

Guide for senior academic faculty

Tel Aviv University

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Message from the President

Dear faculty members,

Congratulations on joining the faculty of Tel Aviv University and our teaching and research community.

TAU is Israel's largest and most comprehensive institution of higher education and research, enjoying the highest demand among students.

125?? **למיטב ידיעתי בוצע שינוי מקיף והמספר הזה השתנה??** schools and departments are currently active on campus, representing all areas of knowledge: the exact sciences, life sciences and medicine, the humanities, the social sciences and the arts. TAU ranks first in Israel in the number of scientific publications and their impact on global research.

Apart from its position as a thriving research institution, TAU is also committed to a social mission. It works in many ways to take on board students from the country's geographic and social peripheries, and many of our students and faculty members participate in activities of social involvement and giving to the community.

I sincerely hope that you will find your future at TAU and see it as your home for many years to come.

This Guide contains essential information on the rights and obligations of academic faculty members at TAU, as anchored in employment and salary agreements, the university's Regulations and Bylaws and the laws of the state of Israel. This information will assist you in the process of finding your place at our institution.

I wish you all a fast and pleasant absorption.

Sincerely,

Prof. Joseph Klafter
President

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Preface

The purpose of this Guide is to provide TAU's academic faculty with general information about their rights and obligations, in areas such as: appointment tracks, salary structure, academic benefits, social benefits and other benefits.

The information is provided in a concise form, and does not constitute a binding document, but rather offers a general picture. It is not a substitute for TAU Regulations and Bylaws, the Labor Laws of the state of Israel, or any employment/salary agreements with the faculty's authorized representatives.

The information is correct for the date of publication. In the natural course of events, changes, some of them quite significant, occur in the rights and obligations of faculty members. This may even happen within a short period of time. Such changes are communicated in circulars sent out from time to time by various TAU units. TAU Bylaws are updated regularly and may be found on the TAU website www.tau.ac.il/bylaws. Such updates should be followed and acted upon.

The offices of the various academic units, the Academic Office, the Human Resources Division, the Research Authority and Ramot Ltd. – each in its own jurisdiction – will be glad to assist faculty members in any relevant matter.

TAU Bylaws website: www.tau.ac.il/bylaws

Chapter 1: Academic appointment tracks at TAU

A. Regular Track

Academic ranks in the Regular Track are: Full Professor, Associate Professor, Senior Lecturer, Lecturer.

Appointment Committees at both the unit and university level discuss appointments, promotions, tenure and appointment termination at these ranks. Appointments, promotions and tenures are signed by the Rector.

Appointment extensions are signed by the Dean.

Lecturer and Senior Lecturer appointments are for a trial period of three (3) years and may be extended one (1) year at a time up to a maximum of six (6) years.

Associate Professors appointments – apart from an Associate Professor with tenure - are for a trial period of three (3) years and may be extended one (1) year at a time up to a maximum of five (5) years.

Tenure may be granted from the rank of Senior Lecturer upwards.

A first appointment as Full Professor is granted with tenure.

TAU Appointment Regulations (1983) Bylaw #11-001

B. Clinical Agreement at the Faculty of Medicine

This Track is designed for MDs whose main workplace is an affiliated hospital ward, who also teach clinical areas at the Faculty of Medicine.

The Track is intended for clinicians of excellent professional standing, whose scientific contributions lie mainly in the field of clinical research.

Appointment Committees at both the unit and university level discuss appointments, promotions and appointment terminations.

Ranks in this track are: Full Professor, Associate Professor, Senior Lecturer, Lecturer, Clinical Full Professor, Clinical Associate Professor and Clinical Senior Lecturer.

Appointments are signed by the Rector.

TAU Appointment Regulations (1983) Bylaw #11-001

C. Guest Track

This track is usually intended for persons employed permanently by another institution of higher education or research, who have been invited to TAU for a maximum period of three (3) years.

Ranks in this track are: Guest Full Professor, Guest Associate Professor, Guest Senior Lecturer, Guest Lecturer, Adjunct Guest Full Professor, Adjunct Guest Associate Professor, Guest Senior Teacher, Guest Teacher, Guest Senior Researcher, Guest Research Fellow. The guest's rank is usually the rank he/she holds in his permanent place of employment.

This appointment track is also suitable for professionals with especially high status in their fields.

Appointments are signed by the Dean.

