote shall be by secret ballot and irrevocable, subject to the possibility of returning the file for discussion in the committee as provided in section 15 of Chapter 23 below. The Dean shall notify the candidate of the decision of the appointments committee and inform him/her that this decision requires ratification by the President and the Rector, and that it is subject to the possibility of a further discussion in the Supreme Appointments Committee.

17. All decisions of the appointments committee require ratification by the President and the Rector. They may submit any case to the Supreme Appointments Committee for further discussion (see Chapter 23 below).
18.
 - a. The decisions of the appointments committee will be reported to the members of the Supreme Appointments Committee and to the relevant Dean, and each of these is authorized, within two weeks of distribution of the material, to ask the President and the Rector to hold a further hearing in the Supreme Appointments Committee.
 - b. A report of the decisions of the appointments committee will be sent to the director general of the "Hadassah" Medical Organization with respect to teachers from the Faculties of Medicine and Dental Medicine who are employees of "Hadassah" or affiliated hospitals, and he/she may refer the decisions of the appointments committee to the Supreme Appointments Committee for further discussion, after consulting with the relevant Dean, in accordance with the affiliation agreement between the Hebrew University and "Hadassah".
19. Absent a decision to conduct a further discussion, the decision of the appointments committee shall receive final validity upon ratification by the President and the Rector as aforesaid.
20. In the event that the President and the Rector have decided to conduct a further discussion in the Supreme Appointments Committee and in their opinion there is a possibility that the Committee will decide not to grant tenure, and the teacher has not yet had a hearing, the President and the Rector shall conduct a hearing for the teacher prior to the further discussion, in accordance with Chapter 25 below.
21. Minutes shall be taken of the discussions in the Supreme Appointments Committee, recording the opinions that were expressed on either side. The chairperson of the appointments committee or another member of the committee shall be summoned to testify before the Supreme Appointments Committee. In exceptional cases, the Dean may be summoned to testify before the Committee.
22. If, in the course of the discussion in the Supreme Appointments Committee it appears possible that the Committee will decide not to grant tenure, and a hearing has not yet been conducted for the teacher, or in the hearing that was conducted for the teacher, the reasons expressed in the discussion in the Supreme Appointments Committee were not presented to the teacher, the discussion in the Committee will be interrupted, and the President and the Rector will conduct a hearing for the teacher in accordance with Chapter 25 below.

Reporting to the Teacher

23. At the end of the procedure, the Dean shall report to the teacher on the comments that were raised in the course of the procedure, which may contribute to an improvement in the teacher's future work. For this purpose, the Dean may consult with the chairperson of the University appointments committee that discussed the file.

3. Promotion or Granting Tenure Before the End of the Trial Period

24. The promotion of a lecturer, a senior lecturer or an associate professor who does not have tenure entails the granting of tenure. Nevertheless, a lecturer may be promoted to the rank

of senior lecturer without tenure being granted, on condition that the procedure for promotion begins before the end of the fourth year of his/her appointment.

25. The promotion of a lecturer to the rank of senior lecturer without tenure being granted shall follow the procedure described in Chapter 4 below, with the necessary changes.
26. The promotion of a lecturer to the rank of senior lecturer with tenure before the end of the trial period shall follow the procedure described in sections 2-23 above, with the necessary changes.
27. In case a proposal to promote a lecturer is submitted to the University Appointments Committee after four years have elapsed since his/her appointment, the promotion entails the granting of tenure.
28. The procedure of granting tenure to a teacher who has been promoted to the rank of senior lecturer without tenure in the course of the trial period shall begin at the latest at the beginning of the sixth year of his/her appointment at the rank of lecturer.
29. If the appointments committee (including the Supreme Appointments Committee) decides not to approve the granting of tenure, and the last year of the teacher's trial period has not yet begun, his/her appointment will be extended to cover the whole of the standard trial period (in the event that he/she does not have a letter of appointment for that period), and an additional procedure will be held. Nevertheless, the appointments committee (including the Supreme Appointments Committee) shall, at the same time, be authorized to decide with a majority of two-thirds and in a secret ballot, that the trial period will not be extended and that an additional procedure should not be held. Prior to conducting a vote on a proposal for such a decision, any discussion shall be interrupted and a hearing conducted for the teacher in accordance with Chapter 25 below.

Accelerated Procedure for Tenure

30. If it has been proposed to grant tenure to a senior lecturer within four years of the date of his/her appointment at the University, or to an associate professor within three years of the date of his/her appointment at the University, it is permissible to follow an accelerated procedure for tenure, on condition that the full procedure was followed for the initial appointment and that the appointments committee (including the Supreme Appointments Committee) voted to allow it.
31.
 - a. In an accelerated procedure for tenure, the Dean shall submit the file directly for the approval of the President and the Rector, without discussion in the University appointments committee.
 - b. The file must contain:
 - (1) Curriculum vitae, in English (see Appendix I-2)
 - (2) List of publications (see Appendix J)
 - (3) Reports of classroom visits (Appendix L) and student surveys since the appointment.
 - (4) All the material included in the file for the initial appointment.

- c. The President and the Rector may authorize the granting of tenure, or submit the file to the Supreme Appointments Committee for discussion, or return it to the Dean in order that a regular procedure for the granting of tenure be conducted.

Extension of the Trial Period in Order to Conduct a Procedure

- 32. The appointment of a teacher whose trial period ends on September 30 and in respect of whom a procedure for granting tenure has commenced before April 1 of that year will be extended for an additional year in order to allow for the procedure to be conducted (with the possibility of an additional extension). If the procedure does not end positively, the teacher's appointment will terminate at the end of the extension period or half a year after the negative decision, whichever is later.

Termination of Employment

- 33. A teacher whose trial period ends on 30 September and for whom a procedure for promotion has not commenced by March 31, shall receive a letter of termination of employment before April 1 of that year. If a procedure has commenced after April 1 but before October 1, the letter of termination of employment will be withdrawn and he/she will be treated as specified in the previous section.
- 34. The employment of a teacher who received notice of termination of employment for September 30, and by that date no procedure for his/her promotion has commenced, will terminate on October 1.

Renewal of Discussion of an Appointment

- 35. No proposal may be submitted for a new appointment of a teacher who has worked at the University and whose employment has been terminated until two years have elapsed since the termination of his/her employment. The Dean's proposal for such an appointment prior to the end of two years requires the Rector's approval.

4. Hospital Workers

- 36. The procedures described in this Chapter will be followed also with respect to teachers who are employed by the "Hadassah" Hospital or affiliated hospitals (in the clinical or para-clinical professions), but without entailing tenure at the Hebrew University. In such cases, the words "termination of employment" will be replaced by "termination of the appointment at the University"; the words "promotion and granting of tenure" will be replaced by "promotion"; and the words "granting tenure at that rank", will be replaced by "ratification of the academic rank at the University".

CHAP. 4 PROMOTION OF TENURED TEACHERS FROM THE RANK OF SENIOR LECTURER TO THE RANK OF ASSOCIATE PROFESSOR

Promotion Procedure

1. The procedure for the promotion of a senior lecturer with tenure to the rank of associate professor includes the following stages:
 - (1) The Dean's decision to commence the procedure;
 - (2) Discussion in the professional committee;
 - (3) The recommendation of the Dean;
 - (4) Approval of the President and the Rector (or transfer to the Supreme Appointments Committee).

The Initiative for the Promotion

2.
 - a. The initiative for promotion from the rank of tenured senior lecturer to associate professor may come from any tenured member of the academic staff. The proposal shall be submitted to the Dean.
 - b. The Dean shall review all those teachers who have remained at the rank of senior lecturer for five years and who have not been proposed for promotion, in order to determine whether the time has come to begin the procedure for their promotion.

Time of Submission

3. Proposals may be submitted throughout the academic year.

Authority of the Dean in Advancing the Initiative for Promotion

4. The Dean has the authority to decide whether to advance the initiative for promotion in rank. If the Dean decides not to do so, he/she shall provide written reasons for his/her refusal to the Rector. If the Dean refuses to promote the initiative for promotion a second time after at least one year has passed, his/her refusal may be appealed to the Rector.

Preparation of the Candidate's File

5. If the Dean has decided to commence the procedure for promotion in rank, he/she shall notify the candidate of this fact and prepare a file containing the documents specified in subsections 1-5 and 9 of section 3 of Chapter 3 of the Regulations.

The Professional Committee

6. The Dean shall appoint, with the approval of the Rector, a professional committee in accordance with Chapter 20 below; this committee shall prepare a report on the candidate. The Dean will submit the file that he/she prepared, as stated in section 5 above, to the Rector for his/her approval.
7. The professional committee shall submit its report to the Dean within two months of the date of its appointment.

Handling by the Dean and the Approval of the President and the Rector

8.
 - a. The Dean shall submit the report together with his/her recommendation for the approval of the President and the Rector.
 - b. The promotion of a tenured teacher from the rank of senior lecturer to the rank of associate professor requires the approval of both the President and the Rector.
 - c. The President and the Rector are authorized to refer the file to the Supreme Appointments Committee for discussion. In special cases, the President and the Rector may order that evaluations by external referees be sought, and in such a case, the provisions of Chapter 21 of these Regulations shall apply, with the necessary changes.

Reporting to the Teacher

9. At the end of the procedure, the Dean shall report to the teacher on the comments that arose in its course which could contribute to an improvement in the teacher's work in future. For this purpose, he/she may consult with the chairperson of the professional committee that discussed the file.

Renewed Discussion

10. A proposal for the promotion of a tenured teacher from the rank of senior lecturer to the rank of associate professor that was rejected by the professional committee that was appointed may not be submitted for a renewed discussion in the following year, unless the professional committee so recommended or the President and the Rector so directed, or the Rector gave his/her approval for this in the following year.

CHAP. 5 PROMOTION OF TENURED TEACHERS TO THE RANK OF FULL PROFESSOR

Procedure for Promotion

1. The procedure for promotion of a tenured teacher to the rank of full professor shall include the following stages:
 - (1) The Dean's decision to begin the procedure;
 - (2) Discussion in the professional committee;
 - (3) The Dean's decision concerning the continuation of the procedure;
 - (4) Process of evaluation by external referees;
 - (5) Dean's decision;
 - (6) Discussion in the University appointments committee;
 - (7) Ratification by the President and the Rector.

Application of Provisions

2. The provisions of sections 2-6 of Chapter 4 of the Regulations will apply, with the necessary changes, to the initiative for promotion, its timing, the Dean's authority in advancing the initiative for promotion, preparation of the candidate's file and convening the professional committee; however, the review mentioned in section 2(b) of Chapter 4 will be carried out with respect to teachers who have remained at the rank of associate professor for seven years.
3. Sections 6, 7, 11, 12, 14, 15(a)-(b), 16-19, 21 and 23 of Chapter 3 of the Regulations will apply to the work of the professional committee, the process of evaluation by external referees, the decision of the Dean following the evaluation by external referees, the discussion in the University appointments committee and the Supreme Appointments Committee, and ratification by the President and the Rector.

Renewed Discussion

4. Where a proposal to promote a tenured teacher to the rank of full professor was rejected by the University appointments committee or the Supreme Appointments Committee, and these committees did not propose that the file be discussed again in another year's time, the file may not be submitted for renewed discussion in the following year. In exceptional cases the Rector may, on the recommendation of the Dean, allow a departure from this rule.

CHAP. 6 PARALLEL TRACK

Last Update: July 2020

1. General

Nature of the Track

Teachers on the parallel track may serve as language teachers, teachers of the preparatory courses, teachers of workshops and in the ancillary subjects, in areas of professional skills and in the framework of practical training and where appropriate, also in teaching courses as part of the curriculum for an academic degree. In addition, teachers on the parallel track shall fulfil the following functions: tutorial and individual training of students in the frameworks that provide practical training, coordination with field instructors and overseeing them, coordination and preparation of the curricula and teaching schedules for training sessions of professionals from the field, coordination of practical and/or study projects, preparation of curricula for schools in Israel and abroad.

1. There are three ranks on the parallel track: “secondary teacher” (at two levels A and B), “teacher” and “senior teacher”.
2. A secondary teacher may be appointed at the ranks of A and B in a unit for language teaching only. The aforesaid notwithstanding, the employment of teachers at these ranks in other units who were appointed prior to October 2020 may be continued. The conditions of employment of these teachers are specified in the Appendix, “Employment of Teachers in the Unit for Language Teaching”.

Qualifications for Appointment

3. A person appointed to the position of “teacher” must hold a Masters’ degree in the subject, preferably with a teaching diploma and previous experience of three to five years teaching the subject at high school level or above or at an institute of vocational training in Israel or abroad; or he/she must hold a Masters’ degree without a teaching diploma, on condition that he/she has four to six years’ experience teaching the subject at high school level or at an institute of vocational training, in Israel or abroad.
4. a. “Senior teacher”: A “teacher” who has served at least five years at that rank in a half-time position at least, and who has engaged in the activities below, may be promoted to the rank of “senior teacher”:
 - (1) He/she has authored text books or other teaching material, that have been used for 3 years at least and have been acknowledged by the teachers in that field, or summary reports of practical projects or surveys he/she conducted in the framework of his/her work.
 - (2) He/she has pursued continuing professional development at university level in his/her field or in related fields, and received appropriate certification thereof.

Studies that are recognized in the framework of writing a doctoral dissertation may also be considered.

- (3) He/she has successfully fulfilled his/her teaching duties, whether frontal teaching or tutorial instruction (including instruction in the field). Evaluation will be done on the basis of the testimony of the head of the department and the opinions of teachers who visited the classes. Student surveys will be taken into account.
 - (4) He/she has successfully executed non-teaching assignments in the framework of his/her function (see details below). Evaluation of the assignments will be done on the basis of the testimony of the head of the department and other professionals who have a connection to the assignment.
 - b. Excellence in teaching is a necessary condition for promotion to “senior teacher”.
 - c. Where the teacher holds a doctoral degree, the Appointments Committee is authorized to waive some of the conditions enumerated in sub-section (a) above, except for the conditions enumerated in subsection (a)(3) and subsection (b).
 - d. A person who is proposed for appointment as a “senior teacher” (without first having served as a “teacher”) must meet the criteria for appointment as a “teacher” (see sec. 3 above), as well as the conditions for promotion to senior teacher under this section.
5. The scope of the position of a teacher on the parallel track at all ranks, who was appointed after 1.10.2016, will be half-time, three-quarters time or a full position, in accordance with the teaching needs, Insofar as possible, employment of a teacher in a full time position will be given preference over dividing the employment between a greater number of teachers in smaller part-time positions, all subject to the teaching requirements and relevant considerations.

2. Appointment or Promotion to the Rank of “Teacher” or “Senior Teacher”

Proposals for Appointment

6. The head of the unit shall submit the proposal to appoint or promote a person to the rank of “teacher” or the rank of “senior teacher” to the Dean of the faculty for approval.
7. The appointment or promotion is conditional upon the existence of a budget in the framework of the faculty to fund the employment.

Criteria for Appointment or Promotion

8.
 - a. The criteria for appointment and promotion on the parallel track are as follows:
 - (1) Academic training (including additional continuing professional development during the time of service, and self-development).
 - (2) Experience and success in teaching positions in the framework of the University (teaching at the beginners level, at the advanced level etc.).

- (3) Experience and success in non-teaching positions and in practical supervision in the University framework such as: preparation of teaching materials, training of teachers in teaching methods, pedagogic supervision.
 - (4) Contribution to the department/unit in organization, training, preparation and execution, and in professional coordination of subjects.
 - (5) Contribution to teaching the subject or to its development at the University or in Israel (e.g., by writing text books).
 - (6) Publication of articles on the subject, including teaching the subject (text books, essays on teaching methods etc.).
 - (7) Professional status in Israel or abroad.
 - (8) The structure of the unit and the status of the teacher in the unit.
 - (9) Additional personal data: seniority, extent of cooperation with colleagues, treatment of students and attitude towards them.
- b. In appointing a senior teacher or promoting a teacher to the rank of senior teacher, emphasis will be placed on the criteria enumerated in subsection (a)(4-7).

Procedure for Appointment or Promotion

9. The Dean shall examine the appointment or the promotion on the basis of the file submitted to him/her by the head of the unit. The Dean may request additional information, and if necessary, appoint a committee to express its opinion on the appointment. In the event that the Dean's conclusion is affirmative, he/she shall prepare a file containing the following documents:
 - (1) A letter from the Dean/head of school requesting that a discussion of the appointment or the promotion of the teacher commence.
 - (2) The candidate's CV and list of publications, and details of the positions he/she has filled.
 - (3) A detailed recommendation of the head of the department/unit, including details of the level, functioning and achievements of the candidate.
 - (4) A letter of evaluation of the candidate written by a senior person from the area of education or a field related to that of the candidate's subject, reviewing his/her professional status and contribution. This letter will be solicited by the head of the unit, and the referee may be from within the University or outside of it.
 - (5) Details of the teaching positions held by the teacher in the last three years, and all the student surveys in all the courses that he/she taught in those years.
 - (6) At least two opinions of classroom visits.

Ideally, one or several of the works in the candidate's list of publications, as well as teaching materials written by the candidate, textbooks, tests, selection tests etc., should be attached.

The Dean shall submit the file to one of the appointment committees for teachers in the parallel track for discussion (see Chapter 24 below).

10. The appointment committees may request additional information from the head of the unit or from others, at its discretion, and may also summon the Dean/Head of School to appear before it in order to provide additional explanations.
11. The decisions of the appointment committees for teachers on the parallel track shall be submitted to the President and the Rector for approval. The Dean may appeal the decision of the appointments committee for teachers in the parallel track and appear before them. The President and the Rector are authorized to approve or not to approve the decision. Their decision is final.

