

Re: Joining the Faculty of the Hebrew University of Jerusalem

Warm congratulations on joining the HU Community. This document includes the main details pertaining to work regulations at the University. Some of the regulations and forms are only available online from the HU website or via remote login services.

A. Salary and related payments

1. Conditions for employment at the University are determined by collective agreements. In short, the salary for senior academic faculty members includes their basic salary, an additional salary for receiving competitive research grants, for fulfilling certain functions, grants (a grant for working full-time at the University and an academic grant), that are awarded according to the rules of eligibility, and additional salary components except for sabbatical funds, allowance from advanced study funds, pension and more. Details regarding salary conditions and grants, as well as a link to various forms to fill out, can be found [here](#). Additional information is available on the website for the **Division for Human Resources**.
2. Faculty members are entitled to receive a personal absorption/integration grant. For details about this grant and the ways to use it please refer to the **Salary Accountant**. The **Salary Department** employees in the Division for Human Resources will be happy to provide additional information as needed.
3. The Senior Academic Faculty Organization represents the faculty members. On their **website** you will find information on **collective agreements** and other services (i.e. collective medical and nursing insurance policies, advice on matters of pension, etc.).
4. The International Office provides assistance in matters related to visas, work permits and other aspects relevant to faculty who do not hold Israeli citizenship.

B. Research Infrastructure

1. Faculty members are eligible to receive a budget from "The Fund for Scientific Ties". This budget is allocated to help fund expenses related to research, especially funding for trips abroad to attend scientific conferences and other research activities. Details are in the **Regulation for the fund for scientific ties**.
2. Faculty members receive a budget for equipment, each according to prior arrangement made with him/her. Eligibility for a grant is conditional to submitting research proposals to competitive research funds. Details regarding how to submit requests for competitive research grants are available on the HU website for the

Authority for R & D. Faculty members may submit requests for research grants only via the Authority for R&D.

3. Faculty members who need a lab and research equipment in order to perform their scientific research will receive a budget for equipping their lab as detailed for that purpose. These faculty members must submit a request to the National Scientific Fund for a personal equipment grant, and the amount that they receive from this fund or from other funds will be deducted from the equipment budget that the University allocates to new faculty members.

4. Please refer to the HU **Covenant between advisor and research student** for detailed instructions on how to advise students for graduate degrees. Faculty members in the experimental sciences who pay a living stipend to students of graduate degrees in their research group work according to instructions in the **Regulation for Living Stipends** with regard to minimum and maximum scholarships.

5. Faculty members must create a website where they will detail their scientific activity. The HU has a system for creating websites. Details are available **here**.

C. Teaching

1. HU Faculty members are required to teach every academic year courses of 12 credits (each credit of teaching is from one teacher in a 45 minute class for a whole semester of 13-14 weeks). The teaching plan will be determined together with the Head of the department and the heads of the Faculty or School.

2. HU emphasizes excellence in teaching. **The Teaching and Learning Center** (TLC) offers many options for advancing teaching. Each new faculty member participates in a workshop offered by the TLC to advance teaching within the first three years of your appointment.

3. Every University course is uploaded onto the Moodle System with details of course requirements, how the final grade is calculated, a list of topics that will be discussed during the course and the reading sources. It is also recommended to upload power-point presentations, class summaries and other reference materials. Likewise, each course is has a link in the University Course Catalogue (Shnaton) with details of the courses' learning outcomes, office hours, etc. Each year by August 1st each faculty member needs to upload relevant information for the course he/she teaches in both the Moodle System and the University Course Catalogue. For assistance and information about these issues you can refer to the computer coordinator in your faculty or to the secretary for teaching matters.

4. HU Faculty are required to make the course material available to the students. Together with this, one must confirm that there are no violations on copyrights. Information on this matter is available in the **regulation for providing course material**. It is recommended to make use of the libraries as well. The University acts to promote equal opportunities for people with disabilities. Information is available in the **Guide for**

Faculty Members regarding adjusting teaching methods and testing for students with attention deficit disorder, learning disabilities, sensory, physical and mental disabilities.

5. HU operates according to the **Regulation for Teaching and Learning** where all student and faculty responsibilities are listed in the realm of teaching. You are advised to look over the regulation, especially chapter 20, which refers to teacher responsibilities.

6. Each faculty member is required to have at least one office hour per week throughout the whole academic year. You must list your office hours (including time and place) on the course site in the University Course Catalogue where students can come to speak with the teacher without a prior appointment.

7. Faculty members are expected to “mentor” a few first year students in one of the departments of the undergraduate program where they teach. They are to initiate a meeting with students, to get to know them, to provide them with academic advice and to be able to point them to the relevant professionals for advice. The University provides financial help, psychological services, help for people with disabilities, a commissioner for preventing sexual harassment, academic advisors for undergraduate and graduate studies, personal tutors, help for those who are on reserve duty, for students during maternity leave and a host of others who are available to help. These services for the most part work with the **Dean of Students**, and it is recommended to refer students who you feel need help and advice to the relevant person at the Dean’s Office or to academic advisors who work within the department.