Guest Appointment Regulations (1985) Bylaw #11-013

D. Adjunct Track

This appointment track enables TAU to grant academic appointments to artists and other outstanding professionals whose professional authority and artistic achievements have won them a reputation among their colleagues in Israel or overseas.

Ranks in this track are: Adjunct Full Professor, Adjunct Associate Professor.

TAU's Appointment Committees discuss appointments, promotions, tenure and appointment termination at these ranks.

Appointments, promotions and tenures are signed by the Rector.

Teaching appointments at these ranks are for a period of three (3) years and may be extended up to a maximum of six (6) years.

A recommendation for granting tenure to a teacher at the rank of Adjunct Associated Professor may be filed after a minimum of five (5) years of service.

Appointment Regulations – Adjunct Track (1985) Bylaw #11-014

E. Parallel Track for Teachers

This appointment track is designed for teachers in preparatory programs, language teachers, art teachers and teachers for specific disciplines, in accordance with the appendix attached to the Regulations.

Ranks in this track are: Senior Teacher, Teacher, Associate Teacher, Assistant Teacher. Associate and Assistant Teachers are not entitled to tenure and may remain at each of these ranks for five (5) years, if employed fulltime.

Teachers and Senior Teachers employed fulltime are appointed for a maximum trial period of three (3) years. The trial period may be extended up to a maximum of seven (7) years. If tenure has not been granted during the trial period, employment is terminated.

Teachers in this track can be employed part time. The periods in which a teacher is employed part time will not be included in the time required for tenure. Part time positions have no time limitations.

Appointments of Teachers and Senior Teachers are signed by the Rector.

Appointment Regulations for the parallel track for teachers (1983)
Bylaw #11-002

F. Researchers Track

This track is intended for academic staff employed in research at TAU's research institutes.

Ranks in this track are: Research Fellow, Researcher, Senior Researcher.

Tenure may be granted from the rank of Senior Researcher.

Researchers, Senior Researchers and Research Fellows are appointed for a trial period of three (3) years, which may be extended one (1) year at a time up to a maximum of five (5) years.

Researchers may be employed in part time positions. Part time employees are not entitled to tenure. Part time employment is not limited in time.

TAU' Appointment Committees discuss appointments, promotions, tenure and appointment termination of Research Fellows, Researchers and Senior Researchers.

Appointments of Research Fellows, Researchers and Senior Researchers are signed by the Rector.

Appointment Regulations and employment terms regarding research workers and researchers at TAU's research institutes (1982) Bylaw #11-003

G. Researchers in the Kamea (ע"מק) Program for the absorption of immigrant (olim) researchers

This track is intended for scientists newly arrived in Israel (olim), offering special terms, and funded by external sources.

Ranks in this track are: Research Fellow, Researcher, Senior Researcher.

Appointments of researchers in the Kamea program are signed by the Rector.

Appointment Regulations and employment terms regarding researchers in the Kamea Program Bylaw #11-022

Chapter 2: Rules regarding employment and presence of faculty members on campus

This chapter includes a collection of work procedures and rules on various issues relevant to the employment of academic faculty at TAU.

A. Scope of activities and presence on campus (teaching volume + research volume)

1. The work of academic faculty cannot be measured by days and hours. It includes teaching, guidance, research, membership in committees and various administrative tasks related to academic activities. The work of academic faculty necessitates mutual enrichment and inspiration among faculty members and direct contact with students. Therefore, it is essential for faculty members to be present on campus to the extent needed for fulfilling these obligations, and to avoid activities that might be damaging to the performance of such duties.

In particular, several activities are clearly and fundamentally linked to proper teaching and must be fully performed. These activities include: Frontal teaching in class; supervising research students; marking papers and exams within a reasonable period of time, subject to the "exam and grade reporting procedures at university teaching units", as well as the Regulations and Bylaws of the various Faculties.

Failure to reasonably perform these activities constitutes a violation of faculty obligations.

Academic faculty members will not travel overseas during the academic year. Exceptions to this rule must be authorized by the Head of the unit and the Dean, and steps must be taken to ensure uninterrupted teaching during the teacher's absence. If the faculty member plans to be absent for more than ten (10) days, or in case of a second trip in one semester, approval must be obtained from the Rector or Vice Rector. Department Heads and Deans traveling abroad during the academic year must obtain permission from the Rector.