Duration of the Appointment

12. The initial appointment to the ranks of “teacher” and “senior teacher” is for a period of three years, and it may be extended for a general period of up to five years. After a maximum of five years in the parallel track, a decision shall be made to grant tenure (with or without promotion) or to terminate the teacher’s employment. The above notwithstanding, in special cases the appointment may be extended for a period that shall not exceed three additional years, and at the end of this period a decision shall be made about granting tenure or terminating the teacher’s employment. The employment of teachers in part-time positions who were appointed prior to October 1, 2016 may be extended for additional periods.

An appointment at the rank of “teacher” or “senior teacher” will be effective as of October 1 immediately following the decision regarding the appointment or at another, later date for part of the academic year and in accordance with the teaching needs.

3. Granting Tenure to a “Teacher” or “Senior Teacher”

13. The Dean shall review all the teachers at the rank of “teacher” and “senior teacher” whose trial period is approaching its end, and in each case shall recommend the granting of tenure, the termination of employment or the extension of the appointment.
14. Tenure shall be granted to a teacher in the parallel track at the rank of “teacher” or “senior teacher”. Commencement of the procedure is conditional upon the existence of an available tenure-track position on the parallel track.
15. A proposal to grant tenure to a “teacher” or a “senior teacher” shall be submitted by the head of the unit for the approval of the Dean of the Faculty.
16. Tenure may not be granted to a teacher with a part-time position who was appointed to the parallel track prior to October 1, 2016. Such a teacher shall be appointed for a period of up to five years. Upon the expiration of five years from the time of his/her appointment (or from the time of the most recent extension of the appointment), the Dean shall conduct a review and a periodic assessment (as in the case of granting tenure), and on the basis of this review the Dean will decide

on the extension of the appointment or on the termination of the teacher's employment.

Procedure for Granting Tenure

17. The procedure for granting tenure is identical to the procedure for appointment or promotion (see above).

4. Participation of “Teachers” and “Senior Teachers” in Academic Bodies

18. “Teachers” and “senior teachers” who teach at the University in three-quarter time positions at least may participate in academic bodies, and their numbers will be as follows:
 - (1) Departmental council: “Teachers” and “senior teachers” who teach ancillary classes and other classes on a permanent basis in the framework of particular departments, or in units that are attached to departments, may participate in the councils of those departments to which they are attached. The number of participants will range from 1-5, with the right to vote. Participants are selected by the “teachers” and the “senior teachers” of the unit, and their number is determined as follows: one participant for each four “teachers” or “senior teachers”, with a minimum of one and maximum of five. In the event that there are less than four teachers at the rank of “teacher” and “senior teacher” – one participant.
 - (2) Teaching committee: A “teacher” or a “senior teacher” of a particular subject will participate in the discussions of teaching committees relating to the teaching of that subject in the parallel track, with the right to vote in this discussion. A representative body of the “teachers” and the “senior teachers” shall be constituted for the purpose of attending the teaching committee.
 - (3) Faculty council: “Teachers” and the “senior teachers” shall participate in the councils of the faculties in which their subject is based (and not in the faculties to which they provide a service). The number of participants, who have the right to vote, will be 1-5, and they will be selected at a meeting of teachers in the parallel track in the faculty from among the participants in the departments. There shall be one participant for each eight “teachers” and “senior teachers”, with a minimum of one and a maximum of five participants. If there are less than eight “teachers” in the faculty, one “teacher” will participate in the council. In faculties in which there are no departments, the participants will be chosen from a list submitted by the “teachers” and the “senior teachers” of the faculty, in which the number of candidates is double that of the number of participants.
 - (4) The Senate: One representative with a full-time position, who will be chosen by members of faculty on the parallel track. The representative will serve in this position for three years (see the General Statutes of the University).

5. Transfer between Regular Academic Track and the Parallel Track

19. In all cases of a transfer between the regular academic track and the parallel track, the procedure of a “new appointment” to the track to which the candidate is to be appointed will be followed.
20. Prior to commencing the procedure for the new appointment, the Dean shall submit to the Rector the file of the teacher who is recommended for transfer from track to track.
21. Transfer from the regular track to the parallel track shall be considered in light of the following principles:
 - The parallel track is designed primarily for teaching in areas and subjects specified in the Regulations: language teachers, teachers of preparatory courses, teachers of workshops and of ancillary subjects, in areas of professional expertise and in the framework of practical training.
 - A teacher who moves from the regular track to the parallel track must fulfill the full standard teaching load in the parallel track.
22. A candidate who had tenure on the track that he/she is leaving may be granted tenure upon his/her appointment to the new track, provided that tenure may be granted at the rank and the position to which he/she is appointed (for example, a teacher with tenure in the parallel track who is appointed at the rank of senior lecturer in the regular track).
23. A candidate who had tenure in the track that he/she is leaving and is appointed without tenure to the new track will be appointed for a trial period. If it is decided not to grant him/her tenure by the end of the trial period, he/she will be entitled to return to the previous track and rank with tenure (the faculty that he/she left originally is responsible for reserving a tenured position for him/her for the duration of the trial period).
24. As a rule, a non-tenured teacher will not be granted tenure immediately upon transferring to the new track, but only after he/she has undergone a trial period as is customary on the new track to which he/she is appointed.

APPENDIX

EMPLOYMENT OF TEACHERS IN THE UNIT FOR LANGUAGE TEACHING

1. QUALIFICATIONS FOR APPOINTMENT

- 1.1 A person appointed to the position of “secondary teacher A” at the salary of an assistant must hold a Masters’ degree in the subject, or an equivalent degree, and preferably will have experience in teaching and a teaching diploma. In exceptional cases, when special professional training is required, a person with a Bachelors’ degree who is studying for a Masters’ degree and who has the required professional training may be appointed to this rank. Any such exception requires the approval of the Dean of the faculty.

- 1.2 A person appointed to the position of “secondary teacher B” at the salary of an instructor must hold a Masters’ degree in the subject, preferably with a teaching diploma and have at least one year’s teaching experience after receiving his/her Masters’ degree; or a Masters’ degree without a teaching diploma, on condition that he/she has two to three years’ experience teaching the subject at high school level or at a vocational institute in Israel or abroad.

2. APPOINTMENT TO THE RANK OF “SECONDARY TEACHER”

2.1 Proposals for Appointment

- 2.1.1. A proposal for an appointment as a “secondary teacher” shall be submitted by the head of the unit to the Dean of the faculty.
- 2.1.2 The appointment is conditional upon the existence of a budget in the framework of the faculty to fund the employment.

2.2 Appointment Procedure

- 2.2.1 The Dean shall examine the appointment on the basis of the file submitted to him/her by the head of the unit. He/she may request additional information, and if necessary, appoint a committee to express its opinion on the appointment.
- 2.2.2 The Dean may approve or reject the proposal for the appointment; an appointment approved by the Dean shall be referred to the Personnel Department, which will issue a letter of appointment.

2.3 Duration of the Appointment

- 2.3.1 A “secondary teacher” is appointed for one year, beginning on October 1 or at a later date for part of the academic year, in accordance with teaching needs.
- 2.3.2 The appointment of a “secondary teacher” may be renewed from year to year on the basis of the recommendation of the head of the unit and the approval of the Dean
- 2.3.3 A secondary teacher A may serve for up to 5 years. After that period, if he/she has not been promoted, his/her employment at the University shall be terminated.
- 2.3.4 A secondary teacher B may serve for up to five years, and the appointment may be extended for additional periods.
- 2.3.5 Tenure shall not be granted at the rank of secondary teacher.

CHAP. 7 CLINICAL TRACK

1. Clinical Track in the Faculty of Medicine

General

1. A person appointed to the clinical track in medicine, in the framework of the allocated number of academic tenured positions, must be a teacher-doctor who is employed in a full-time position at the “Hadassah” hospital or in one of the other hospitals affiliated to the Hebrew University. These appointments are subject to the rules of affiliation with “Hadassah” and with the affiliated hospitals.

Ranks

2. In the clinical track in the Faculty of Medicine there are three ranks: instructor in the clinical area; clinical senior lecturer and clinical associate professor.

Qualifications

3. Only a teacher who participates in regular clinical teaching of students of medicine in the framework of the teaching programs that appear in the curriculum shall be appointed to the clinical track. The appointment of a teacher in the clinical track will remain in force for the duration of the period in which he/she teaches a clinical subject and as long as the hospital in which he/she is employed is affiliated to the Hebrew University.
4. In appointments in the clinical track, emphasis will be placed on the clinical and teaching skills of the candidate; he/she must also engage in research, which may also be clinical-descriptive.
5. A person appointed to the rank of instructor in a clinical area must be a doctor with an MD degree, who has passed the Stage 1 exams in his/her field of specialization, is successfully engaged in teaching in the scope of a full-time position, and who has already begun to engage in research.
6. A person appointed to the rank of clinical senior lecturer or clinical associate professor must hold the degree of specialist in his/her area, and will have reached a senior professional-medical position in his/her field.

Extent of the Appointment

7. An appointment to the rank of instructor in a clinical area is for a full-time position only.
8. Appointments at the ranks of clinical senior lecturer and clinical associate professor are for a full-time or a half-time tenured academic positions.

The Procedure for Appointment and Promotion

9.
 - a. The appointment of an instructor in the clinical area requires the approval of the Dean of the Faculty of Medicine.
 - b. The appointment of an instructor in a clinical area may be extended every two years for a total period not exceeding six years.

- c. The extension of an appointment after four years is conditional upon completion of specialization studies (successfully passing Stage 2 of the specialization examinations).
- 10. The provisions of Chapter 1 of the Regulations shall apply, with the necessary changes, to the appointment of a clinical senior lecturer.
 - 11. The provisions of Chapter 2 of the Regulations shall apply, with the necessary changes, to an initial appointment at the rank of clinical associate professor.
 - 12. At the end of the period of the initial appointment, a review procedure will be conducted by the faculty committee. The committee shall be comprised of the Dean, the vice- (or assistant) Dean for matters of appointments, and the director of the relevant department in the hospital. The faculty committee shall operate according to the rules applying to the operation of a professional committee at the end of the initial trial period (see section 28 of Chapter 1 of the Regulations).
 - 13. At the end of the total trial period, a procedure similar to the procedure described in Chapter 3 of the Regulations shall be conducted. In this procedure, a decision will be made regarding the promotion or ratification of the academic rank at the University, or termination of the appointment at the University (see also section 36 of Chapter 3 of the Regulations).
 - 14. Promotion to the rank of clinical associate professor shall be subject, with the necessary changes, to the provisions applying to promotion to the rank of full professor under Chapter 5 of the Regulations.

Hearing

- 15.
 - a. In the event that the possibility of not extending the appointment of a teacher, or terminating his/her employment, is being considered, the teacher shall be given a hearing in order to allow him/her to respond to the reasons that are liable to entail a negative decision in his/her case, and to present his/her arguments on the subject.
 - b. The hearing shall be subject, with the necessary changes, to the provisions specified in Chapter 25 of the Regulations.

Faculty Council

- 16. Teachers at the rank of clinical senior lecturer and above in full academic positions shall be members of the faculty council for Medicine.

2. Clinical Teaching Track in the Faculty of Medicine

General

- 1. A teaching track for doctor-teachers will be designated exclusively for doctors who engage in teaching and who have been employed for at least three years in the scope of

no less than a half-time position at Hadassah Hospital, at an affiliated hospital or at an affiliated health fund.

Ranks

2. The two ranks on the clinical teaching track will be parallel to the ranks of lecturer and senior lecturer on the regular academic and clinical tracks:
Clinical doctor-teacher in... [name of the clinical field]
Senior clinical doctor-teacher in ... [name of the clinical field]
3. The rank of associate professor does not exist on the clinical teaching track.

Qualifications for the Appointment

4. a A clinical doctor-teacher on the clinical teaching track:
.
 - (1) Three years of employment in teaching and in the scope of teaching activity as required.
 - (2) Excellence in teaching for at least two of the above three years, which shall be assessed according to the criteria of the Hebrew University and the recommendation of the director of department and the dean, or whomsoever shall be appointed by the dean for this purpose.
 - (3) Delivery of lectures in professional conferences in Israel in the area of specialization of the candidate will be considered an advantage.
 - (4) Contribution to and active participation in the professional/public arena in the area of specialization of the candidate.
 - (5) Clinical/professional publications in scientific journals.
- b A senior clinical doctor-teacher on the clinical teaching track:
 - (1) A minimum of six years of work in teaching and in the scope of teaching activity as required.
 - (2) Excellence in teaching for at least three out of six years of employment, which shall be assessed according to the criteria of the Hebrew University and the recommendation of the director of department and the Faculty Council for the Evaluation of Teaching.
 - (3) Contribution to faculty life that finds expression in the activity of faculty committees and the organization of faculty events.
 - (4) Participation in national and international professional conferences as an invited speaker and membership of organizing councils of national and international conferences in the candidate's area of specialization will be considered an advantage.
 - (5) Clinical/professional publications in scientific journals.

Required Scope of Teaching

5. The scope of teaching will not be less than that required of a person holding an equivalent rank on the clinical track (according to the accepted criteria at the Faculty of Medicine).

Procedure for Appointment and Promotion

6. The procedure for appointment includes the following stages:
 - (1) Submission of candidacy by the director of the department.
 - (2) Discussion in the Faculty Committee for Appointments in the Clinical Subjects.
 - (3) Decision of the dean, which constitutes a final decision.

Transfer between Tracks

7. The transfer of persons with appointments on the regular academic track or the clinical academic track to a higher rank on the clinical teaching track will not be permitted. Nevertheless, a person with an appointment on the clinical teaching track may transfer to the clinical track if the candidate has proved his entitlement to do so and he is employed in the scope required for an appointment to the clinical track.

Period of Appointment

8.
 - a. Employment on the clinical teaching track shall be for an initial trial period of two years at the recommendation of the director of the department and the approval of the dean. This appointment may be extended for two additional periods of two years each.
 - b. After the first six years, a procedure for evaluation shall be conducted, following which it will be possible to extend the appointment for additional periods of five years each. At the end of each five-year period, a similar procedure will be conducted.
 - c. Termination of the teaching will entail cancellation of the title and the rank.

Percentage (%) of Positions in Relation to Total Appointments in the Faculty

9. Appointments on the clinical teaching track shall not exceed 5% of the total appointments in the Faculty.

Hearing

10.
 - a. In the event that the possibility of not extending the appointment of a teacher, or terminating his employment, is being considered, the teacher shall be given a hearing in order to allow him to respond to the reasons that are liable to entail a negative decision in his case, and to present his arguments on the subject.
 - b. The hearing shall be subject, with the necessary changes, to the provisions specified in Chapter 25 of the Regulations.

3. Educational-Clinical Track in the Faculty of Medicine and the Faculty of Dental Medicine

Last updated: march 2020

General

1. A person appointed to the educational-clinical track in the Faculty of Medicine must be a teacher-doctor who is employed in a full-time position at the “Hadassah” hospital or in one of the other hospitals or medical institutions affiliated to the Hebrew University. These appointments are subject to the rules of affiliation with “Hadassah” and with the affiliated institutions.
2. The appointment of teacher-doctors in the Faculty of Dental Medicine will apply from a half-time position upwards.

Ranks

3. On the clinical track in the Faculty of Medicine and the Faculty of Dental Medicine there are two ranks: educational-clinical senior lecturer and educational-clinical associate professor.

Qualifications for the Appointment

4. Only a teacher who participates in regular clinical teaching of students in the Faculty of Medicine and of Dental Medicine in the framework of the teaching programs that appear in the curriculum shall be appointed to the clinical track. The appointment of a teacher on this track will remain in force for the duration of the period in which he teaches a clinical subject and as long as the hospital in which he is employed is affiliated to the Hebrew University.
5. In making appointments on the educational-clinical track, emphasis will be placed on the educational-clinical and teaching proficiencies of the candidate; he must also engage in research, which may also be clinical-descriptive. Particular attention will be paid to the scope of the clinical teaching, the involvement in medical education, the updating of existing programs and promotion and consolidation of new teaching programs.
6. A person appointed to the rank of educational-clinical senior lecturer must be a doctor who is a certified specialist in his field, with at least five years of experience in regular clinical teaching of the students of the Faculty of Medicine or of Dental Medicine at the Hebrew University; he will be a person whose educational-clinical and teaching achievements are exceptional, who is involved in medical education and in the consolidation of teaching programs, and who has achieved leading status in Israel in the area of clinical education. Clinical research activity, including descriptive clinical research and survey articles in the scope of around six publications is also required.
7. A person appointed to the rank of educational-clinical associate professor must have served for at least 4 years as an educational-clinical senior lecturer, and must have at least ten years of experience in regular clinical teaching of students in the Faculty of Medicine or Dental Medicine at the Hebrew University; he will be a person whose educational-clinical and teaching achievements are outstanding and who has led innovative projects in the field of medical education and in the consolidation of

innovative teaching programs that are a proven success. Clinical research activity, including descriptive clinical research and survey articles that appeared after the appointment to the rank of senior lecturer, and a total of around 12 publications, is also required.

Scope of the Appointment and the Position

8. Appointments to the ranks of clinical senior lecturer and clinical associate professor are academic positions as defined by the institution in which the doctor is employed.
9. The initial appointment on the educational-clinical track will be for a period of four years.
10. The scope of teaching of a faculty member on the educational-clinical track will be equivalent to at least 4 annual credits.