D. **Work Ethics at the University**

1. HU faculty members behave with fairness and integrity; they respect each other and work according to the University rules and regulations. Instructions regarding rules of conduct pertain to all faculty members and how to act when one is suspected of violating these rules is detailed in the **Regulation for Discipline of Academic Faculty Members**.

2. The HU specifically emphasizes the duty imposed on every faculty member to abstain from sexual harassment and from mistreatment based on a complaint of sexual harassment. A special regulation has been set specifically for this issue. Faculty members must successfully complete an online course by the beginning of the first year as a faculty member. Aside from the ban on any sexual harassment, boundaries have also been set regarding having intimate relationships between faculty member and student. In short, teachers must refrain from all intimate relations with a student as long as there exists an academic authoritative relationship between them. If such a relationship develops, the teacher must report it to the academic authority above him/her so that he/she can act to break the authoritative relationship.

3. Faculty members work within the accepted ethical regulations in research. Detailed instructions on this matter have been set by the **regulation with regard to acceptable behavior in research**. In addition to these instructions faculty members, whose research involves experiments on humans or animals, are expected to work within the accepted

ethical regulations in their research and must obtain prior approval in order to conduct the experiment by turning to the relevant ethical committee. The regulations on experiments on human are detailed [here](#), and regulations on experiments on animals are detailed [here](#).

4. Faculty members refrain from working in a way that will place them in a situation of conflict of interest. Detailed instructions are available in the **Regulation forbidding conflict of interest in research**. Boundaries have been set on **employing relatives of faculty members**.

5. Faculty members dedicate most of their time and efforts for activities within the University. Faculty members may work at an additional place of employment, as long as he/she receives permission to do so in writing by the conditions set in the Regulation. In short, one may work an additional 8 hours/wk (or 4 teaching hours/wk in another academic institution), where there is no conflict of interest with his employment as a HU faculty member and whereby a written approval is given ahead of time. The form for requesting to work at an additional place of employment is available [here](#). Additional employment, as well as development of trade information by HU faculty members, are done with the approval of the Yissum Company, the university branch for trading activity of this kind.

6. Faculty members are expected to mention their affiliation to HU in every academic publication and in every other academic activity, even when on sabbatical or on non-paid vacation. On the other hand, you are expected not to use the University affiliation in activities not directly related to academia, including expressing personal views and giving advice in written documentation of personal matters. Instructions on this matter are detailed in the regulation on **Use of the University Name**.

7. As a rule, faculty members may not leave the country during the academic year and as much as possible they must concentrate their trips abroad to times when they are not teaching. In special circumstances, one can leave the country during teaching periods in order to participate in conferences and scientific activities that cannot be delayed. In every case of teaching absences, one must make arrangements so as not to adversely affect the teaching schedule. In every case where one travels abroad, whether during the teaching period or not, whether at the University's expense or one's own expense, one must receive **approval beforehand**.

8. Faculty members may take vacation or participate in continuing education programs after obtaining permission to do so. The approved absence is for academic purposes, and in such cases are at the expense of sabbatical funds (in the case where one is abroad during a continuing education program it is at the expense of sabbatical funds; in the case where one stays in Israel during the continuing education program one is exempt from teaching). In special cases, absences are approved for non-academic purposes and the faculty member is not paid during his absence (non-paid vacation). The regulation for this matter is detailed in the **Regulation for continuing education programs and absences**.

9. Faculty members are eligible for accommodations during pregnancies and birth and other related issues. For further details you can refer to the **Advisor to the President for the Advancement of Women in Science**.

E. Lengthening your Appointment and Attaining Tenure

1. Details pertaining to lengthening the period of your appointment, attaining tenure and promotions are found in the **Regulation for Appointments and Promotions**. Following is only a short description and the binding version is what is set in the regulation.
2. Towards the end of the trial period of the first appointment a professional committee is appointed where faculty members within and outside the University evaluate the academic activity of the faculty member during his/her first trial period. The Committee may recommend either to lengthen the period of the appointment for another two years, to begin the procedure for attaining tenure or not to lengthen the period of the appointment (thus ending his appointment as a faculty member at the University).
3. Tenure is awarded to faculty members if their activities during the appointment period express academic excellence. The following are taken into account: a) teaching at a very good level, based on peer evaluation and student surveys, guiding graduate and doctoral students and participating in a workshop for advancing teaching offered by the Center for Teaching and Learning; b) research activity that contributes substantially to the advancement of research in the relevant field and expresses independence and originality, including all aspects –publishing articles in leading international journals in fields relevant to the research as well as in other top journals or books; participation in international academic conferences abroad; c) contribution to public or administrative activities within or outside the University (in relevant areas) and collegiate behavior.
4. A teacher from your academic discipline will act as your “mentor” and will help to advise you in all aspects of teaching and research at the University.

F. Contacts

1. Within Faculties and Schools, faculty members should turn to heads of departments, faculty accountants, assistant deans, vice-deans and deans who will be happy to help with any matter.
2. University Management: The Authority for R & D, for all matters concerning research budgets; The Academic Secretariat and Dept. of Salaries in the Division for Human Resources for matters concerning rights of new faculty members; Division of Marketing and Communication for matters concerning publishing academic activities; University President and Rector for all academic matters in the University.

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