Regulations on presence of academic faculty on campus (1986)
Bylaw #11-015

2. Teaching volume

| Track | Rank | No. of hours |
|----------------|--------------------------|---------------------|
| Regular track | Full Professor | 6-8* |
| | All others | 8 |
| Parallel track | Teacher & Senior Teacher | 12 |

| | | |
|-------------------|------------|-------|
| | All others | 16 |
| Researchers track | All ranks | 40*** |
| Adjunct track | All ranks | 12 |

* Based on the needs of the relevant academic unit

** 22 weekly hours, including up to 8 hours of frontal teaching or 11 hours of exercises

*** 40 hours of research – no teaching

3. Research volume

In most tracks the research volume cannot be measured in terms of hours. It should however be noted that a fulltime faculty position in the Researchers Track is 40 hours per week.

B. Employing staff on research budgets

Employing research staff is subject to the Regulation on employing staff on research budgets, as well as Israel's labor laws, including: the women's employment law, benefits for employees on reserve duty, the wage protection law, the work and rest hours law, obligatory hearings and compensation.

More detailed guidance may be found online:

The Research Authority website: <http://new.tau.ac.il/research-authority>

Website of the Human Resources Division: <http://www.tau.ac.il/hr>

Recruitment and absorption of new research staff:

The researcher is required – with the help of the relevant Faculty's administration – to handle the recruitment of a research worker before beginning of employment. Employment procedures are coordinated with the Research Authority with regard to budget and with the Human Resources Division (Manpower and Control Department) with regard to details of employment.

All procedures must be completed before the date set for the beginning of employment.

Relevant details of employment are:

- Employment format (by hourly rate/monthly salary)
- Dates of start and end of employment
- Hourly rate/monthly salary (convalescence allowance and travel allowance are paid separately according to the law) based on a table that is updated from time to time by the Human Resources Division
- Volume of employment (number of hours per month/employment percentage)
- Number of work days per week
- Retirement benefits (obligatory/full) and/or advanced study fund – for employees on monthly wages
- Number of budget clause
- Employee card number

Required documents:

- Personal questionnaire + Form 101 + ID photocopy + diplomas
- **Everything specified above must be handled before the first day of employment, including issuing the letter of appointment. The employee will not begin his/her employment before receiving a valid letter of appointment from the Human Resources Division.**

Reporting attendance:

- At the start of employment research personnel receive an attendance card. Stamping the attendance card is necessary for the payment of wages.
- The researcher is required to verify the attendance data in the Hilanet system.
- A researcher who employs a worker whose work is conducted – fully or for the most part – off campus, must obtain permission for manual reporting in advance.
- A monthly worker accumulates the right for days off based on his/her employment percentage (part time/fulltime). The researcher must ascertain, together with the worker, that all leaves were taken during the period of employment (according to the Regulations days off cannot be redeemed).

Research Authority website: <http://new.tau.ac.il/research-authority>

During employment of research worker:

- Extending appointment period
- Changing employment percentage
- Changing extra hours
- Changing salary
- Termination of employment (end of appointment/worker resigns/dismissal)

All these steps, like the original appointment, involve budget approval from the Research Authority as well as personal approval from the Human Resources Division.

Regulations regarding employment of workers on research budgets
Bylaw #04-001

C. Presence in class

Being present in class is one of the most basic obligations of academic faculty members. A lecturer who must be absent from a lecture for any reason must inform the department's office in advance, indicating the cause for absence.

D. Employment in summer programs

Some Faculties, having received approval from the Coordinating Committee, conduct summer courses. Courses are taught in 7-week programs, based on the decisions of the Coordinating Committee, as given from time to time.

E. Reporting absence from work

An academic Faculty member who is absent from work due to reserve duty of maternity leave must inform the office of the academic unit of his/her absence.

F. Sickness benefits

Benefits regarding sick leave are based on the Sickness Reimbursement Law, 1976, as well as other Laws and Regulations set later by the legislator. Senior academic faculty are entitled to a total of 30 days of sick leave per year for a fulltime position. Academic faculty are exempt from reporting attendance, but are required to report whether they have or have not been absent from the university due to illness.

The statement is given through the Hilanet system, and faculty members receive an email reminding them to fill in the statement.

- Sick leave is calendar-based (not only days when the faculty member is scheduled to teach).
- If a faculty member does not state on the Hilanet whether he/she has/has not been ill – he/she will be considered to have used up the full sick leave benefit during the unreported months.
- The report may not be filed in retrospect for a period of over 12 months before the actual filing.