The Procedure for Appointment and Promotion

11. The provisions of Chapter 1 of the Regulations shall apply, with the necessary changes, to an appointment to the rank of educational-clinical senior lecturer.
12. The provisions of Chapter 2 of the Regulations shall apply, with the necessary changes, to an initial appointment to the rank of educational-clinical associate professor.
13. At the end of the period of the initial appointment, a review procedure will be conducted by a faculty committee. The committee shall be comprised of the dean, the vice-dean for appointments, a faculty member from the University who is not from the Faculty of Medicine, and the director of the relevant department in the hospital or in the affiliated institution. The faculty committee shall operate according to the rules applying to the operation of a professional committee at the end of the initial trial period (see section 28 of Chapter 1 of the Regulations).
14. At the end of the full trial period, a procedure similar to the procedure described in Chapter 3 of the Regulations shall be conducted. In this procedure, a decision will be made regarding the promotion or ratification of the academic rank at the University, or termination of the appointment at the University (see also section 36 of Chapter 3 of the Regulations).
15. Promotion to the rank of educational-clinical associate professor shall be subject, with the necessary changes, to the provisions applying to promotion to the rank of full professor under Chapter 5 of the Regulations.

Hearing

16. In the event that the possibility of not extending the appointment of a teacher, or terminating his employment, is being considered, the teacher shall be given a hearing in order to allow him to respond to the reasons that are liable to entail a negative decision in his case, and to present his arguments on the subject.

The hearing shall be subject, with the necessary changes, to the provisions specified in Chapter 25 of the Regulations.

Faculty Council

17. Teachers at the rank of educational-clinical senior lecturer and above in full academic positions shall be members of the faculty council of the Faculty of Medicine or Dental Medicine.

4. Clinical Track in the Faculty of Dental Medicine

General

1. A person appointed to the clinical track in dental medicine, in the framework of the allocated number of academic tenured positions, must be a teacher-doctor who is employed in a full-time or half-time position at the “Hadassah” hospital or in one of the other hospitals affiliated to the Hebrew University. These appointments are subject to the rules of affiliation with “Hadassah” and with the affiliated hospitals.

Ranks

2. On the clinical track in the Faculty of Dental Medicine there are four ranks: instructor in the clinical area; clinical lecturer, clinical senior lecturer and clinical associate professor.

Qualifications

3. Only a teacher who participates in regular clinical teaching of students of in the Faculty of Dental Medicine in the framework of the teaching programs that appear in the curriculum shall be appointed to the clinical track. The appointment of a teacher on the clinical track will remain in force for the duration of the period in which he teaches a clinical subject and as long as the hospital in which he is employed is affiliated to the Hebrew University.
4. In making appointments on the clinical track, emphasis will be placed on the clinical and teaching skills of the candidate; he must also engage in research, which may also be clinical-descriptive.
5. A person appointed to the rank of instructor in a clinical area must be a doctor of dental medicine with an D.M.D. degree, who has two years of seniority in employment from the time of receipt of the D.M.D. degree.
6. A person appointed to the rank of clinical lecturer will hold a D.M.D. degree, and a “Specialist” degree.
7. A person appointed to the rank of clinical senior lecturer or clinical associate professor, in addition to the aforesaid in section. 6, will have reached a senior professional-medical position in his field.

The Procedure for Appointment and Promotion

8.
 - a. The appointment of an instructor in the clinical area requires the approval of the dean of the Faculty of Dental Medicine.
 - b. The appointment of an instructor in a clinical area may be extended every two years for a total period not exceeding six years.
9. The provisions of Chapter 1 of the Regulations shall apply, with the necessary changes, to the appointment of a clinical lecturer and a clinical senior lecturer.
10. The provisions of Chapter 2 of the Regulations shall apply, with the necessary changes, to an initial appointment at the rank of clinical associate professor.

11. At the end of the period of the initial appointment, a review procedure will be conducted as specified in Chapter 1 of the Regulations with respect to the regular academic track.
12. At the end of the total trial period, a procedure similar to the procedure described in Chapter 3 of the Regulations shall be conducted. In this procedure, a decision will be made regarding promotion to or ratification of the academic rank at the University, or termination of the appointment at the University (see also section 36 of Chapter 3 of the Regulations).
13. Promotion to the rank of clinical associate professor shall be subject, with the necessary changes, to the provisions applying to promotion to the rank of full professor under Chapter 5 of the Regulations.

Part-time Appointments

14. Appointment and promotion procedures on the clinical track for half-time positions will be the same as for appointment and promotion procedures for full-time positions with the following changes:
 - a The duration of the appointment of a clinical lecturer with a half-time position shall not exceed a trial period of eight years, normally in two periods of appointment of three years each and an additional period of two years. The appointment may be renewed for shorter periods. The interim discussion in the professional committee will be held in the sixth year of the appointment.
 - b The appointment of a clinical senior lecturer and a clinical associate professor to a half-time position will be extended in accordance with the teaching needs of the Faculty of Dental Medicine. The appointment requires renewal every three years on the basis of the recommendation of the dean of the Faculty of Dental Medicine.

Hearing

15.
 - a In the event that the possibility of not extending the appointment of a teacher, or terminating his employment, is being considered, the teacher shall be given a hearing in order to allow him to respond to the reasons that are liable to entail a negative decision in his case, and to present his arguments on the subject.
 - b The hearing shall be subject, with the necessary changes, to the provisions specified in Chapter 25 of the Regulations.

Faculty Council

16. Teachers at the rank of clinical lecturer and above in full-time academic positions shall be members of the Faculty Council for Dental Medicine.

Clinical Track in Veterinary Medicine

General

1.
 - a Persons appointed to the clinical track in veterinary medicine must be employees of the Hebrew University, employees of the Veterinary Hospital or employees of another institution with which the Hebrew University has signed an agreement regarding teaching in the School of Veterinary Medicine.

- b. Employees of the Hospital or employees of other institutions shall receive an academic appointment only, which does not confer rights at the University and does not confer membership of the faculty council.
2. An appointment in the clinical track in veterinary medicine is conditional upon the existence of an available tenured position, and it involves a full, or a half-time, or a quarter-time teaching position.

Definitions

3. In the clinical track in veterinary medicine there are four ranks: clinical instructor, clinical lecturer, clinical senior lecturer and clinical associate professor.

Qualifications

4. Only teachers who engage in the regular clinical teaching of students at the School of Veterinary Medicine in the framework of the programs included in the curriculum may be appointed to the clinical track. The teacher's appointment in the clinical track shall remain in force for the duration of the period in which he/she teaches the clinical subject.
5. Persons appointed in this track must hold the degree of Doctor of Veterinary Medicine (DVM) or the equivalent, and must have a license to engage in veterinary medicine in the State of Israel.
6. In appointments in the clinical track, emphasis is placed on the clinical and teaching skills of the candidate; he/she must also be actively and continuously engaged in clinical research, teaching and supervision.
7. A person appointed to the rank of instructor in a clinical field must hold a DVM. degree or the equivalent, with seniority of at least one year in practical work from the date the degree was awarded, and must already be engaged in research activity.
8.
 - a. A person appointed as a clinical lecturer must have passed the examinations for an international degree of clinical specialization, which is granted by one of the bodies organized within the framework of the American or European Board of Veterinary Specialties, and who has undergone a period of continuing professional development of at least one year. A doctor who has been appointed as a clinical lecturer before he/she has taken the specialization exams will sit the exams at the earliest possible opportunity. In the event that he/she fails the examinations twice, his/her appointment will be terminated.
 - b. In exceptional cases, the development committee of the School may propose a candidate for the rank of clinical lecturer even though he/she has not complied with the condition regarding international clinical specialization, provided that he/she has undergone a period of training in Israel.
9. A person appointed as a clinical senior lecturer will have the qualifications for appointment as a clinical lecturer, and in addition, he/she will have achieved senior

professional status in his/her field. A person appointed to the rank of clinical associate professor will have acquired international status in his/her field.

Procedure for Appointment and Promotion

10. The Dean of the Faculty of Agriculture, in coordination with the director of the School of Veterinary Medicine, is responsible for preparing the files of candidates for appointment or promotion and for submitting them to the appropriate appointments committees.
11.
 - a. An instructor in a clinical field will be appointed on the recommendation of the director of the School of Veterinary Medicine and with the approval of the Dean of the Faculty of Agriculture.
 - b. The appointment of a clinical instructor may be extended every two years for a total period not exceeding 6 years.
12. The provisions of Chapter 1 of the Regulations will apply, with the necessary changes, to appointments to the ranks of clinical lecturer and clinical senior lecturer.
13.
 - a. At the end of the period of the initial appointment, a review procedure as specified in Chapter 1 of the Regulations shall be conducted.
 - b. At the end of the total trial period, a procedure similar to the procedure described in Chapter 3, for the ratification of the rank, shall be conducted.
14. The appointment of a clinical lecturer who was promoted to the rank of clinical senior lecturer and of a clinical senior lecturer whose academic rank at the University was ratified at the end of his/her total trial period, shall be for a period of three years. The appointment may be extended for additional periods of three years each.
15.
 - a. The provisions of Chapter 2 of the Regulations shall apply, with the necessary changes, to an initial appointment at the rank of clinical associate professor.
 - b. At the end of the period of the initial appointment, a review procedure as specified in Chapter 1 of the Regulations shall be conducted.
 - c. At the end of the total trial period of a teacher who is not an employee of the Hebrew University, and who is employed at the School of Veterinary Medicine on a full-time basis, a procedure shall be conducted for ratification of his/her rank similar to the procedure in Chapter 3 of the Regulations.
16. The provisions relating to promotion to the rank of full professor under Chapter 5 of the Regulations shall apply, with the necessary changes, to promotion to the rank of clinical associate professor.
17.
 - a. Employees of the Hebrew University may be granted tenure upon promotion to the rank of clinical associate professor in a full-time position only.
 - b. Those who are not employees of the Hebrew University and who work in full-time positions in the School of Veterinary Medicine shall be given a letter of appointment which does not bear a final date upon promotion to the rank of clinical associate

professor. The validity of the letter of appointment is conditional upon their participation in regular and full teaching in the School.

18. Appointments and promotions in the clinical track in veterinary medicine will be discussed by the University appointments committee for clinical subjects under section 1(5) of Chapter 22 of the Regulations, and the Supreme Appointments Committee under Chapter 23 of the Regulations.

Appointments to Part-time Positions

19. Procedures for appointment and promotion in the clinical track to half-time or quarter-time positions shall be the same as the procedures for appointment and promotion to full-time positions, subject to the following changes:
 - a. The duration of the appointment of a clinical lecturer to a half-time position may not exceed a trial period of eight years, normally in two three-year periods of appointment and an additional period of two years. The appointment may be extended for shorter periods. The interim discussions in the professional committee will take place in the sixth year of the appointment.
 - b. The appointments of a clinical senior lecturer and a clinical associate professor to half-time positions will be extended in accordance with the teaching needs of the School of Veterinary Medicine. The appointment requires renewal every three years.

Hearing

20.
 - a. In the event that the possibility of not extending the appointment of a teacher, or terminating his/her employment, is being considered, the teacher shall be given a hearing in order to allow him/her to respond to the reasons that are liable to entail a negative decision in his/her case, and to present his/her arguments on the subject.
 - b. The hearing shall be subject, with the necessary changes, to the provisions specified in Chapter 25 of the Regulations.

6. Clinical Track in the School of Nutritional Sciences

General

Last updated: march 2020

1.
 - a. Persons appointed on the clinical track in nutritional sciences must be nutritionists who hold a doctoral degree (or who hold a Master's degree with a particular clinical specialization), who are engaged in that field in hospitals and/or health funds in Israel with which the Hebrew University has signed agreements to provide clinical teaching.
 - b. Up to 10 appointments may be made on the clinical track in nutritional sciences, in the scope of up to one half-time academic position each.
 - c. Members of faculty on the clinical track in nutritional sciences will receive an academic appointment only at the University, that does not confer rights vis-à-vis salary and auxiliary conditions at the University and that does not confer membership of the Faculty Council.

Definitions

2. On the clinical track in nutritional sciences there are three ranks: clinical lecturer, clinical senior lecturer and clinical associate professor.

Qualifications for the Appointment

3. Appointments to the clinical track will be of teachers who are employed in a hospital/health fund with which the University has an agreement, who engage in regular clinical teaching in the School of Nutritional Sciences.
4. Persons appointed to this track must hold the degree of Doctor (PhD/MD) or a research Master's degree with a specialization in a clinical nutrition subject, and must have a license to engage in dietary counselling in the State of Israel.
5. In making appointments to the clinical track, emphasis is placed on the clinical and teaching proficiency of the candidate; he must also be actively and continuously engaged in clinical research, and in appropriate cases, in the supervision of advanced degree students.
6. An appointment to the rank of clinical lecturer will be of a nutritionist with at least five years experience in practical work and/or who is engaged in research activity.
7. A person appointed as a clinical senior lecturer will have the qualifications for appointment as a clinical lecturer, and in addition, he will have achieved senior professional status in his field.
8. A person appointed as a clinical associate professor will hold the degree of PhD/MD; he will have acquired international status in his field and will have attained significant achievements in research.

Procedure for Appointment and Promotion

9. The dean of the Faculty of Agriculture, in coordination with the director of the School of Nutritional Sciences and the director of the Institute of Biochemistry, Food Science and Nutrition, is responsible for preparing the files of candidates for appointment or promotion and for submitting them to the appropriate appointments committees.
10. The period of the initial appointment on the clinical track in nutritional sciences will be three years. At the end of the period of the initial appointment, the appointment may be extended, each time for three additional years. Tenure shall not be granted on the clinical track in nutritional sciences.
11.
 - a. The provisions of Chapter 1 of the Regulations will apply, with the necessary changes, to initial appointments to the rank of clinical lecturer and clinical senior lecturer.
 - b. The provisions of Chapter 2 of the Regulations will apply, with the necessary changes, to initial appointments to the rank of clinical associate professor.
 - c. At the end of the period of the initial appointment, and at the end of any extension period, a review procedure will be conducted, as specified in Chapter 1 of the Regulations.

12. The provisions relating to promotion to the rank of senior lecturer under Chapter 3 of the Regulations will apply, with the necessary changes, to promotion to the rank of clinical senior lecturer.
13. The provisions relating to promotion to the rank of full professor under Chapter 5 of the Regulations will apply, with the necessary changes, to promotion to the rank of clinical associate professor.
14. Appointments and promotions on the clinical track in nutritional sciences will be discussed by the University appointments committee for clinical subjects.

Hearing

15.
 - a. In the event that the possibility of not extending the appointment of a teacher at the various ranks of the clinical track, or terminating his employment in the course of his employment, is being considered, the teacher shall be given a hearing in order to allow him to respond to the reasons that are liable to entail a negative decision in his case, and to present his arguments on the subject.
 - b. The hearing shall be subject, with the necessary changes, to the provisions specified in Chapter 25 of the Regulations.

7. Clinical Track in Psychology

No new teachers may be appointed. Any matters relating to implementation of the regulations that were in force until 2008 with respect to teachers who had been appointed prior to that date on the track are to be referred to the Office of the Academic Secretary.

8. Clinical Track in the Law Faculty

a. General

1. Appointments to the clinical track in the Law Faculty are intended for lecturers who serve as supervisors of clinics in the Center for Clinical Education in the Faculty of Law (hereinafter: "Clinical Center"), whose principal occupation is with academic activity in the Clinical Center.

b. Features of the Clinical Track in the Law Faculty

2. The clinical track in the Law Faculty has the following ranks: "Clinician at the Faculty of Law" and "Senior clinician at the Faculty of Law". Appointments to the rank of associate professor for members of staff of the clinical track in the Law Faculty will be carried out only within the framework of the practice associates track. Members of staff in this track will note the name of the rank and their institutional affiliation in accordance with the above names of the ranks.
3. The extent of an appointment in the clinical track in the Law Faculty will be between a half-time and a full-time position.

4. An appointment to the clinical track in the Law Faculty shall not be by way of the allocation of an academic tenured position, and the costs of employment are to be funded from the budgets of the Faculty of Law that are raised for this purpose.
5. Up to eight members of staff shall serve in the clinical track in the Law Faculty (irrespective of the extent of the position).
6. The period of initial appointment in the clinical track in the Law Faculty shall be up to three years. At the end of the initial period of appointment, the appointment may be extended, each time by three additional years. Tenure shall not be granted in the clinical track in the Law Faculty.
7. The retirement age of a member of staff in the clinical track in the Law Faculty is the same as that applicable to a member of staff in the regular academic track.

c. **Institutions**

8. "Faculty committee for the appointment and promotion of members of staff in the clinical track in the Law Faculty": The committee will be comprised of five members: chairperson of the development committee of the Clinical Center (Chair); the academic director of the Clinical Center, a clinical member of staff or a clinical supervisor at a center for clinical education at another institution of higher education in Israel, and two members of the regular academic staff at the Faculty of Law. The legal quorum for holding a meeting of the committee and for voting shall be at least four members.
9. "Development committee of the Clinical Center": The academic committee of the Clinical Center.

d. **Procedures for Appointment, Extension of Appointment and Promotion**

10. Towards the beginning of each academic year, the development committee of the Clinical Center will determine the maximum number of appointments in the clinical track in the Law Faculty.
11. The procedure for a new appointment to the ranks of clinician at the Faculty of Law and senior clinician at the Faculty of law, and promotion to the rank of senior clinician at the Faculty of law includes the following stages:
 - a. Initiative for the appointment from the Faculty of Law;
 - b. A procedure for receiving evaluations of the candidate;
 - c. A decision of the faculty committee for appointment and promotion of staff members in the clinical track in the Law Faculty;
 - d. The decision of the appointments committee of the Faculty of Law;
 - e. Approval of the Dean;
 - f. Approval of the appointment by the University appointments committee for the practice associates track;
 - g. Approval of the President and the Rector.