Redeeming unused sick leaves at the time of retirement:

Upon his/her retirement, a faculty member may redeem any unused sick days based on the following formula:

- Less than 36% (up to 35.99%) used – the worker is entitled to imbursement for 8 days for every 30 days.
- More than 36% and less than 65% used – the worker is entitled to imbursement for 6 days for every 30 days.
- More than 65% used – no imbursement.

G. Employment on external research grants

A senior academic faculty member employed fulltime at TAU, serving as the leading researcher in research conducted at TAU and funded by an external organization, is entitled to added research pay during the period of research.

Added research pay is determined in accordance with the type of research contract: Type A research includes research grants and contracts whose budgets include added research pay for the main researcher from the funds of the research itself.

Type B research includes research grants and contracts whose budgets do not allow (according to the funding foundation's regulations) for added research pay to the head researcher.

The rate of added research pay and the relevant Regulations, as determined by the Planning and Budgeting Committee of the Council for Higher Education (Vatat) and TAU Regulations, are managed by the Research Authority. For more details:

<http://www.tau.ac.il/Research-Authority>

H. Additional employment outside TAU

Faculty members should avoid external employment that might obstruct his/her commitment to TAU or engender a conflict of interests with the university. This applies to faculty members on Sabbatical or unpaid leave as well. As a rule, faculty members must not perform the following tasks – with or without pay – at any other institution of higher education:

- Academic or pseudo-academic management
- Serving on permanent committees
- Serving as academic consultants
- Organizational activities

A faculty member who wishes to engage in one of the above, or in some other external work that may obstruct his/her commitment to TAU or place him/her in a conflict of interests with TAU – will address a detailed, well explained request to the Rector, via the Dean of the relevant Faculty.

Faculty members are permitted to offer the following external services without special permission:

- Consultant services one day a week.
- Teaching at another institution of education, at no more than half the weekly number of teaching hours required by TAU at his/her rank.

Based on the Regulations on external work of academic faculty (see Bylaw 11-021 below) faculty members are required to file a report every year on any additional work outside of TAU (Faculty members who don't work elsewhere are also required to fill the form).

Regulation on External Work of Academic Faculty Bylaw # 11-021
Appendix 1: Instructions for filing the online external work form

I. Unpaid leave

1. Unpaid leave is not one of the regular benefits given to faculty, and requires the approval of relevant departments.
2. Faculty members on unpaid leave are required to avoid any conflict of interests between their pursuits during the period of unpaid leave and their obligations as employees of TAU.

3. Requests for unpaid leave must be submitted to the Rector at least eight (8) months before the beginning of the requested leave. Consent will be given by the Rector, for a period of no more than one (1) year at a time.
4. Permissions for unpaid leave will be given in multiples of six (6) months, in accordance with specific dates published annually.
5. Unpaid leaves will not be approved for a period of more than two (2) successive years. Unpaid leave for the purpose of serving in public office may – subject to the Dean's recommendation and the Rector's approval – be increased to four (4) successive years.
6. The request for unpaid leave must be submitted and approved every year. During unpaid leave a faculty member may use funds from the Science Relations Fund, as well as Sabbatical reserves, deducting tax as required by law.

Unpaid Leave Regulations Bylaw #11-023

Appendix 2: Forms for unpaid leave request

J. Tenure

Members of the academic faculty will receive tenure at TAU only when a decision has been made to grant them tenure in accordance with the university's Regulations.

Tenure will be valid only after a letter of appointment, signed by the Rector, has been received.

K. Retirement

1. Budgetary (unfunded??) pension for senior academic faculty members who received their appointment before October 1 2003.
2. Cumulative pension for senior academic faculty who received their appointment from October 1 2003 onwards.

Academic faculty who have reached retirement age (1987)

Bylaw #11-007

Appendixes for Chapter 2

Appendix 1: Instructions for filing the form reporting additional work outside TAU via the ERP-HR system

שימו לב: בחוברת בעברית, עמוד 16, האותיות ERP-HR התהפכו

May 2015

To: Senior academic faculty

Instructions for filing the form reporting additional work outside TAU via the ERP-HR system

We wish to bring to your attention the procedure for filing a report on additional work outside TAU through the ERP-HR system. Begin by entering the ERP system through the personal portal MYTAU <http://mytau.tau.ac.il>

For questions/problems regarding codes and ID for entering MYTAU contact only the Help Desk at the Computing Division, phone 03-6408888.

After entering the website select Enter ERP as shown below.