12. A candidate for a new appointment and for promotion shall submit the following documents:
 - a. Curriculum vitae in English or in Hebrew;
 - b. A professional biography that includes a detailed description of the candidate's professional achievements, his/her professional contribution and his/her activity in clinical work, and examples of clinical legal work and academic writing (if such exist);
 - c. To these documents will be attached reports on teaching and student surveys from the Hebrew University or other institutions (if such exist).
13. The Dean of the Faculty of Law shall initiate an evaluation process that will include at least two evaluations of the candidate by experts in the relevant fields addressing the candidate's professional achievements, his/her personal attributes and his/her suitability for appointment to the clinical track in the Law Faculty.
14. Qualifications for appointment as a member of staff in the clinical track in the Law Faculty:
 - a. A condition for appointment as a member of staff in the clinical track in the Law Faculty at the rank of a clinician is an LL.B. and at least four years of legal practice, including at least two years of experience in clinical legal work.
 - b. A condition for appointment as a member of staff in the clinical track in law at the rank of senior clinician and promotion to this rank is an LL.B., a Masters' degree, at least ten years of legal practice including at least five years of clinical legal work or an especially significant contribution to clinical activity.
 - c. Promotion of a senior clinician in the Faculty of Law to the rank of associate professor will be carried out in the framework of the practice associates track, in accordance with the set conditions and procedures in the practice associates track.
15. Decisions regarding appointment to the clinical track in the Law Faculty and promotion in rank in this track will be based, inter alia, on an evaluation of the professional standard and the teaching abilities of the candidate. Promotion to the rank of senior clinician or an initial appointment at this rank, and as a rule, also decisions concerning appointment at the rank of clinician in law will also take into consideration the achievements of the candidate in the field of research.
16. A decision on the extension of the initial period of employment of a member of staff in the clinical track in the Law Faculty will include the following stages:
 - a. The decision of the faculty committee for appointment and promotion of members of staff in the clinical track in the Law Faculty;
 - b. The approval of the Dean.
17. Extension of the period of appointment of the teacher in the clinical track at the end of six years from the date of appointment or the date of promotion (the later of the two) shall follow the procedure below:

- a. The Dean shall appoint a professional committee comprising three researchers, at least one of whom is not a member of staff of the faculty;
 - b. The report of the professional committee shall address the quality of the professional work of the candidate, the quality of his/her teaching, the contribution of the candidate to the unit and his/her research activity. The reports of his/her teaching and of classroom visits shall be attached to the report. The committee will seek evaluations of the candidate from referees;
 - c. The decision of the faculty committee for appointment and promotion of members of staff on the clinical track in the Law Faculty;
 - d. The decision of the appointments committee of the Faculty of Law;
 - e. The approval of the Dean;
 - f. Approval of the appointment from the University appointments committee for the practice associates track;
 - g. Approval of the President and the Rector.
18. The procedure for extension as aforesaid in section 17 will be conducted every six years.
19. If the possibility of not extending the appointment of the staff member in the clinical track in the Law Faculty or of terminating his/her employment is being considered, he/she shall be given a hearing by the Dean in accordance with University procedures.
- e. Authority and Functions of Members of Staff on the Clinical Track in the Law Faculty**
20. A member of staff in the clinical track in the Law Faculty will be an observer to the faculty council, with the right to vote on subjects that are directly related to the Clinical Center.
21. A staff member at the rank of senior clinician in law may partner a member of staff in the regular academic track in supervising Masters' students and doctoral students, subject to the regulations for doctoral students.
22. A staff member at the rank of senior clinician in law with a full time position may supervise an annual clinic in the scope of 6 credits. In addition, the member of staff will participate in the academic and the academic-administrative activity in the faculty, including membership in committees, the organization of conferences etc. See the elaboration in the Appendix.
23. Members of staff in the clinical track in the Law Faculty are entitled to the salary paid at the rank of "secondary teacher at the salary of an instructor" – for a clinician, and at the rank of "teacher" – for a senior clinician. A member of staff in this track is not entitled to sabbatical rights, nor to allocations to the Fund for International Scientific Relations. The Faculty of Law shall allocate an amount to a special central fund for scientific relations for members of this track. This fund will serve to fund participation in academic conferences and seminars in Israel and abroad and other professional research expenses. The regulations of the fund shall be submitted for the Rector's approval.

Appendix: List of Tasks and Ancillary Activities Required of a Clinician in Law Tasks:

1. Apart from supervising students in a clinical course of 6 credits, and in practical work on clinical files, the clinician's duties are as follows:
 - a. Preparation and delivery of frontal lectures on a weekly basis throughout the academic year;
 - b. Work with communal entities relevant to the clinic, governmental bodies, and with clients;
 - c. Representation in courts and quasi-judicial tribunals and in Knesset committees, public committees and other policy makers;
 - d. Organization of conferences, moot courts and round tables;
 - e. Clinical-academic writing.

Related Activities of a Clinician

2. The activities below are included in the regular work of a clinician and do not entitle him/her to additional remuneration: Preparation of the course syllabus (together with the academic supervisor of the clinical course); convening and preparing clinical projects; preparation and checking of academic assignments required in the course (together with the academic supervisor); regular participation in the staff meetings of the Center for Clinical Legal Education; participation in faculty committees and in academic activities at the faculty; supervision of students for advanced degrees (subject to the provisions of the Regulations), and similar activities necessitated by the clinical position.

CHAP. 8 RESEARCHERS TRACK

Last updated: May 2008

General

1. As a rule, appointment to the researchers track will be of academic employees whose work in the institution is temporary, such as the following:
 - (1) Researchers whose employment is funded from research grants and external budgets;
 - (2) Researchers in research centers and research institutes;
 - (3) Workers who are employed in the KAMEA (Absorption of Immigrant Scientists) program (the provisions of Chapter 13 of the Regulations apply to these workers).
2. The employment of a researcher may not be funded from the regular budget of the University. Tenure will not be granted in this track.

Ranks

3. There are four ranks in the researchers track:
 - (1) Research associate
 - (2) Senior research associate
 - (3) Research fellow
 - (4) Senior research fellow

Qualifications

4. The qualifications for appointment to the researchers' track are similar, insofar as possible, to the qualifications for the regular track.

The Procedure for Appointment and Promotion

5. The decision regarding the appointment of a research associate lies with the Dean.
6. The decision to appoint a senior research associate, a research fellow and a senior research fellow lies with the Rector, and is subject to the following procedure:
 - a. A proposal for an appointment or promotion to the rank of senior research associate shall be submitted to the Rector by the Dean. For this purpose, the Rector is authorized to order that a professional committee be appointed, and also that this committee seek evaluations from external referees.
 - b. An appointment or promotion to the rank of research fellow shall be proposed by the Dean to the Rector. For this purpose, the Dean, with the approval of the Rector, will appoint a professional committee. The Rector is authorized to order that the professional committee seek evaluations from external referees.
 - c. An appointment or promotion to the rank of senior research fellow shall be proposed by the Dean to the Rector. For this purpose, the Dean, with the approval of the Rector, shall appoint a professional committee. The professional committee shall seek evaluations from external referees.

The Period of the Appointment

7. An appointment to the researchers` track is for an initial period not exceeding three years. The appointment may be renewed.

Authorization to Teach

8. Every researcher is authorized to teach, with the approval of the Dean.

Hearing

9.
 - a. In the event that the possibility of terminating the employment of a researcher is being considered, the researcher shall be given a hearing by the Dean in order to allow him/her to respond to the reasons that are liable to lead to the termination of his/her employment, and to present his/her arguments on the subject.
 - b. The hearing shall be conducted in accordance with the standard rules at the University.
 - c. The head of the unit or his/her representative shall also participate in the hearing.
 - d. The provisions of this section do not apply to researchers with whom it has been agreed in advance on an appointment for a set, agreed period, which does not exceed one year, and who were employed in accordance with this agreement.

CHAP. 9 PRACTICE ASSOCIATES TRACK

Last updated: June 2012

General

1. Persons appointed to the practical associates track will be renowned experts in a professional area that is studied at the Hebrew University, based in the professional expertise of the candidates, their practical experience in their area of expertise and the need for them to teach.

Ranks

2. There are four ranks in the practice associates track: lecturer of the practice, senior lecturer of the practice, associate professor of the practice, professor of the practice.

Employment – Mode and Extent of Position

3. An appointment to the practice associates track may be with payment of a salary or without payment of a salary.
4. The extent of a position in the practice associates track will range from a quarter-time position to a full-time position. Every unit has the right to limit the extent of the position to which practice associates are appointed (see section 16 below).
5. Tenure may not be granted in the practice associates track.

Appointments Quota

6. A salaried appointment to the practice associates track shall be to an academic tenured position.
7.
 - a. As a rule, the number of appointments in the practice associates track will not exceed 10% of the total number of tenured positions in the unit. In units which have special needs, appointments in the practice associates track may not exceed 20% of the number of tenured positions. The number of practice associates teachers within the unit may not exceed the above percentages, whether the teachers were appointed to tenured positions, as stated in section 6 above or whether the appointment is unsalaried.
 - b. A full position or part-time position that has become available will return to the quota of tenured positions of the Faculty.

Age of Retirement

9. The age of retirement of staff members in the practice associates track is the same as that of staff members on the regular track. However, in special cases, the Rector and the President may decide, following a request from a Dean, that the retirement age of a member of staff on the practice associates track at the rank of associate professor or professor will be 75, if the appointment began when the member of staff was at least 60 years old.

Qualifications

10. The qualifications for appointment specified in these Regulations apply to the units that wish to appoint teachers in the practice associates track. Each such unit will formulate particular characteristics for appointment or promotion to each of the ranks in the practice associates track (see section 16 below), which will be in addition to the qualifications specified in these Regulations.
11. Regarding appointments in the practice associates track, emphasis will be placed on the professional level and the teaching abilities of the candidate.
12. The qualifications required at each rank are in addition to those required at the lower ranks.
13.
 - a. A person appointed to the rank of lecturer of the practice must have a high level of professional skills, and must have achieved recognition as an expert in his/her field, with the highest level of professional training in that area, and with practical experience in his/her field of expertise.
 - b. A person appointed to the rank of senior lecturer of the practice must have many years of experience, and must have achieved recognition as having senior status in the field.
 - c. A person appointed to the rank of associate professor of the practice must have proven himself/herself as a leader in the professional field.
 - d. A person appointed to the rank of professor of the practice shall have achieved recognition as a person of great stature in his/her field, in Israel and abroad.
14. Promotion to the rank of associate professor of the practice will occur in special cases only, when there has been a significant change in the status of the candidate in his/her professional field, or in light of a special contribution of the candidate to the unit, such as the development and advancement of a new field of study. An appointment at the rank of associate professor and promotion to the rank of associate professor will be carried out in a special procedure as specified in sections 24-33 below.
15. The number of appointments at the rank of professor of the practice will be very small, limited to special cases only. An appointment or promotion to this rank will be carried out in a special procedure as specified in sections 24-33 below.

Special Characteristics in the Various Units

16.
 - a. Any unit that wishes to appoint teachers to the practice associates track will determine particular characteristics for the track, which will include, inter alia, the following:
 - (1) The extent of the positions required;
 - (2) The range of ranks;
 - (3) The qualifications required for appointment or promotion at each rank: education, formal training, years of experience, definition of status in the professional field and other requirements;
 - (4) Detailed description of the required involvement in the life of the unit.

- b. The characteristics particular to the various units shall be submitted for approval to the Standing Committee and attached as an appendix to the Regulations for the Practice Associates Track.

Appendices

- [School of Pharmacy](#)
- [School of Social Work](#)
- [Koret School of Veterinary Medicine](#)
- [Faculty of Law](#)
- [Faculty of Dental Medicine](#)
- [Department of Communications, Social Sciences](#)
- [Department of Psychology, Social Sciences](#)
- [School of Nutrition, Robert H. Smith Faculty of Agriculture, Food and Environment](#)
- [Department of Economics, Social Sciences](#)
- [School of Public Policy and Government](#)
- [School of Education](#)
- [Department of Statistics](#)
- [Department of Geography](#)
- [Department of Sociology](#)
- [Faculty of Medicine](#)
- [School of Business Administration](#)
- [Department of Art History](#)
- [Program for Conflict Research, Management and Resolution](#)
- [Political science](#)
- [Literature](#)
- [European Forum](#)
- [Egyptology](#)

Transfer between Tracks

17. As a rule, transfer from the regular academic track to the practice associates track will not be possible, whether for a limited period or for an extended period, and only those with the qualifications for an appointment to the practice associates track shall be appointed to that track.
18. As a rule, there will be no transfer from the adjuncts track to the practice associates track.

Procedure for Appointment and Promotion

19. a. The procedure for a new appointment at the rank of lecturer of the practice or senior lecturer of the practice shall include the following stages:
- (1) The initiative of the unit.
 - (2) The Dean's decision to commence the procedure.

- (3) An evaluation process conducted by the Dean or on his/her behalf.
 - (4) The Dean's approval.
 - (5) The approval of the Faculty Appointments Committee.
 - (6) The approval of the President and the Rector.
- b. Promotion to the rank of senior lecturer of the practice shall include the stages specified in subsection (a) with the exception of the Faculty Appointments Committee.

Submission of Candidacy for Appointment and Promotion

20. a. A candidate for a new appointment and for promotion shall submit the following documents:
- (1) Curriculum vitae in English or in Hebrew.
 - (2) A scientific biography containing a description of the candidate's professional achievements, his/her professional contribution and a list of professional or academic publications.
- b. Reports on teaching and student surveys from the Hebrew University or other institutions (if such exist) shall be attached to these documents.

Evaluations

21. The Dean shall conduct an evaluation process that shall include evaluations from experts in the candidate's field, his/her professional achievements, his/her personal traits and his/her suitability for an academic appointment on the practice associates track.
22. The evaluation process shall include two letters from members of staff at the Hebrew University and two letters from experts outside the University who are familiar with the candidate's work and his/her professional contribution. Opinions from experts in Israel shall suffice for this purpose.

Approval of the President and the Rector

23. Every decision regarding an appointment or promotion to the practice associates track requires the approval of both the President and the Rector. Their decision is final.

Special Procedure for Appointment and Promotion

24. a. A special procedure shall be conducted for a new appointment at the rank of associate professor of the practice, for promotion to the rank of associate professor of the practice, for a new appointment at the rank of professor of the practice and for promotion to the rank of professor of the practice.
- b. The provisions of sections 19-23 of this Chapter will apply to this procedure, subject to the changes specified below in sections 25-33 below.
25. a. In cases of a new appointment the special procedure shall include the following stages:
- (1) The initiative of the unit.
 - (2) The Dean's decision to commence the procedure.

- (3) The Rector's approval to commence the procedure, and for the composition of the professional committee.
 - (4) The recommendation of the professional committee to the Dean.
 - (5) An evaluation process conducted by the Dean or on his/her behalf.
 - (6) The approval of the Faculty Appointments Committee.
 - (7) The Dean's approval.
 - (8) The approval of the appointments committee for appointments and promotions on the practice associates track.
 - (9) The approval of the President and the Rector.
- b. Promotion to the rank of associate professor or professor shall include the stages enumerated in subsection (a) with the exception of the approval of the Faculty Appointments Committee.
 - c. In cases in which a new appointment at the rank of associate professor or professor is a matter of urgency, discussion in the appointments committee for appointments and promotions on the practice associates track may be bypassed, and the Dean may submit the file for the approval of the President and the Rector in an expedited procedure. All other stages specified in subsection (a) above must be undergone. An appointment in an expedited procedure shall be for a period of three years, and extension of the appointment shall require the approval of the appointments committee for appointments and promotions on the practice associates track.

Professional Committee and Evaluations

- 26. For the purpose of the special procedure, the Dean, with the approval of the Rector, shall appoint a professional committee comprising no less than three members of whom at least one is an expert in the professional field of the candidate.
- 27. At least two members of the professional committee shall prepare a professional report.
- 28.
 - a. The committee shall prepare a report summarizing the opinions of its members. The report shall examine the existence of the required qualifications for the appointment and promotion specified in sections 13, 14, 15, and 16 above.
 - b. In the event that the professional committee decides not to approve the appointment at the recommended rank or the proposed promotion in rank, the procedure shall be interrupted.
 - c. In the event that the professional committee decides to approve the appointment or the promotion, the Dean shall conduct an evaluation process. The list of referees shall be approved by the chairperson of the committee for appointments and promotions in the practice associates track. The evaluation process shall be conducted in such a way that the file will contain no less than two letters from members of staff at the Hebrew University and three letters of experts from outside the University, who are familiar with the work of the candidate and his/her professional contribution. Opinions from experts in Israel suffice for this purpose. The above number shall include the personal reports of the members of the professional committee, as stated in section 27 above.

Committee for Appointments and Promotions in the Practice Associates Track

29. The committee for appointments and promotions in the practice associates track shall be comprised of five members:
 - a. A fixed core of four members from the staff of the regular academic track at the rank of full professor, two of whom are from the humanities and social sciences and two of whom are from the experimental sciences. These members shall be appointed by the Standing Committee. The Standing Committee shall select a chairperson from amongst them.
 - b. One non-permanent member, who is expert in an area close to that of the candidate, whether from within the University system or outside of it. This member shall be proposed by the Dean and approved by the chairperson of the University committee for appointments in the practice associates track.
30. The Dean shall present the file to the appointments committee, and he/she shall not be present during the discussion.
31. An affirmative decision requires four votes in favor.
32. Voting shall be by secret ballot. Members shall vote “for” or ”against” and they may not abstain.
33. Minutes of the discussion will be taken, specifying the various opinions that were expressed.