אני מבינה שאין אתר באנגלית, ולכן גם אין צילומי מסך באנגלית. נראה לי בעייתי להכניס צילומי מסך בעברית עם הוראות באנגלית... אולי כדאי לפחות בינתיים להשמיט את הסעיפים האלה מהחוברת באנגלית. בינתיים לא ראיתי טעם לתרגם את צילומי המסך.

1. When you enter the ERP system select TAU – Requests/Statements/Reports. Then select Work outside TAU.
2. To insert your statement select: **New report** for the relevant academic year.
3. In Section 1 of the form select:
Yes – for filling out the form as required
No – then click **Confirmed; Send**
Date: Select from calendar
4. Appendix 4 – Attach statements before Sabbatical, unpaid leave or work outside TAU as needed. **Print Appendix 4 from the link, fill out, scan, and attach by clicking 'Attach Appendix'.**
5. When you have filled out the form select:
Confirmed; Send – the form will be sent to the Academic Faculty Dept. for further processing. If needed, in accordance with procedures, it will be sent to the Dean and Rector for approval.
Save temporarily – to save the form until all info has been completed. To finish the procedure click **Confirmed; Send**.
6. You may find up-to-date info on procedures under "Approval status" as shown below.

You will be notified when the procedure has been completed.

Changing details in the form – details may be changed only after the procedure has been completed and you have been notified.

We thank you for your cooperation and patience in the event of any failures in the process.

For problems in entering MYTAU please contact the Help Desk at the Computing Division, phone 03-6408888.

For problems regarding reporting rules please contact the Academic Faculty Dept., Phone: 8871, 8793

Best wishes,

The Academic Faculty Department

Appendix 2: Forms for requesting unpaid leave

Sample

Tel Aviv University
Academic Secretariat – Academic Faculty Department
Unpaid leave request

1. First and last name _____ ID/Passport No. _____
Faculty _____ School/Unit/Dept. _____
Phone at work _____ Phone at home _____
נייד???
2. Purpose of unpaid leave _____

3. Place of work during unpaid leave _____

4. Year when unpaid leave begins _____ 1st semester __ 2nd semester__ Whole year__
(subject to time gap required between unpaid leaves)
5. Dates of unpaid leave: From _____ To _____
6. Dates of previous unpaid leave: From _____ To _____
7. List of research projects associated with contracts of the Research Administration/
Ramot, and steps taken to ensure their continuation:
Ongoing projects ___ Please specify No research projects ___

8. Continued instruction for graduate students under my supervision – arranged.
Date _____ Signature of faculty member _____
9. Recommendation of Head of School/Unit/Dept. _____
Date _____ Signature of Head of School/Unit/Dept _____
10. Dean's Recommendation
Date _____ Dean's signature _____

Attached please find faculty member's statement before leaving on Sabbatical/unpaid leave or beginning work outside TAU.

TEL AVIV UNIVERSITY
VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT

September 2015

Dear faculty member,

In accordance with TAU's Regulations on Patents, Inventions and their Commercialization, please find attached Appendixes for Forms D1, D2 and E (Forms for statements on upcoming Sabbatical/unpaid leave/work outside TAU).

- **Form D1** – before leaving for nonprofit organization
- **Form D2** – Before leaving for commercial company
- **Form E** – Annual report

Prof. Yoav Henis
Vice President for Research and Development

Regulations on Inventions, Patents and their Commercialization

[Bylaw 01-003 (b)]

Appendix D1: Statement of faculty member before leaving for Sabbatical/ unpaid leave or beginning external work at a nonprofit organization*

| First name | Last name | ID/Passport No. | Faculty |
|------------|-----------|-----------------|---------|
|------------|-----------|-----------------|---------|

1. Name of institution where activities will be carried out: _____
2. During your activities at this institution, are you likely to be engaged in the development, creation or registration of inventions or patents? Yes/No
(If your answer to questions 2 and 6 is **No** – proceed to the end of this document and sign in the indicated spot.)

To remove any doubt, you must inform TAU's VP R&D and receive his authorization in writing before signing documents that grant the institution where activity is carried out or any other organization rights in any Intellectual Property you may create.

In addition, if during your stay at the institution you discover that your research is taking a turn in a direction that may lead to the development of IP, you must inform the VP in writing, so that the two institutions may form a contract between them.

3. Type of activity:
 Sabbatical
 Unpaid leave
 Work outside TAU
 Other
4. Has an agreement been signed between Ramot and the institution regarding your activity? Yes/No
(If the answer is **Yes** – proceed to the end of this document and sign).