Duration of Appointment

34. An appointment in the practice associates track is for a period of one or two years, and may be extended. At the end of three years after the initial appointment, the appointment of the teacher on the practice associates track may be extended for an additional three years. Extension of the appointment is contingent upon a review of the qualifications of the teacher, as stated in section 35 below.
35.
 - a. At the end of three years from the time of the appointment of the teacher in the practice associates track, his/her qualifications for carrying out the teaching required of him/her, and the need for the course, shall be reviewed.
 - b. The Dean will decide on the procedure for reviewing the qualifications, whether by means of a single reviewer or by means of a committee to be appointed for this purpose. This procedure does not exempt the unit from the annual examination of the quality of the teaching, primarily by means of the student surveys.
36.
 - a. Extension of the appointment of a teacher in the practice associates track at the end of six years from the time of his/her appointment or promotion (the later of the two) shall follow the procedure below:
 - (1) The unit shall recommend to the Dean that the appointment be extended.
 - (2) The Dean shall appoint a professional committee, with the approval of the Rector.
 - (3) The report of the professional committee shall address the nature of the teaching, the need for the courses and the contribution of the candidate to the

unit. The student surveys and reports of classroom visits shall be attached to the report.

- (4) The report shall be submitted to the Faculty Appointments Committee, which will decide on the extension of the appointment.
- b. The extension procedure as aforesaid in subsection (a) shall be conducted every six years.

Rights and Duties of Teachers in the Practice Associates Track

37. The full teaching load in the practice associates track is 12 weekly hours. With the approval of the Rector, the head of the unit and the Dean may reduce the teaching load to 8 weekly hours.
38. Teachers in the practice associates track shall be involved in the activities of the unit beyond their presence during the teaching hours and office hours. They shall participate in initiating and leading changes to and introducing new curricula. They shall participate in the committees of the unit and of the faculty, in advising students specializing in professional tracks and in the other activities of the department and the faculty.
39. Teachers in the practice associates track in full-time positions shall be members of the faculty council.
40. Teachers in the practice associates track may supervise Master's students, and can be co-supervisors of doctoral students, subject to the Regulations Governing Research Students.
41. A person upon whom the title "professor of the practice" or "associate professor of the practice" has been conferred in an academic procedure conducted at the Hebrew University will be entitled to bear that designation only as long as his/her appointment in this track at the Hebrew University is in force.
42. The salaries of teachers on the practice associates track shall be paid throughout the twelve months of the year. Teachers in the practice associates track shall be entitled to payments from the Fund for International Scientific Relations in amounts relative to the extent of their position, but they are not entitled to sabbatical fund payments.

Hearing

43.
 - a. If the possibility of not extending the appointment of the teacher or of terminating his/her employment is being considered, the Dean or his/her representative shall conduct a hearing for the purpose of allowing the teacher to respond to the reasons that are liable to entail a negative decision in his/her case, and to present his/her arguments on the subject.
 - b. The hearing shall be conducted according to the standard rules at the University.
 - c. In addition to the Dean, the head of the unit or his/her representative shall participate in the hearing.

Entry into Force

44. The amendments to the Regulations that were passed in May 2012 shall enter into force on 1 October 2012.

CHAP. 10 ADJUNCTS TRACK

Last updated: May 2008

General

1. Persons appointed to the adjuncts track will be teachers who are not members of staff of the Hebrew University, who teach in the University without pay, who have a long-standing connection and commitment to teaching and to participation in the life of the institution, and whose contribution to teaching is equivalent to at least one annual university course.

Ranks

2. a. The ranks in the adjuncts track are:
 - (1) Adjunct lecturer
 - (2) Adjunct senior lecturer
 - (3) Adjunct associate professor
 - (4) Adjunct professor
- b. In units in which there is a clinical track, teachers may be appointed to an adjunct-clinical track at the following ranks:
 - (1) Adjunct clinical lecturer
 - (2) Adjunct clinical senior lecturer
 - (3) Adjunct clinical associate professor

Qualifications

3. The qualifications for appointment to the adjuncts track are as similar as possible to the standard requirements in the regular academic track.

Procedure for Appointment and Promotion

4. The procedures for appointment and promotion in the adjuncts track shall be subject to the provisions that apply to the regular academic track, as specified in Chapters 1, 2 and 5 of these Regulations, with the following changes:
 - d. No public call will be issued for candidates.
 - e. The initial appointment of an adjunct associate professor and an adjunct professor will not be discussed by a Screening Committee and by the Faculty Appointments Committee but rather, in a professional committee which will also conduct a process of external evaluation.
 - f. Promotion to the rank of adjunct associate professor shall be subject, with the necessary changes, to the provisions applying to promotion to the rank of professor under Chapter 5 of the Regulations.
5. In units in which there is a clinical track, the procedure for appointment to the adjunct-clinical track will be subject to the provisions governing the clinical tracks in those units.

Duration of Appointment

6. An appointment in the adjuncts track is for a period of one or two years, which may be extended. At the end of the first three years of appointment, teachers may be appointed to

the adjuncts track for three additional years. Extension of the appointment is conditional, as a rule, on the recommendation of the head of the teaching unit (department or school) and requires the approval of the Dean.

7. a. Extension of the appointment of a teacher in the adjuncts track at the end of six years from the time of his/her appointment or promotion (the later of the two) shall follow the procedure below:
 - (1) The unit shall recommend to the Dean that the appointment be extended.
 - (2) The Dean shall appoint a professional committee.
 - (3) The report of the professional committee shall address the nature of the teaching, the need for the courses and the contribution of the candidate to the unit. The student surveys and reports of classroom visits shall be attached to the report.
 - (4) The report shall be submitted to the Dean, who will decide on the extension of the appointment on the basis of the report of the professional committee.
- b. The procedure for extension as aforesaid in subsection (a) will be conducted every six years.

The Title “Professor”

8. A person upon whom the title “adjunct professor” or “adjunct associate professor” has been conferred in an academic procedure conducted by the Hebrew University, will be entitled to bear that designation only as long as his/her appointment in this track at the Hebrew University is in force.

CHAP. 11 EXTERNAL TEACHERS TRACK

Last updated: May 2011

1. The following may be appointed as external teachers:
 - a. Teachers who have a full-time appointment at another institute of higher education with a high academic standard.
 - b. Persons whose education, professional experience or teaching experience qualify them to teach at the University.
 - c. Employees of the Hebrew University who are employed in additional work at the University.

The Ranks

2. External teachers may be appointed at one of the following ranks: 1, A, B and C.

Qualifications

3.
 - a. Appointment as an external teacher at rank 1 shall be of a person with a Bachelors' degree, whose education, professional experience or teaching experience qualify him/her to teach at the Hebrew University.
 - b. Appointment as an external teacher at rank A shall be of -
 - (1) A person with a Masters' degree, whose education, professional experience or teaching experience qualify him/her to teach at the Hebrew University.
 - (2) A person who has the qualifications for appointment as an assistant or a instructor, or as a teacher/senior teacher in the parallel track or an equivalent rank at an institute of higher education.
 - c. Appointment as an external teacher at rank B shall be of -
 - (1) A person with a doctoral degree.
 - (2) A person who has the qualifications for appointment as a lecturer or senior lecturer, or an equivalent rank at an institute of higher education.
 - (3) A person who does not comply with the conditions specified in (1) and (2) above but has highly developed professional skills, who has been recognized as an expert in his/her field and who has the highest level of professional training in that area, and he/she has practical experience in the area of expertise.
 - d. Appointment as an external teacher at rank C shall be of -
 - (1) A person at the rank of associate professor or professor at an institute of higher education.
 - (2) A person who has the qualifications for appointment as an associate professor or professor at an institute of higher education.
 - (3) A person who does not comply with the conditions specified in (1) and (2) above but has the required qualifications for an external teacher at rank B (as specified in subsection (c)(3) above), and he/she also has many years of experience and has achieved recognition as holding a senior position in the field and has proved himself/herself as a leader in the professional field.
4. Appointment as an external teacher does not confer any other academic title.

Procedure for Appointment

5.
 - a. Heads of units shall submit a proposal to the Dean for the appointment of an external teacher.
 - b. The request will contain details of the candidate's qualifications, the scope of the proposed teaching, the tasks to be imposed upon the candidate, the reasons why the proposed teaching cannot be assigned to one of the teachers in the unit, and the budgetary cover.
6.
 - a. The decision regarding an appointment at ranks 1, A and B lies with the Dean.
 - b. The decision regarding an appointment at rank C lies with the Rector, and is conditional upon the approval of the Dean.
7.
 - a. The Dean is authorized to appoint a professional committee, which will submit a report on the qualifications of the candidate to teach the subject, and will recommend the rank of his/her appointment.
 - b. In the event that the Dean decides to appoint a professional committee for an appointment at rank C, the composition of the committee must be approved by the Rector.
 - c. In the case of an appointment under sections 3(c)(3) and 3(d)(3), the Dean must appoint a professional committee. The composition of the professional committee must be approved by the Rector.

Extent of the Position

8. As a rule, a person who has been asked to teach for less than one semester will not be appointed as an external teacher.
9. The extent of an external teacher's position is measured in teaching units according to the University rules.
10.
 - a. As a rule, the teaching load of an external teacher will not exceed 4 weekly teaching units.
 - b. In language courses, workshops, ancillary subjects, basic subjects, areas of professional skills, preparatory programs etc., the teaching load of an external teacher may be 8 weekly teaching units.
 - c. In exceptional cases and with the approval of the Rector, the teaching load of an external teacher of other subjects may be increased to a maximum of 8 weekly teaching units.
11.
 - a. The appointment of an external teacher who teaches for one semester will be for a period of four and a half months, and the appointment of a teacher who teaches a full academic year will be for a period of nine months.
 - b. External teachers are not entitled to tenure. Their employment will terminate at the end of the period of their appointment.

Tasks

12.
 - a. External teachers must carry out all the activities involved in teaching, according to the following specification:
 - (1) Frontal teaching
 - (2) Advising students
 - (3) Checking assignments and exercises
 - (4) Preparing exam papers
 - (5) Attendance during exams
 - (6) Correcting exams
 - (7) Teaching make-up classes
 - (8) Participation in coordination meetings.
 - b. Payment for a teaching unit is for execution of all the above functions, including preparation time and time lost.
13.
 - a. At the end of six years of employment of an external teacher, his/her ability to carry out the teaching that he/she is assigned, the need for the course and the reason that the teaching of the course cannot be assigned to teachers in the regular academic track shall be examined.
 - b. The Dean will determine the procedure for examining his/her ability, whether by means of a single reviewer or by a committee that he/she appoints for this purpose.
 - c. This procedure does not exempt the unit from an annual examination of the quality of the external teacher's teaching, mainly by means of student surveys.
 - d. The review procedure as provided in this section will be conducted every six years.

Hearing

14.
 - a. If the possibility of not renewing or terminating the appointment of an external teacher is being considered, he/she will be given a hearing by the Dean or the head of the unit or their representative in order to allow him/her to respond to the reasons that are liable to lead to the termination of his/her employment, and to present his/her arguments on the subject.
 - b. As a rule, the hearing will be conducted in writing, unless the teacher has requested that it be held orally.
 - c. Subject to the aforesaid in subsection (b), the hearing will be conducted in accordance with the standard procedures at the University.
 - d. The provisions of this section shall not apply to the following external teachers: those whose period of appointment on this track was shorter than one year, or in cases in which the teacher is substituting for another for a fixed period, or in relation to employment for a limited period which by prior agreement will not be extended.

CHAP. 12 VISITORS

Last updated: May 2008

General

1. A visitor is a teacher or a researcher from abroad or from Israel who has been invited by the University for the purpose of teaching or research for a defined period, whether for payment or not for payment. Teacher-visitors are invited for various purposes such as: substituting for another teacher, developing a new subject, varying the teaching, employment of a teacher for a trial where there is a chance of his/her moving to Israel, conducting research in collaboration with teachers from the University.
2. Any invitation to a visitor for payment is conditional upon the allocation of a suitable budget to cover the planned expenses, whether from one of the central funds intended for bringing visitors (such as Lady Davis) or whether from faculty budgets, research budgets, funds and other special budgets.
3. Deans may authorize the invitation of a visitor subject to the provisions of these Regulations. The invitation of visitors to be funded by one of the central funds intended for bringing visitors requires the approval of the academic committee of the Lady David Fund, which acts as a University committee for teacher-visitors.
4. An appointment to the visitors' track at any rank does not confer tenure.

Determination of Status and Rank

5. A teacher who is invited from another recognized institute of higher education in Israel or abroad, with a high academic standard, will be awarded a rank consistent with his/her rank in that institute. A professor will be appointed as a visiting professor; an associate professor will be appointed as a visiting associate professor; senior lecturers and lecturers (including those at the rank of assistant professor) will be appointed as visiting lecturers.
6. In special cases, with the approval of the Rector, a person who does not have a rank at an academic institute as specified in section 5 above may be appointed as a visiting professor or a visiting associate professor, if he/she is a leading researcher from a research institute of renown, or if he/she has already been appointed as a visiting professor in leading universities, or if the Rector is convinced that this person is outstanding in his/her field, due to his/her exceptional achievements.
7. A visitor who does not have an appointment at a recognized academic institution of a high standard, as specified in section 5 above, such as a person coming from a research institute, from an industrial corporation, or a visitor who has come for a visit that will not exceed one month, will normally be appointed as a visiting scholar/scientist.

Appointment Procedure

8. The head of the unit that seeks to invite a visitor shall submit a request to the Dean of the faculty, attaching a full curriculum vitae and specifying the reasons supporting the request.
9. In the following cases, the decision regarding the appointment lies with the Dean:

- a. An appointment as a visiting lecturer, visiting associate professor or visiting professor for those with an equivalent rank in another recognized academic institute of higher education of a high academic standard.
 - b. An appointment as a visiting lecturer for a person who does not have an equivalent rank, after the Dean received a report from a professional committee that he/she appointed to investigate the candidate for this rank.
 - c. An appointment as a visiting scholar/scientist.
10. The decision regarding an appointment of a person who does not have a rank in another academic institution, as stated in section 6 above, as a visiting associate professor or a visiting professor lies with the Rector and is conditional upon the recommendation of the Dean.
11. A person upon whom the title of “visiting professor” or a “visiting associate professor” has been conferred as stated in section 10 above, may use that title only for as long as his/her appointment in this track at the Hebrew University is in force.

Visitors Funded by University Funds

12. Requests to invite visitors from abroad funded by central funds shall be submitted by the faculties to the secretariat of the Lady Davis Fellowship Trust each year before November 30 with respect to the following academic year.

Letters of Appointment

13. a. Letters of appointment and of extension of appointment to visitors whose visits are funded by central University funds or from external funds (such as Fulbright) shall be signed by the Rector.
- b. Letters of appointment and of extension of appointment to visitors whose visits are funded from other budgets or who do not receive payment from the University shall be signed by the Deans of the faculties.
- c. The Rector shall sign the letters of appointment for visitors as specified in subsection (b) above, if the Dean requests that he/she do so.

Duration of Appointment

14. As a rule, the appointment of a visitor will not exceed a period of one year. With the approval of the Rector, a faculty Dean may extend the appointment for a second year and for a third year as well. In exceptional cases, the Rector may approve the extension of an appointment beyond three successive years, provided that the appointment will not be extended beyond five years.

CHAP. 13 APPOINTMENT OF IMMIGRANT SCIENTISTS IN THE “KAMEA” – ABSORPTION OF IMMIGRANT SCIENTISTS PROGRAM

Last updated: November 2008

General

1. As a rule, the KAMEA (Absorption of Immigrant Scientists) program is intended for immigrant scholars who have completed three years of employment in the Giladi Program, provided that they are not above the age of 64 on the date that they join the program.
2. Scholars on the KAMEA program shall be employed in the existing researchers track at the Hebrew University, at the ranks of research associate, senior research associate and research fellow, in full-time positions.

Appointment Procedure

3. The host scientist (the direct superior of the immigrant scientist) shall submit a written letter of recommendation for the appointment to the Dean. Attached to the letter will be the curriculum vitae, list of publications and scientific biography of the candidate. In his/her letter, the host scientist must undertake to participate financially in funding the immigrant scientist for a period of at least three years.
4. The Dean shall appoint, with the approval of the Rector, a professional committee to examine the material and make a recommendation concerning the suitability of the candidate for the KAMEA program and the proposed rank, or concerning an open procedure for one of two ranks.
5. In the event that the decision of the professional committee is negative, the procedure shall be terminated. The report of the committee shall be submitted to the Dean and to the vice-rector (or whoever is responsible for absorption in science at the University) and the vice-rector will notify the candidate of the decision.
6. In the event that the committee decides to continue with the procedure, it will solicit external evaluations from referees as approved by the vice-rector, and request evaluations from three experts in the candidate's field (see Appendix 8). At the rank of research associate and senior research associate, all the referees may be from Israel. For an appointment at the rank of research fellow, at least one of the referees must be from abroad. In special cases, referees from the Hebrew University may be approached, provided that they are not from the faculty of the candidate.
7. Upon receipt of the responses, the members of the professional committee shall prepare a report in which they summarize the letters of evaluation as well as their own opinions. At least one of the members of the committee shall write a personal report as is the usual practice for a professional committee at the University. The report of the committee shall be concluded with a recommendation either to appoint or not appoint the candidate, and with the committee's recommendation regarding the rank. The report shall be submitted to the appointments committee.
8. A special appointments committee for the KAMEA program, composed of six members at the rank of associate professor and above, shall be selected by the Standing Committee.

The committee will be chaired by the vice-rector or whoever is responsible for absorption in science at the University. The committee will be comprised of the following members: two teachers from the life sciences (one from the Faculty of Medicine and one from the Faculty of Agriculture); two from the Faculty of Natural Sciences and one member from the Faculty of the Humanities.