5. Describe the type, discipline and scope of your intended research at the institution

6. Has Ramot filed requests for patents or conducted commercialization activities with regard to inventions (in which you are the inventor) connected to the intended activity?
Yes/No
(If the answer is **Yes** – please contact Ramot for continued interactions with the institution).

7. Have you been asked to sign an agreement granting the intended place of activity or any other organization apart from TAU and Ramot rights in the IP to be created?
(If the answer is **Yes** – Please provide the VP R&D with a brief description of the intended research and a copy of the IP-related documents you are required to sign at the other institution. The VP R&D can give you permission to sign these documents, whenever suitable. If the VP R&D does not give you permission, he will initiate a process for signing a framework agreement with the host institution).

8. Will the intended activity take place on the TAU campus – either fully or partially?
Yes/No

9. Will TAU resources be used for the intended activity? (See definition in TAU Regulation 1). Yes/No

10. Will results from your previous research at TAU be used for the activity? Yes/No

I hereby declare that I have read the Regulations on Inventions, Patents and Their Commercialization, and that I will adhere to these Regulations during my work at the institution.

| | | | |
|-------------------|------------------|------------------------|----------------|
| _____ | _____ | _____ | _____ |
| First name | Last name | ID/Passport No. | Faculty |

Date _____ **Signature** _____

*** In accordance with the above I approve the activity of _____ at the _____ institution.**

Vice President for Research and Development

* Faculty members will be notified 60 days in advance of any change in the contents of this Appendix. The text of the intended change will be attached to the notice.

Appendix D2: Statement of faculty member before leaving for Sabbatical/ unpaid leave or beginning external work at a commercial company

| First name | Last name | ID/Passport No. | Faculty |
|------------|-----------|-----------------|---------|
|------------|-----------|-----------------|---------|

1. Name of commercial company where activities will be carried out: _____
2. During your activities at this commercial company, are you likely to be engaged in the development, creation or registration of inventions or patents? Yes/No
3. Type of activity:
 Sabbatical
 Unpaid leave
 Work outside TAU
 Other
4. Has an agreement been signed between Ramot and the commercial company regarding your activity? Yes/No
5. Describe the area in which the company is engaged and its connection with your areas of specialization at TAU; in addition, describe your intended role at the company (For example, a member of the Advisory Scientific Committee, external consultant, etc.):

6. Has Ramot filed requests for patents or conducted commercialization activities with regard to inventions (in which you are the inventor) connected to the intended activity? Yes/No
7. Will the intended activity take place on the TAU campus – either fully or partially? Yes/No
8. Will TAU resources be used for the intended activity? (See definition in TAU Regulation 1). Yes/No
9. Will results from your previous research at TAU be used for the activity? Yes/No

In accordance with TAU Regulations 24.2 and 24.3 you are required to submit a request for approval of this activity to the VP R&D, together with the other documents specified in the Regulations, before beginning work at the commercial company.

I hereby declare that I have read the Regulations on Inventions, Patents and Their Commercialization, and that I will adhere to these Regulations during my work at the commercial company.

| | | | |
|-------------------|------------------|------------------------|----------------|
| First name | Last name | ID/Passport No. | Faculty |
|-------------------|------------------|------------------------|----------------|

Date _____ **Signature** _____

* Faculty members will be notified 60 days in advance of any change in the contents of this Appendix. The text of the intended change will be attached to the notice.

**Appendix E: Annual Report of faculty member on Sabbatical/unpaid leave/
engaged in work outside TAU***

| First name | Last name | ID/Passport No. | Faculty |
|-------------------|------------------|------------------------|----------------|
|-------------------|------------------|------------------------|----------------|

Name of commercial company/institution where activities are carried out: _____

Has an agreement been signed between Ramot and the commercial company/institution regarding your activity? Yes/No

Please answer the following questions. If your answer to either question is Yes, please specify in Part 2 below.

1. During the past year were you involved in any research or development activity using IP owned by TAU? Yes/No
2. During the past year were you involved in the registration of a patent as part of your activity at the commercial company/institution? Yes/No

Part 2: Details

In this section please provide an explanation to questions in Part 1 to which you answered Yes. You may attach documents as needed.

| First name | Last name | ID/Passport No. | Faculty |
|-------------------|------------------|------------------------|----------------|
|-------------------|------------------|------------------------|----------------|

Date _____ **Signature** _____

* Faculty members will be notified 60 days in advance of any change in the contents of this Appendix. The text of the intended change will be attached to the notice.