9. The chairperson of the professional committee will present the file to the appointments committee, which will discuss and vote on the proposed appointment and rank in accordance with the rules applying to University appointments committees.
10. The quorum for holding a vote is five members. Members shall vote “for” or “against, and may not abstain. An affirmative decision requires that at least four members vote "for”.
11. The decisions of the Appointments Committee require the approval of the President and the Rector, and the decision of the President and the Rector will be final.

Duration of the Appointment

12. The initial appoint on the KAMEA track is for a period of three years. The continuation of the appointment, subject to the existence of a budget, will be in accordance with the KAMEA Code, which has been formulated with the Center for Absorption in Science.

Promotions

13. The procedure for promotion in rank is identical to the procedure for new appointments in this track.

Termination of the Appointment

14. In the event that circumstances so require, the appointment may be terminated in accordance with the Framework Agreement with the Ministry of Absorption.

CHAP. 14 ASSISTANTS AND INSTRUCTORS TRACK

1. General

1. These Regulations regulate matters relating to the appointment of assistants and instructors, their functions and their participation in the academic bodies of the University, as well as certain matters relating to their obligations and rights.
2. Proposals for changes to these Regulations shall be discussed by a committee to be appointed for this purpose by the Rector or the Standing Committee. The committee shall include two members at the rank of assistant and instructor who participate in the Senate as stated in Part 7 below.
3. The appointments are done by the faculty Deans and heads of independent schools (hereinafter: the Deans).
4. Requests for appointments or extensions of appointments shall be submitted on two dates: 1) towards the beginning of the academic year; 2) towards the beginning of the second semester. If necessary, requests may also be submitted at another time, if there are special reasons for so doing.
5. The total number of years of service of a teacher at the ranks of assistant and instructor shall not exceed 6 years.
6. Exceptions to the following rules shall be discussed by the committee for exceptions in the appointment of assistants and instructors (see Part 4 below).

2. Appointments and Extensions to Appointments

Procedures for Appointment of Assistants

7. In faculties in which there are departments, institutes or schools (hereinafter: units), a candidate shall be proposed by the head of the unit and approved by the Dean. In the event that the Dean approves the candidate in accordance with the procedures set out in the Regulations, the director of the Personnel Department shall issue a letter of appointment.
8. The extent of the position of assistants will be in accordance with the teaching requirements.

Qualifications

9. A person may be appointed as a grade A assistant if he/she has been deemed suitable by his/her teachers, and he/she is a post-graduate student or is eligible for acceptance as a post-graduate student (including a student in the direct doctoral track).
10. A person may be appointed as a grade B assistant if his/her proposal for his/her doctoral dissertation has been approved by the Authority for Research Students and he/she has teaching experience.

Period of Appointment of an Assistant

11. An assistant is appointed for the period of one year, towards the beginning of the academic year. However, if teaching requirements so necessitate, an assistant may be appointed for one semester (6 months) only.
12. The appointment of a grade A assistant who is registered as a post-graduate student may be extended for a second year.
13. An appointment as a grade A or grade B assistant shall be by request from the head of the unit and in accordance with the decision of the Dean. Extension of the appointment as a grade A or a grade B assistant shall be according to the decision of the head of the unit.
14. Where the Authority for Research Students has approved a new dissertation subject, whether under the supervision of the same teacher or under the supervision of another teacher, the appointments committee may calculate the period of appointment as an assistant from the date of approval of the new subject. In this event, the period of the initial appointment as an assistant will not be included in the total number of years of the appointment. This regulation may be invoked once only.

Qualifications for Appointment as an Instructor

15. A person may be appointed as an instructor if he/she has been registered for three years as a research student (and at least two years have elapsed since the approval of his/her dissertation proposal), has completed the course-work requirements set by the Authority for Research Students in the framework of his/her doctoral studies, has made satisfactory progress in his/her dissertation and has served for at least one year as an assistant and successfully fulfilled his/her teaching and other assignments.
16. Notwithstanding the above, a person who has been registered as a post-graduate student for at least three years (and at least two years have elapsed since the approval of his/her dissertation proposal) and has demonstrated a commendable level of research through his/her scientific publications, may be appointed directly to the rank of instructor without having served as an assistant.
17. An assistant whose doctoral dissertation was approved before he/she had completed three years as a post-graduate student, as aforesaid in section 15.

Procedures for Appointment of Instructors

18. A candidate for appointment as an instructor shall be proposed by the head of the unit, and approved by the Dean. The proposal shall be submitted to the Dean for approval on the basis of a detailed evaluation by the supervisor of the candidate's doctoral dissertation, of the progress of the dissertation, and on his/her assessment that within a maximum of two years, the dissertation will be submitted for judging. To these shall be added the evaluation of the head of the department of the candidate's teaching skills, and the success of his/her work.
19. The extent of the positions of instructors will be in accordance with the teaching needs.

Promotion of an Assistant to the rank of Instructor

20. Regarding promotion from assistant to the rank of instructor: every teacher in the department from the rank of senior lecturer and above may propose the candidate for promotion to the Dean. If the Dean approves the candidate in accordance with the procedures set in the Regulations, the head of the Personnel Department shall issue a letter of appointment.

Duration of Appointment of an Instructor

21. An instructor is appointed for a period of one year, towards the beginning of the academic year. However, if teaching requirements so necessitate, an instructor may be appointed for one semester (6 months) only.
22. At the request of the head of the unit and with the approval of the Dean, the head of the Personnel Department shall renew the appointment for an additional year, and for a third year as well, provided that the total number of years of employment as an assistant and an instructor does not exceed six years.

Qualifications for Appointment as a Doctor-Instructor

23. A person whose doctoral dissertation has been approved may be appointed as a doctor-instructor.

Procedures for Appointment of Doctor-Instructors

24. The candidate shall be proposed by the head of the unit and approved by the Dean. If the Dean approves the candidate in accordance with the procedures set in the Regulations, the head of the Personnel Department shall issue a letter of appointment.

Duration of Appointment of a Doctor-Instructor

25. A doctor-instructor may be appointed for a period not exceeding one year. Upon the recommendation of the Dean and with the approval of an exceptions committee, the period of appointment may be extended by one additional year only.
26. The period of the appointment of a doctor-instructor shall not exceed two academic years, and the total number of years of appointment as an assistant, instructor and doctor-instructor shall not exceed seven years.

3. The Functions of Assistants and Instructors

27. In the area of teaching – the functions of assistants and instructors are as follows:
 - (1) Giving lecture-based tutorials, and checking exercises and home assignments.
 - (2) Giving a tutorial which is regarded as an independent teaching framework – an instructor only, and with the Dean's approval, an assistant as well.
 - (3) Checking examinations.
 - (4) Checking seminar papers – a doctor-instructor only.
 - (5) Advising and supervising students.

- (6) Preparation of laboratories, preparation of experiments and tutorials in laboratories and their supervision, including the marking of laboratory reports.
 - (7) Bibliographical supervision.
 - (8) Field work and supervision on excursions.
 - (9) Preparation of reference materials for lectures and tutorials.
 - (10) Various teaching-related functions in the department.
28. All the above functions shall be carried out under the responsibility of the teachers in charge of the courses.

Research Work

29. The assistant or instructor (who is not yet a doctor) shall devote the remainder of his/her time to research in pursuance of the doctoral degree; the subject of the research need not necessarily be directly related to the department in which he/she is employed.

Frontal Teaching Functions

30. Frontal teaching duties, which are permitted in special cases, will be assigned to assistants and instructors only upon the recommendation of the head of department and with the approval of the Dean.
31. An instructor who holds a doctoral degree may teach in all teaching frameworks, except for independent supervision of a Master's or doctoral dissertation.
32. The names of assistants and instructors who are actually teaching, and who have been duly approved, shall be published in the faculty yearbooks, insofar as possible.

4. The Committee for Exceptional Appointments of Assistants and Instructors

Functions of the Committee and its Authority

33. Discussion and decisions in relation to Deans' requests for exceptional appointments and exceptional extensions of appointments of assistants and instructors (including doctor-assistants). The minutes of the committee meeting shall be submitted to the Rector once per semester. The minutes shall include a list of exceptional appointments, the nature of the exceptions, and the reasons for the decisions.

Composition of the Committee

34. The committee will be comprised of 4 members, as follows:
- Chair of the committee – chair of the general assembly of the Authority for Research Students (Humanities or Sciences, in accordance with the candidate's field of studies).
 - A member of the Senate appointed by the Rector.
 - The director of the Personnel Department.
 - One representative of the Organization of Assistants and Instructors.
- Members shall vote "for" or "against" and may not abstain.

5. Discipline

35. Assistants and instructors will be subject to the Disciplinary Code of the Academic Staff of the Hebrew University that is in force at any particular time.

6. Continuing Professional Development (CPD)

36. The rules applying to CPD will comply with the academic regulations applying at the University in this regard.

7. Participation of Assistants and Instructors in Academic Bodies

37. In departments and institutes in which the number of members exceeds five teachers at the rank of lecturer and above, 1-3 assistants and instructors will participate in the academic bodies, with the right to vote.
38. The key for representation is one representative for each 10 assistants and instructors, with a minimum of one representative.
39. The representatives will be selected by the assistants and instructors in the department/institute.

On Teaching Committees

40. One participant with the right to vote, to be selected by the assistants and instructors in the faculty from amongst the participants in the meetings of the departments. In faculties in which there are no departments, the representative will be selected as specified above from amongst the assistants and instructors in the faculty.

On the Faculty Council

41. Participants with the right to vote who will be selected by the assistants and instructors in the Faculty. The key to representation is one representative per fifteen assistants and instructors, and at least one representative.

CHAP. 15 TEACHING TRACK

General

1. The teaching track (skills teachers) is designed for the employment of teachers of languages, teachers of the preparatory programs, teachers of workshops, ancillary subjects in areas of professional skills, tutorial and personal supervision of students in areas conferring practical training, coordination with instructors from the field and oversight of them, coordination and preparation of curricula and teaching programs for continued professional development of professionals from the field, coordination of practical and/or pedagogical projects, preparation of curricula for schools in Israel and in the Diaspora, and other functions as decided by the University.

Employment

2. Employment in this track is temporary, and does not grant any right to tenure.
3. Employment in this track is by special contract for a period of a semester or a calendar year, as determined by the employing unit, in the framework of its budget.
4. The end of the period of the contract constitutes the date of termination of employment, unless the teacher received notice of renewal of the appointment by May 31 of that year.
5. The contract of employment may be extended from time to time, with no time limit.

Conditions of Service

6. Teachers who hold a recognized academic degree may be employed in this track.

Ranks

7. There are three ranks in this track: Rank 1 – a teacher with a Bachelor's degree; Rank 2 – a teacher with a Master's Degree; Rank 3 – a teacher with a Ph.D.

Workload

8. The number of hours of employment for a full-time position is 18 weekly hours. The teaching load of a teacher who is employed as convener of a subject shall be reduced by 2 weekly hours.

Tasks

9. In units in which teachers are engaged in tasks other than frontal teaching, they will fulfill the following tasks:
 - a. Tutorial supervision
 - b. Personal supervision in the field
 - c. Coordination and oversight of instructors on practical training
 - d. Coordination and preparation of curricula and teaching programs
 - e. Coordination of practical or pedagogical projects

- f. Preparation of curricula for schools

Ancillary Activities of a Teacher

10. The following activities are included in the regular work of the teacher and do not entitle him/her to additional compensation: preparation and marking of exercises and assignments; conducting exams, including preparation of the questionnaires; correcting exams and supervising their conduct; holding consultations and personal supervision for students; holding office hours; participation in committees and administrative tasks related to teaching the subject and conducting the studies; participation in the preparation of curricula for the subject and preparation of the basic and ongoing materials for study; and similar activities entailed by the function of a teacher.

CHAP. 16 JUNIOR TEACHING AND RESEARCH ASSISTANTS

A. General

1. These Regulations regulate matters relating to the appointment of junior teaching and research assistants at the Hebrew University of Jerusalem, their functions and their participation in the academic bodies of the University, and certain matters relating to their obligations and rights.

B. Appointments and Extension of Appointments

Procedure for the Appointment of Junior Teaching and Research Assistants

2. The candidates for appointment as junior teaching and research assistants will be proposed by the head of the unit (department, institute or school) and approved by the Dean or whosoever has been authorized by him/her. Upon approval of an appointment as stated above in accordance with the procedure as provided in the Regulations, the Personnel Department shall issue the letters of appointment.
3. Requests for appointments or for the extension of appointments shall be submitted on two dates: First date – towards the beginning of the academic year; second date – towards the beginning of the second semester. If necessary, requests may be submitted on another date, where there is clear justification for so doing.

Qualifications for Appointment as Junior Teaching or Research Assistants

4. A person is eligible for appointment as a junior teaching or research assistant if he/she is a student who has completed the requirements for his/her Bachelor's degree and is continuing his/her studies towards a Master's degree, or in study programs which do not grant a Bachelor's degree – a student of an equivalent standard. In special cases and with the approval of the Dean, a student who is completing the last year of his/her first degree (and in faculties or schools in which the studies towards the first degree are for more than three years – also a student who is studying for the third year of the degree).

Period of Appointment of Junior Teaching and Research Assistants

5. The appointment of a junior teaching assistant shall be for the period of one academic year or one semester, with the possibility of extension.
6. A junior research assistant may be appointed for a period of up to one year, subject to the availability of a research budget, with the possibility of extension.
7. The total number of years of appointment of a junior teaching or junior research assistant may never exceed four years, including the years of appointment in the period in which the junior teaching assistant is studying towards a Bachelor's degree. Appointment for a fourth year requires the approval of the Dean, such approval to be forthcoming in exceptional cases only.

C. Publication

8. The names of junior teaching assistants who have been duly approved shall be published in the faculty yearbooks, insofar as possible.

D. Functions of Junior Teaching and Research Assistants

Junior Teaching Assistants

1. The tasks of junior teaching assistants are as follows:
 - Teaching tutorials 7 to lectures – checking exercises and homework
 - Checking exams
 - Advising and guiding students, including bibliographical guidance
 - Preparation of whatever is necessary for experiments and laboratory exercises and illustrative materials for lectures, guidance of students in laboratories
 - Checking laboratory reports
 - Field work and guidance on trips
 - Preparation of reference material for lessons and tutorials
 - Proctoring exams
10. An independent tutorial may only be given with the Dean's approval, in special cases.
11. All teaching functions of junior teaching assistants shall be carried out under the responsibility of the teachers responsible for the courses.

Junior Research Assistants

12. Junior research assistants will help teachers in their research, in accordance with the directives of the teachers.

E. Discipline

13. Junior teaching and research assistants shall be subject to the Disciplinary Code of academic employees of the Hebrew University that is in force at the relevant time.

F. Participation of Junior Teaching Assistants in the Academic Bodies of the University In Councils of Departments and Institutes

14.
 - a. Teaching assistant representatives may not participate in the councils of departments and institutes in which the number of teachers at the rank of lecturer and above is five or less.
 - b. In departments and institutes in which the number of teachers at the rank of lecturer and above is between six and ten, one junior teaching assistant shall participate, with the right to vote.
 - c. In departments and institutes in which the number of teachers at the rank of lecturer and above is greater than ten, one junior teaching assistant will participate, with the right to vote, for each 20 junior assistants in the department, but in no case will there be less than one representative nor more than two.
15. In meetings of the councils, representatives of junior teaching assistants shall not participate in discussions of personal matters pertaining to teachers.

16. The representatives shall be selected by the junior teaching assistants of the department.
17. The term of office will be one year, with the possibility of extension.

Teaching Committee

18. One participant with the right to vote, to be selected by the junior teaching assistants in the faculty from amongst the participants in the departmental meetings. In a faculty in which there are no departments, the representative will be selected as aforesaid from among the junior teaching assistants in the Faculty.
19. The term of office will be one year, with the possibility of extension.

Faculty Council

20. Participants with the right to vote to be selected by the junior teaching assistants in the faculty. In large faculties (more than 100 members of the council), two representatives shall be selected, and in small faculties (less than 100 people) – one representative.
21. The term of office is one year, with the possibility of extension.

PART 2 THE RESPONSIBLE BODIES: CHAPTERS 17-24

CHAP. 17 DEVELOPMENT COMMITTEE

1. a. The faculty development committee will be comprised of 7 to 12 members from amongst the tenured teachers in the regular academic track – as a rule, at the rank of associate professor and above.
 b. The procedures for selection or appointment of the development committee will be determined in each Faculty. A faculty may determine that the Faculty Appointments Committee will also serve as the development committee.
2. The development committee shall determine the development policy of the faculty regarding research and teaching for a period of at least five years.
3. The development plan shall be presented to the faculty Council for discussion and brought to the notice of the President and the Rector. The President and the Rector may submit the plan for the approval of the Academic Policy Committee.

CHAP. 18 SCREENING COMMITTEE

Composition and Appointment

1. a. The Screening Committee shall be appointed by the Standing Committee at the proposal of the Dean.
- b. The Screening Committee will be comprised of 5 to 7 members (and in exceptional cases, up to 9 members) with tenure, at the rank of associate professor and above. A member of the Screening Committee shall not participate in any discussion of the appointment of a candidate to a rank higher than his/her own.
- c. Each Screening Committee will be in charge of a broad field, to which at least 40 faculty members belong. Nevertheless, the Standing Committee is authorized to appoint Screening Committees for more restricted fields.
- d. In faculties with a small number of members of staff, it may be decided that the Faculty Appointments Committee, or one of its sub-committees, will serve as the Screening Committee.