Chapter 3: Rules and Regulations for Academic Activity

A. Exam procedures

In most courses taught at TAU students are required to take exams. An exam is defined as "a written test which takes one (1) to four (4) hours, or an oral test, for which grades are given, accounting for no less than 20% of the final grade in the course."

The teacher must be present in the examination room or close by, in a place known to the overseer, throughout the exam. In special cases the Head of the unit may allow the teacher to be absent from the exam, appointing a substitute, with the teacher's knowledge, in the teacher's place. In such cases. The teacher will be responsible for any explanations provided by his/her substitute.

Written exams are anonymous. Non-anonymous exams may be held, subject to the approval of the Teaching Committee. The students must be notified in advance.

A teacher may – having given due warning – terminate the exam of a student who is obstructing the proper progress of the exam. The teacher must submit grades within two (2) weeks of the exam. Grades for exams with closed questions must be submitted within one (1) week. Faculties may set a shorter period of time for handing in grades.

A teacher who, while grading the exams, finds grounds for suspecting cheating or improper cooperation among the students, will postpone the posting of grades until the end of the inquiry, and notify the unit's office. If convinced that such suspicions are well-founded, the teacher will file a disciplinary complaint against the students through the Faculty's Head of Administration.

When students are tested on the same course on two separate dates the exam format must be identical; questionnaires for both dates must be submitted together to the office, without indicating which exam is intended for which date.

Exam procedures and grade reporting at TAU's teaching units
Bylaw #12-008

B. Syllabus

When building the timetable for the coming year, teachers are required to submit the following to the Faculty's office: a detailed syllabus of the course in Hebrew??; a brief syllabus in Hebrew?? and English; prerequisites; subjects of the course; clear rules for determining grades and the respective weights of the grade's components.

C. Paper procedures

Dates for submitting seminar papers throughout the university are published before the beginning of the academic year. Papers will be submitted to the offices of the relevant units. Each Faculty's Teaching Committee is authorized to postpone this date

within reason. Teachers must return grades for seminar papers within three (3) months of submission.

Paper submission procedures Bylaw #12-013

D. Use of TAU's name and logo

Employees and students may use the name, logo or symbol of TAU only in accordance with the rules set in TAU's Regulations and in other TAU Bylaws. All written publications of any unit – including its stationery – will include the following: the unit's description, its identifying details, as well as TAU's name, logo and symbol. No other symbol will appear.

The university's Rector and Director General will occasionally publish special instructions requiring, permitting and/or prohibiting use of TAU's name, logo and symbol. They may also correct, change or cancel such instructions.

Use of TAU's name and logo Bylaw #01-011

E. Regulations on taking goods off TAU grounds

Equipment and materials belonging to TAU will only be used for work on campus, for the specific purposes of the equipment and materials. Academic faculty members may not take any equipment or materials belonging to TAU off campus without obtaining permission from the Head of the Unit.

Taking goods off university grounds Bylaw #07-008

F. Patents

TAU's Patent Committee is the only entity authorized to determine Intellectual Property rights with regard to the inventions of faculty members.

IP on service inventions, invented by faculty members as a result of their work at TAU, belongs to the university. TAU should act to register patents and commercialize service inventions. Any income on these inventions is divided between the faculty member and the university.

Patent Regulations Bylaw #01-003

Regulations on Inventions, Patents and Their Commercialization
Bylaw #01-003b

G. Copyrights

Copyrights on works authored by TAU faculty members belong fully to their authors, with the exception of special instances such as:

When authoring the work is in itself the main role or one of the main tasks of the faculty member at the university; a work authored using TAU foundations, equipment of facilities, or with the assistance of other TAU employees.

The Copyright Committee will determine, among other things, whether the copyrights on a work authored by a faculty member belong to the author or to the

university. It will also determine whether the maximum sum placed at the author's disposal deducts anything from his/her ownership of the copyright on the work and more.

Copyright Regulations (1989) Bylaw #10-022

H. Arbitration system for students

The arbitration system for students is based on the Discipline Regulations – Students (1983), approved by the TAU Senate, and intended to investigate and rule on students' disciplinary offenses.

The arbitration system for students operates on two judicial levels: First – the discipline supervisor and his/her deputy; Second – appeals, presented to two faculty members and a student representative.