Activity of the Screening Committee

2. The files of all candidates in the field of the Screening Committee will be brought before it.
3. The Screening Committee shall conduct a preliminary examination of the candidates and shall decide which of them should be re-examined. With respect to the latter, the re-examination shall include obtaining an evaluation of their work from other referees, from outside the University or from within.
4. The Screening Committee will rank the candidates whom in its opinion merit recruiting according to their academic excellence, and recommend a proposed rank for each of them.
5. When the Screening Committee discusses a proposal for a new appointment at the rank of associate professor or full professor in accordance with Chapter 2 of these Regulations, it shall prepare a report on the candidate to serve as the basis for the decision of the Dean regarding continuation of the procedure for appointment. The work of the Screening Committee will, in this event, be subject to the provisions applying to the professional committee under section Chapter 20 below, with the necessary changes.

CHAP. 19 FACULTY APPOINTMENTS COMMITTEE

1. a. The Faculty Appointments Committee shall be comprised of 7 to 12 members from amongst the tenured teachers in the regular academic track – as a rule from the rank of associate professor and above. The committee shall include at least one member who is not from that faculty. The composition of the committee shall be submitted by the Dean for the approval of the Standing Committee.
b. The quorum for holding a meeting and voting is 2/3 of the number of members. A member of the Faculty Appointments Committee may not participate in any discussion of the appointment of a candidate to a rank higher than his/her own.
2. The Faculty Appointments Committee shall discuss the files of candidates for new appointments in accordance with chapters 1, 2 and 9 of the Regulations.
The discussion in the Faculty Appointments Committee shall be summarized in a detailed report addressing all the material submitted to it. Emphasis is to be placed on the academic standard of the candidate and his/her suitability in terms of the development plans of the faculty. The report will contain the various opinions that were expressed. The committee shall decide by secret ballot.
3. The Dean is authorized to participate in the discussions of the Faculty Appointments Committee even if he/she is not a member of the committee.
4. a. Where the Dean is not a member of the committee, the committee's decision will be regarded as a recommendation to the Dean. In this event, the Dean's decision shall be submitted for ratification by the President and the Rector, in the following cases only:
 - (1) If his/her decision was affirmative, and at least one-third of the members of the Faculty Appointments Committee recommended the appointment.
 - (2) If his/her decision was negative and more than half the members of the Committee recommended the appointment.b. Where the Dean was a member of the committee or chaired it, the entire file, including the committee's decision, shall be submitted for the approval of the President and the Rector, if the majority of the committee voted in favor of the appointment.

CHAP. 20 PROFESSIONAL COMMITTEE
Last updated: December 2012

Need for a Professional Committee

1. A professional committee shall be appointed in the following cases:
 - (1) In every case of a promotion in rank of a teacher, and for every procedure involving the granting of tenure.
 - (2) At the end of the period of the initial appointment of the teacher, as indicated in section 17 of Chapter 1 and section 11 of Chapter 2 of these Regulations.
 - (3) In the clinical tracks – in every case of promotion in rank of a teacher, granting of tenure (in tracks in which tenure is granted), or ratification of an academic rank at the University, and also at the end of the initial period of appointment of a clinical teacher.
 - (4) In the researchers track – in every case of appointment or promotion in relation to which the Rector or the Dean decided to appoint a professional committee.
 - (5) In the practice associates track – in every case of appointment at the rank of professor of the practice, promotion to the ranks of associate professor of the practice and professor of the practice, and extension of appointments at the end of six years from the time of appointment or promotion (whichever is later).
 - (6) In the adjuncts track – for promotions to the ranks of adjunct senior lecturer and higher, for appointments at the rank of adjunct associate professor and adjunct professor and for extensions of appointments at the end of six years from the appointment or promotion in rank (whichever is later).
 - (7) In the external teachers track – in cases of appointments under section 7 of Chapter 11.
 - (8) In the KAMEA track – for every appointment and every promotion.

Composition of the Professional Committee

2.
 - a. A professional committee shall include at least one member of the Screening Committee or from a group of 2 to 4 teachers as determined by the Standing Committee, as proposed by the Dean, for the field within the responsibility of the Screening Committee.
 - b. A professional committee shall include at least two members whose fields of research are related to those of the candidate.
 - c. The members of the Committee shall be selected from amongst the teachers of the entire University, and not necessarily from amongst the members of the faculty to which the candidate belongs.
 - d. The members of the professional committee shall be tenured teachers at academic ranks that are higher than the proposed rank of the candidate, except in the case of promotions to the rank of full professor. If it is difficult to appoint a professional committee whose members are all at a higher rank than that proposed for the candidate, it is permitted to appoint one member whose rank is equal to that proposed for the candidate.
 - e. As a rule, the head of the unit (department or institute) shall not serve as the chairperson of the professional committee that is discussing the appointment or the promotion of a teacher in that unit.

- f. A faculty member who has retired may serve as a member of a professional committee, but he/she may not serve as chairperson of the committee.
- g. A professional committee that discusses the promotion of a senior lecturer without tenure shall be comprised of 3 to 5 members.
- h. A professional committee that discusses a promotion to the rank of full professor shall be comprised of 3 to 5 members, including, as a rule, at least one member from outside the University.
- i. As a rule, a professional committee that discusses candidates for promotion that involves tenure, or a new appointment to the rank of associate professor or full professor, or teachers whose initial period of appointment has ended, will be comprised of 5 to 7 members. In these cases, the members shall not all be from the same unit (department or institute).
- j. A professional committee that discusses promotion of tenured teachers at the rank of senior lecturer to the rank of associate professor shall be comprised of 5 to 7 members, including at least two members from outside the University.
- k. Insofar as possible, the professional committee will include at least one member of the same gender as the candidate.

Appointment of the Professional Committee

- 3.
 - a. The Dean shall appoint the professional committee. In the cases enumerated in subsections (1) – (7) of section 1 above, the appointment requires the approval of the Rector; and in the case of subsection (8) – the approval of the vice-rector.
 - b. For the purpose of obtaining approval as aforesaid in subsection (a), the Dean will pass the file of the candidate to the Rector or the vice-rector. However, in the case of the approval of a committee which discussed a teacher at the end of his/her initial period of appointment or at the end of his/her total trial period, the Dean will submit only the curriculum vitae, list of publications and scientific biography of the teacher to the Rector.
 - c. Where the committee has not acted properly, the Dean may, with the approval of the Rector (and in the case specified in section 1(8) above – with the approval of the vice-rector) replace the chairperson or other members of the committee.
- 4. A member of the committee shall not participate in two different stages of a single procedure, as specified in Chapter 26 below.

Mode of Operation of the Professional Committee

- 5. The professional committee will receive the candidate's file and if necessary, copies of his/her publications.
- 6.
 - a. In procedures that include external evaluations, the committee, after receiving the file and examining it, shall furnish the Dean with a proposed list of 8-10 external referees in accordance with the provisions of Chapter 21 below, unless it appears possible that the committee will recommend terminating the procedure.
 - b. The committee shall elucidate the considerations that guided it in proposing each of the external referees, and what it knows about the relationship between the candidate and the proposed referees.
 - c. The candidate may be approached and asked to suggest external referees. The committee shall indicate if it has accepted the candidate's suggestion with respect to

any particular referee in the list of referees it proposes to the Dean. Any reasonable objection expressed by the candidate to a particular referee should be taken into account. The objection should be conveyed to the secretary of the committee.

7. The members of the committee shall read the candidate's publications, paying special attention to the publications chosen by the candidate as representative of the best of his/her work. Readers' reports specifying the importance, the originality and the innovation in the publications that were read shall be attached to the report of the committee.
8. If, in the course of the discussion in the professional committee that is held towards the end of the initial trial period or the total trial period, it appears possible that the committee will recommend that tenure not be granted to the teacher, the committee shall interrupt its discussion and notify the Dean, in order that a hearing be conducted in accordance with Chapter 25 below.
9.
 - a. The committee shall prepare a report on the candidate to serve as the basis for the Dean's decision regarding the continuation of the procedure. The report will address, in detail, *inter alia*, the following subjects:
 - (1) The candidate's contribution, originality, independence in research and his/her achievements. In promotions, emphasis will be placed on the contribution since the last appointment or promotion, but in the case of promotion to the rank of full professor and in a procedure that involves granting tenure, the overall scientific contribution of the candidate will be examined as well. Expression of research contribution is in publications in leading platforms that undergo scientific review. The committee shall relate to the scope of the work, the quality of publications, the quality of the platforms, citation of the works and the candidate's contribution to publications in which he/she has collaborated with others. Special attention must be paid to publications designated by the candidate as his/her major scientific contributions. Emphasis shall be placed on the quality of the publications and not on the quantity.
 - (2) The international standing of the candidate, including participation in international conferences, organization of such conferences and invitations to lecture.
 - (3) The success of the candidate, relative to colleagues in the field, in obtaining research grants from competitive sources.
 - (4) The quality of the candidate's teaching, also relative to his/her colleagues in the department, as well as his/her attitude to students.
 - (5) Supervision of advanced students by the candidate, and the quality of the supervision.
 - (6) Collaboration between the candidate and his/her colleagues, his/her integration into the academic unit and his/her relations with other people at the University, his/her organizational skill and his/her contribution to the University community and to Israel's scientific community.
 - b. The committee may consider the extent to which disciplinary and/or criminal convictions of the candidate impact his/her functioning as a member of University staff.
 - c. The committee shall consider the comments that appeared in the report of the University Appointments Committee in the earlier procedure (if there was such). In

procedures that involve granting tenure, the committee will also relate to the comments that appeared in the report of the Faculty Appointments Committee and in the report of the professional period from the time of the end of the initial trial period (if such exist).

- d. The committee shall make explicit mention of the weaknesses that emerge from the file, indicating those aspects that require improvement in the academic work of the candidate.
10.
 - a. The report of the committee will conclude with one of two specific recommendations: to appoint the candidate, to promote him/her in rank or to grant him/her tenure, or not to appoint him/her, promote him/her in rank, or grant him/her tenure.
 - b. In its discussion towards the end of the initial period of appointment of the teacher, the committee shall recommend one of the following possibilities:
 - (1) Commencement of a procedure for promotion and tenure and extension of the appointment for that purpose;
 - (2) Non-extension of the appointment at the end of the initial trial period;
 - (3) Extension of the appointment for a period not exceeding two years.
 - c. In its discussion towards the end of the trial period of a teacher, the committee shall recommend one of the following possibilities:
 - (1) Regarding a teacher at the rank of lecturer – promotion and granting of tenure or termination of employment;
 - (2) Regarding a senior lecturer or an associate professor – granting of tenure, or promotion and granting of tenure, or termination of employment;
 - (3) Regarding a full professor – granting of tenure or termination of employment.
 11. Where the committee has made a positive recommendation and has not furnished the Dean with a proposed list of external referees immediately after receiving the file as aforesaid in section 6 above, the list shall be attached to the committee's report.
 12. The report will be signed by all members of the professional committee. In the event of disagreements within the committee, separate reports shall be submitted.
 13. The committee will complete its work and submit its report within two months of the date of its appointment.
 14. Upon completion of the procedure, the Dean shall write a letter thanking the members of the professional committee, and will notify them of its outcome.

**CHAP. 21 PROCESS OF EVALUATION BY EXTERNAL REFEREES, CONDUCTED BY
THE DEAN**

Last Updated: December 2012

1. In order to evaluate the scientific work of a candidate and his/her suitability for appointment, for tenure or for promotion, the Dean, with the consent of the chairperson of the University appointments committee, shall approach experts abroad or experts in Israel from outside the University. Where necessary, the Dean may also solicit the opinions of teachers at the Hebrew University. In approaching the chairperson of the University appointments committee, the Dean shall attach the full report of the professional committee, if one exists. The letters seeking evaluations shall be sent and signed by the Dean or by whomsoever he/she authorized to do so.
2. An external evaluation process shall be conducted in the following cases:
 - (1) Every procedure that involves the granting of tenure.
 - (2) Every procedure involving appointment or promotion to the rank of full professor.
 - (3) A procedure for a new appointment to the rank of associate professor.
 - (4) The promotion of a tenured senior lecturer, if the President and the Rector so decide.
 - (5) In the clinical tracks – every procedure for appointment or promotion to the rank of clinical associate professor, and every procedure for promotion, granting of tenure or ratification of a rank at the end of the trial period.
 - (6) In the researchers track – if the Rector and the Dean so decide.
 - (7) In the practice associates track and the KAMEA track – every procedure for appointment or promotion.
 - (8) In the adjuncts track – every procedure for appointment or promotion to the ranks of adjunct associate professor and adjunct professor; every procedure for promotion to the rank of adjunct senior lecturer.
3. In selecting the referees, the Dean shall refer to the list submitted to him/her by the professional committee, and take into consideration any reasonable objection expressed by the candidate to approaching certain referees. The objections of the candidate will be reported to the secretary of the professional committee or to the Dean.
4. The referees will be renowned experts in the candidate's field. Insofar as possible, the referees should not all be from the same country, and there should not be more than one referee from any one institution. As a rule, an external evaluation process should not include referees who have expressed their opinion of the candidate in an earlier procedure.
5. The wording of the letter to the referees outside the University shall be set and uniform (see Appendices B-H). The letter may relate to a particular appointment or promotion, or to more than one possibility ("open procedure"). Where the Dean deems it necessary to obtain information regarding a particular matter, he/she may ask the chairperson of the University appointments committee to approach the experts with letters that differ from the standard wording (although adhering strictly to the decision regarding the rank proposed for the candidate). In such a case, the amended letter sent to the referee shall be attached to the file. Material that has not yet been published may be sent to the referees in

order to procure opinions on manuscripts whose publication is forthcoming. With respect to candidates for tenure, several publications of the candidate reflecting his/her major scientific contribution shall be attached.

6.
 - a. A sufficient number of referees should be approached, as would be reasonably required in order to ensure that five evaluations are received.
 - b. If an insufficient number of evaluations are received, or the responses do not seem satisfactory, the Dean may approach additional experts, but he/she may not approach additional referees following receipt of negative evaluations of the candidate.
7. The Dean's report that is submitted to the University will include a list of experts who were approached by him/her (including those who refused to write an evaluation), indicating their full names, their positions, their institutions and their connection to the candidate. The names of those referees who were suggested by the candidate will also be specified. In his/her report, the Dean will address the responses that were received, and the comments and reservations in the evaluations of the work of the candidate. All the responses of the external referees shall be attached to the file that is presented to the appointments committee.
8. In general, a file may not be submitted for discussion in the University appointments committee if it emerges that at least half of the responders were connected to the candidate (supervisor, collaborator in research or publications, host or visitor during CPD). In such a case the Dean, with the consent of the chairperson of the appointments committee, shall approach additional referees.
9. In exceptional cases, for example, if all the experts in the field are located in Israel, the Dean may waive receipt of evaluations from abroad and settle for evaluations of experts located in Israel, or even the opinions of Hebrew University staff only.
10. The appointments committee is authorized, in special cases, to request that the Dean conduct an additional evaluation process, or to conduct such a process itself.

Preliminary Evaluation

11. The Dean, or whomsoever was authorized by him/her, may conduct a preliminary evaluation process, of limited scope, prior to the commencement of the procedure for promotion of the candidate, and appointing of a professional committee.
12. The wording of the letters for the purpose of the preliminary evaluation shall be identical to that of the letters for the main evaluation process (see section 5 above), and they will be sent, as aforesaid in section 1, with the consent of the chairperson of the University Appointments Committee.
13. The letters for the preliminary evaluation shall be included in the file that is submitted to the professional committee.

CHAP. 22 UNIVERSITY APPOINTMENTS COMMITTEES

Last updated: December 2012

Authority of the Committee

1. There are five University appointments committees that deal with appointments and promotions of teachers at the ranks of senior lecturer and above in the regular academic track:
 - (1) University appointments committee for ranks that grant tenure in the humanities and social sciences.
 - (2) University appointments committee for ranks that grant tenure in the experimental sciences.
 - (3) University appointments committee for promotions in the humanities and social sciences.
 - (4) University appointments committee for promotions in the experimental sciences.
 - (5) University appointments committee for the clinical professions.
2.
 - g. The appointments committees for ranks that grant tenure in the humanities and social sciences and in the experimental sciences will discuss each new appointment from the rank of associate professor and above, and every procedure that involves the granting of tenure (except for appointments and procedures in the clinical professions).
 - h. The appointments committees for promotions in the humanities and social sciences and in the experimental sciences will discuss the promotion of tenured teachers.
 - i. The committee for the clinical professions will discuss the procedures enumerated in subsections (a)-(b) above with respect to the clinical professions (and see section 36 in Chapter 3).
3.
 - a. The University appointments committees for ranks that grant tenure will also discuss new appointments at the ranks of associate professor and above in the adjuncts track and appointments of research fellows at these levels.
 - b. The University appointments committee for promotions will also discuss promotions in the adjuncts track, the clinical track in psychology and promotions of research fellows.
 - c. Appointments at the rank of associate professor and above and promotions in the clinical track in medicine, dental medicine and veterinary medicine will be discussed in the appointments committee for the clinical professions.

Appointment of the Committees and their Composition

4. Appointments committees are appointed by the Standing Committee for one year, with the possibility of extension. The chairperson and the permanent deputy chairperson shall be determined by the Standing Committee.
5. Every committee will be comprised of 12 full professors. Eleven members shall be teachers from the subjects within the purview of that committee, and one from another field.

Mode of Operation of the Appointments Committee

6.
 - a. The quorum for holding a meeting of an appointments committee and for voting is at least seven members.
 - b. In the event that a member of the committee is unable to attend a particular meeting, the chairperson of the committee may invite in his/her stead a person who was a member of the committee in the preceding three years, or a person who has already been appointed by the Standing Committee as a member of the appointments committee for the following year. With the approval of the Rector, a person who was a member of a committee in any of the previous five years may be invited.
 - c. Meetings of the appointments committee should be held, insofar as possible, throughout the year, including in those periods in which there is no teaching at the University.
7. The appointments committee shall discuss proposals for appointments, promotions and for granting tenure that are submitted to it by the Deans.
8. The Dean shall present the file to the appointments committee, and he/she will not be present during the discussion. The chairperson of the appointments committee is authorized to invite an expert or experts in order to assist the committee in evaluating the scientific achievements of the candidate, at the suggestion of the Dean or with his/her consent.

For this purpose, the candidate's curriculum vitae, list of publications and scientific biography will be sent to the expert in advance. As a rule, it will be possible for the Dean to be present when the expert is being consulted.
9. In special cases, the committee may request that the Dean conduct an additional evaluation process, or it may conduct such a process itself.
10. If, in the course of the discussion in the appointments committee of a procedure that involves the granting of tenure, it appears possible that the committee will decide not to grant the teacher tenure, and a hearing for the teacher has not already been conducted, the committee will interrupt its discussions in order for the hearing to be conducted in accordance with Chapter 25 below.
11. The committee shall decide only on the proposal that has been brought before it. In the case of an open procedure, or where, following the report of the professional committee, an external evaluation process, or a discussion in the committee, the Dean has requested that the committee consider various options, he/she will notify the committee of the proposal that he/she is submitting, or he/she may leave the choice between the options to the discretion of the Committee.
12. The appointments committee is also authorized to discuss and decide on the definition of the professional field of the candidate.
13. The appointments committee for ranks that grant tenure may recommend that the procedure for granting tenure to teachers who were appointed to the ranks of senior lecturer or associate professor without tenure, will be conducted in a shortened procedure.

14. Where the appointments committee has decided not to approve the granting of tenure and the last year of the teacher's trial period has not yet begun, the appointment of the teacher shall be extended for the full standard trial period (if he/she does not have a letter of appointment for that period), and an additional procedure in accordance with Chapter 3 of these Regulations shall be held. Nevertheless, the appointments committee, at that time, will have the authority to decide with a 2/3 majority and by secret ballot, that the trial period should not be extended and that an additional procedure in accordance with Chapter 3 of these Regulations not be held.
15. The appointments committee may recommend that the procedure for the next promotion of the teacher be accelerated. This recommendation shall be conveyed as a directive to the Dean of the faculty. The report of the committee should also include comments (that are accepted by the entire Committee, or the majority of its members) that relate to the future scientific work of the candidate.
16.
 - a. Publications of the candidate that appeared in the list submitted to the appointments committee shall be considered in the framework of the present promotion in rank (or appointment).
 - b. The candidate may choose whether to update the list of publications in the course of the procedure. In the event that the list is updated, the appointments committee shall consider the significance of the additional publications that were not available to the other bodies dealing with the file (such as the professional committee or the external referees) at the earlier stages.
 - c. Where a publication was not included in the list presented to the appointments committee, but specific reference was made to it by one or more of the referees (because they received the publication), the chairperson of the appointments committee, immediately upon completion of the discussion, shall determine whether the publication will be considered in the framework of the present procedure or not.
17. A proposal for the promotion of a tenured teacher that was rejected by the appointments committee or the Supreme Appointments Committee, and these committees did not recommend that the proposal be discussed in another year, shall not be submitted for renewed discussion in the following year. In exceptional cases the Rector may, upon the recommendation of the Dean, allow a departure from this rule.

Voting Procedures

18. Voting will be by secret ballot and irrevocable, subject to the possibility of returning the file to the committee for discussion as provided in section 14 of Chapter 23 below. Members shall vote "for" or "against" and may not abstain.
19.
 - a. In appointments committees for ranks that grant tenure, a majority of two-thirds voting "for" is required for an affirmative decision.
 - b. In appointments committees for promotions, and in the clinical appointments committees, a majority of 60% voting "for" is required for an affirmative decision.

20. A staff member shall not participate in discussions at two different stages of the same procedure, as specified in Chapter 26 below.

Minutes

21. Minutes of the discussion in the appointments committee shall be taken, specifying the various opinions that were expressed.

CHAP. 23 SUPREME APPOINTMENTS COMMITTEE

Composition of the Committee and its Election

1. The Supreme Appointments Committee is comprised of ten members, the President, the Rector (and in his/her absence – the vice-rector), six full professors and two public representatives.
2.
 - a. The professors are proposed by the Standing Committee, to be elected by the Senate.
 - b. The professors shall be elected in a manner allowing for a balance between the humanities and social sciences on the one hand, and the experimental sciences on the other.
 - c. The professors are elected for a period of two years, and may not serve on the Supreme Appointments Committee for more than four consecutive years.
 - d. The number of candidates proposed by the Standing Committee to the Senate will be at least 50% more than the number to be elected.
 - e. The four candidates who were not elected as members but who received the highest number of votes after those who were elected, shall serve as deputies for the professors who are members of the Committee in cases in which the members are not able to participate in the meeting. The balance as aforesaid in subsection (b) shall also be maintained amongst the group of deputies.
3.
 - a. The Board of Managers shall choose the public representatives from amongst its members.
 - b. Notwithstanding the above, in discussions regarding appointments and promotions in the clinical-medical professions in medicine and dental medicine, the public representatives will be the director general of “Hadassah” and an additional person to be determined by the director general of “Hadassah” in consultation with the Rector and the Dean of the Faculty of Medicine.
 - c. The public representatives, except for the director general of “Hadassah”, are elected for two years, and they may not serve on the appointments committee for more than six consecutive years.
 - d. The Board of Managers will also choose two deputies for the public representatives, who will serve as deputies of the public representatives who are members of the committee in cases in which the latter are unable to participate in the meeting. The director general of “Hadassah”, in consultation with the Rector and the Dean of the Faculty of Medicine, will also nominate two deputies for the public representatives as stated in subsection (b) above.

Chairperson

4. The President of the University shall serve as chairperson of the Supreme Appointments Committee ex officio, and in his/her absence – the Rector. In the absence of the President and the Rector, the vice-rector shall serve as chairperson.

Mode of Operation of the Supreme Appointments Committee

5. The quorum for holding meetings of the Supreme Appointments Committee and voting is at least eight members.

6. The Supreme Appointments Committee is responsible for appointments procedures, and it will receive reports of the decisions of University appointments committees.
7. The President and the Rector are authorized to present any case that has been discussed in a University appointments committee for a further hearing in the Supreme Appointments Committee. In cases of appointment or promotion in the Faculty of Medicine or the Faculty of Dental Medicine relating to teachers who are employees of “Hadassah” or affiliated hospitals, the director general of “Hadassah” has the same authority, after consultation with the relevant Dean.
8. The Deans of the relevant faculties and each of the members of the Supreme Appointments Committee will receive a report of the decisions of the appointments committees. Each of them is entitled to view the file that was discussed in the appointments committee, and within two weeks to approach the President or the Rector and request that the file be submitted for a rehearing in the Supreme Appointments Committee.
9. Minutes of the discussion in the Supreme Appointments Committee shall be taken, specifying the various opinions that were expressed.
10. The chairperson of the appointments committee or another member of the committee shall be invited to testify before the Supreme Appointments Committee. In exceptional cases, the Dean may be called upon to testify before the Committee.
11. If, in the course of the discussion in the Supreme Appointments Committee, in a procedure that involves the granting of tenure, it appears possible that the Committee will decide not to grant the teacher tenure, and a hearing for the teacher has not already been conducted, or that in the hearing that was conducted the reasons that were expressed in the discussion in the Supreme Appointments Committee were not presented to him/her, the Committee will interrupt its discussions and the President and the Rector will conduct a hearing for the teacher in accordance with Chapter 25 below.
12. A staff member shall not participate in discussions at two different stages of the same procedure, as specified in Chapter 26 below.
13. The Supreme Appointments Committee shall hold a vote if any of its members so request. The vote shall be by secret ballot. Members will vote “for” or “against” and may not abstain.
14.
 - a. A majority of two-thirds of those voting is required in order to overturn a decision of an appointments committee.
 - b. Notwithstanding the above, if the appointments committee decided to grant tenure to a teacher or on a new appointment at the rank of associate professor and above, and the President and the Rector both oppose the granting of tenure or the new appointment, a majority of 60% of those voting is required in order to uphold the decision of the appointments committee despite the opposition of the President and the Rector. The President and the Rector shall participate in the vote.

Rehearing in the Appointments Committee

15. As long as a vote has not been held in the Supreme Appointments Committee, the President and the Rector may instruct the University appointments committee to hold a rehearing of a file if a procedural problem has been discovered in relation to the original hearing or if it emerges that significant information exists that was not given to the appointments committee at the time it made its decision.

Additional Authority

16. The authority of the University appointment committees, as specified in sections 9 and 11-17 of Chapter 22 of these Regulations, pertains to the Supreme Appointments Committee as well.

CHAP. 24 APPOINTMENTS COMMITTEE FOR THE PARALLEL TRACK

Composition of the Committee

1. The appointments committee for teachers in the parallel track is comprised of five tenured teachers, four of whom are teachers in the regular track and one senior teacher in the parallel track.
2. There are three panels of the appointments committee: one for teachers of languages, one for teachers in the humanities and the social sciences (except for languages), and a third for the natural sciences and agriculture.
3. The members of the appointments committee shall be appointed by the Standing Committee for a period of two years. The Standing Committee will also determine the chairperson of the committee.
4. The quorum for holding meetings and for voting is 4 members. An affirmative decision shall be taken by a majority. An abstention shall be counted as a vote against.

Authority of the Committee

5. The appointments committee for teachers in the parallel track shall discuss appointments of teachers and senior teachers, the promotion of teachers and senior teachers and the granting of tenure to teachers and senior teachers.

Procedure

2. Discussion in the Appointments Committee shall be based on the file that was prepared by the Dean (regarding the contents of the file, see the Chapter 6).
3. The appointments committee may request additional information from the head of the unit or others, at its discretion, and may even summon the Dean/director of the school to appear before it to furnish additional explanations.

Voting and Decisions

4. The voting in the appointments committee shall be by secret ballot. Members shall vote “for” or “against” and may not abstain. Affirmative decisions require at least three votes “for” from amongst those present in the meeting.
5. Decisions of the committee shall be submitted for the approval of the President and the Rector. The Dean may appeal the decision to them. The President and the Rector have the authority to approve or not to approve the decisions. Their decision is final.

PART 3

CHAP. 25 HEARING

General

1. When a procedure under these Regulations is liable to result in the appointment of a teacher who is an employee of the Hebrew University not being extended, or in the termination of the employment of an employee in the regular academic track, or in the parallel, clinical, teaching researchers, KAMEA or practice associates tracks (hereinafter – “negative recommendation” or “negative decision”, as appropriate), a hearing will be conducted for him/her in accordance with the provisions of this Chapter. The purpose of the hearing is to allow the teacher to respond to the reasons that are likely to lead to a negative recommendation or a negative decision concerning him/her, and to present his/her arguments on the matter.

Hearing at the Stage of the Professional Committee

2. If, in the course of the discussion in the professional committee that is conducted towards the end of the initial trial period or at the end of the total trial period, it appears possible that the committee will issue a negative recommendation, the committee will interrupt its discussion and notify the Dean, in order that a hearing be conducted.
3.
 - a. The Dean and one member of the professional committee shall participate in the hearing.
 - b. The hearing shall be held orally, but the teacher may, if he/she so wishes, submit his/her response in writing. If he/she so wishes, the teacher will be given a reasonable extension to prepare an oral or written response.
 - c. Minutes shall be taken at the hearing, in which the reasons that may lead to a negative recommendation as raised in the discussions of the professional committee and presented to the teacher, as well as the teacher’s response to them, will be recorded. A copy of the minutes shall be given to the teacher.
4. The minutes of the hearing shall be distributed to the members of the professional committee. In its recommendation, the committee will consider the response of the teacher to the reasons for a negative recommendation.
5. In deciding whether to extend the appointment of a teacher at the end of the initial trial period or whether to commence a procedure for the granting of tenure (with or without a promotion in rank), the Dean shall also take into consideration the response of the teacher to reasons expressed in the discussions of the professional committee.

Hearing at the Stage of the Dean’s Decision regarding Extension of the Appointment or Commencing a Procedure to Grant Tenure

6. If, after receiving the report of the professional committee, the Dean considers the possibility of a negative decision and a hearing has not yet been conducted as aforesaid, a hearing shall be conducted at this stage, and the provisions of sections 3 and 5 above will apply, with the relevant changes.

Hearing Preceding Discussions in the University Appointments Committee

7.
 - a. If, after completion of the external evaluation process and in anticipation of completion of the file, the Dean is of the opinion that a negative decision in the

University appointments committee is possible, he/she shall conduct a hearing for the teacher in which the teacher is presented with the possible reasons for a negative decision as emerge from the material in the file. However, it is not necessary to conduct a hearing at this stage if the reasons that emerge from the file are the same as those that were presented to the teacher at a hearing conducted at an earlier stage of the procedure.

- b. The Dean and the chairperson of the appointments committee or another member of the committee appointed by the chairperson shall participate in a hearing pursuant to this section, and sections 3(b) and (c) above shall apply, with the relevant changes.
- c. In presenting the possible reasons for a negative decision as emerge from the file, the identity of the referees shall not be disclosed.
- d. The minutes of the hearing shall be attached to the file submitted by the Dean to the appointments committee. In its decision, the committee shall consider the response of the teacher to the reasons expressed for the negative decision.

Hearing in the Course of the Discussion in the University Appointments Committee

- 8.
 - a. If, in the course of the discussion in the appointments committee, it appears possible that the committee will arrive at a negative decision without a hearing having been conducted for the teacher, the discussion of the committee will be interrupted, no vote shall take place and the teacher will have a hearing.
 - b. If, in the discussions of the appointments committee, substantial arguments were raised that were not presented to the teacher in the hearing conducted for him/her, the discussion shall be interrupted, no vote will be held and a hearing will be conducted for the teacher in relation to those arguments.
 - c. The hearing under this section is subject to the provisions of sections 3(b), 3(c) and 7 above, with the necessary changes.

Hearing in Anticipation of or in the Course of the Discussion in the Supreme Appointments Committee

- 9. Sections 7 and 8 shall also apply, with the necessary changes, to a case in which the President and the Rector decided to hold a rehearing of the file in the Supreme Appointments Committee, and it appears possible - whether before or in the course of the discussion - that the Committee's decision will be negative. Such a hearing shall be conducted before the President and the Rector.

CHAP. 26 NON-PARTICIPATION OF A PERSON IN DIFFERENT STAGES OF A SINGLE PROCEDURE

1. A member of staff may not be a participant in discussions at two separate stages of a single procedure.
2. A member of a committee who was a participant in a discussion of a candidate at an earlier stage of the procedure, may not be present during the discussion in the committee and may not participate in the vote.
3. In this Chapter: “participant in a discussion” refers to all the following:
 - (1) A member of a professional committee;
 - (2) A member of the Screening Committee that discussed the candidate for a new appointment at the rank of associate professor and above;
 - (3) A member of a University appointments committee, including the Supreme Appointments Committee;
 - (4) A person who wrote the letter of proposal for a promotion;
 - (5) A person who wrote a general evaluation of the candidate in the framework of that procedure (as distinct from a professional evaluation of the quality of a particular publication or publications of the candidate).

CHAP. 27 CONFIDENTIALITY AND PROVISION OF INFORMATION

Last updated: November 2011

1. The course of procedures of appointments, granting of tenure and promotion in rank are confidential, subject to the provisions of these Regulations. A person who has not been authorized to do so under these Regulations is not permitted to provide any information whatsoever regarding the course of discussion of appointments, granting of tenure and promotions. The duty to maintain confidentiality will be included in the letters of appointment of the members of the committee.
2. The names of the members of the following committees are not confidential: a Screening Committee, a Faculty Appointments Committee, a University appointments committee and the Supreme Appointments Committee. The names of members of the professional committee and the names of those providing professional opinions shall remain confidential.
3. A committee that discusses the matter of a member of academic staff and decides not to grant him/her tenure or to promote him/her in rank, shall provide him/her with a brief account of the decision, containing the following details:
 - a. The names of the members of the committee who participated in the decision (except for a professional committee, in which case the names of members who participated in the decision will not be provided);
 - b. The areas in relation to which the academic quality of the candidate was examined (research, teaching, supervision of students for advanced degrees, integration into the academic unit, general contribution to the unit etc.) and the extent of the candidate's suitability in each of these areas;
 - c. Details of the factual infrastructure underlying the decision, and a short account of the considerations and reasons that arose in the discussion. The committee will include in the account a description of the major arguments that arose in the professional opinions, excluding the names of the referees or particulars that could lead to their identification.
 - d. The reasoned decision of the committee, addressing the various areas in which the academic suitability of the candidate and details of the opinions that were expressed in the discussion for and against his/her promotion, and the outcome of the vote (the number of those for and against).

The summary of the discussion shall be drawn up on the basis of notes that were taken in the course of the discussion, and the chairperson of the committee will sign it and will be responsible for ensuring that the summary faithfully reflects the course of the discussion.

PART 4 APPENDICES

APPENDIX A:	INTEGRATION OF THE APPOINTMENT INTO THE TEACHING AND RESEARCH PROGRAM OF THE UNIT
APPENDICES B – H:	WORDING OF THE LETTERS FOR THE PROCESS OF EVALUATION BY EXTERNAL REFEREES <u>B</u> <u>C</u> <u>D</u> <u>E</u> <u>F</u> <u>G</u> <u>H</u>
APPENDIX I	<u>GUIDELINES FOR PREPARING CURRICULUM VITAE</u>
APPENDIX J	<u>GUIDELINES FOR PREPARING LIST OF PUBLICATIONS</u>
APPENDIX K	QUESTIONNAIRE REGARDING ACADEMIC ACTIVITY
APPENDIX L	REPORT ON CLASSROOM VISITS