Complaints are submitted to the Academic Secretary, who decides whether to initiate disciplinary procedures (through the complainer) or cancel the complaint.

Disciplinary Regulations – students (1998) Bylaw #12-002

I. Arbitration and inquest system for academic faculty

The purpose of the internal inquest and arbitration system is to arbitrate and mediate in conflicts among faculty members, or between a faculty member and an academic unit or its Head.

Inquest and arbitration procedures will not detract from the principle of academic freedom, or the right of faculty members to criticize the university's institutions, employees and executives. The system will not deal with labor disputes between the faculty's representational unions and university institutions.

The system operates on two judicial levels: the first level and the level of appeal.

Judges are elected by the Senate. The prosecution is conducted by a faculty member chosen by the Senate.

Any academic faculty member, unit or executive may file a complaint. The complaint is submitted to the Head of the academic unit to which the faculty member referred to in the complaint belongs, and through him/her to the Rector. Alternately, it may be submitted directly to the Rector. The Rector may reject the complaint or determine the type of procedure, such as: inquiry and conciliation or arbitration by the appointed judges.

An observer is always present at meetings of the Disciplinary Committee for senior academic faculty.

J. Committee for Human Subject Research – the TAU Ethics Committee

A committee dealing with the ethical aspects of human subject research (TAU Ethics Committee) operates at TAU. Its task is to ensure the enforcement of ethical rules in human subject research, in biomedical research, and in studies in the social and behavioral sciences.

The Committee examines proposals in light of accepted ethical principles, including the balance of benefits vs. risk, proper treatment of subjects, including the preservation of their welfare, dignity and rights, respecting their right to privacy and informed consent, with special consideration for at-risk populations (vulnerable subjects).

No human subject research at any level will be conducted without written permission in advance from the Committee, subject to its regulations and instructions. For further details see <https://acas-sec.tau.ac.il/senate/ethics>.

K. Commissioner for Complaints on Sexual Harassment

TAU strives to be a respectful, safe and optimal research, study and work environment. To this end the university makes every effort to eliminate wrongful phenomena of sexual harassment and intimate relations in the context of authority relationships.

According to the Law for the Prevention of Sexual Harassment, 1998, sexual harassment is:

- Forcing a person through extortion to perform an act of a sexual nature
- An indecent act
- Repeated proposals of a sexual nature
- Recurring referrals to a person's sexuality
- Debasing or humiliating referrals to a person's gender and sexuality, including his/her sexual preferences

In order to promote gender equality and prevent behaviors that offend the weaker side in authority relationships, TAU has prepared a special document containing Regulations specifically on this issue: "Prohibition re intimate relations in the context of authority relationships". Below are several excerpts from this document.

Everything said here regarding authority relationships applies to academic faculty members, administrative staff members and students:

1. **Intimate relations are forbidden**, including consensual sexual intercourse, whether transient or ongoing, between teacher and student, while an academic authority and subordination relationship exists between them. When such relations do take place, the party who holds the authority will be subject to inquiry procedures and/or a disciplinary hearing.
2. **"Academic authority relationships"** include: teaching; awarding scholarships or other benefits; membership in committees of the unit, faculty or university that discuss the student's affairs; and taking part in any activity involving decisions about the student. In addition, the Head of a department or unit, a member of an academic committee, the Head of a program etc. are forbidden to have any kind of intimate relations with any student who is expected to be under his/her academic authority at some stage in the future.

3. **If such intimate relations have been formed, the teacher must immediately discontinue any authority relationship he/she may have with the student**, and/or directly inform his/her academic superior of the existence of intimate relations between him/herself and the student, so that the superior may take the necessary steps to terminate the authority relationship between them.
4. **The party who holds the authority is responsible for preventing intimate relations.**
5. **The obligation to report:** any faculty member who has been presented with a complaint by a student or another faculty member regarding a violation of the guidelines specified above is required to launch the process of reporting to higher authorities. The faculty member must report to his/her superior or to the Dean of the Faculty, or to the Commissioner for Complaints on Sexual Harassment.

Each and every one of us must act with determination and persistence to eliminate the ugly injurious phenomenon of sexual harassment in our research, study and work environments at Tel Aviv University.

The Commissioner for Complaints on Sexual Harassment – Prof. Tamar Brosh:

03-6407875 tbrosh@post.tau.ac.il

The full document of Regulations for the Prevention of Sexual Harassment, as well as the prohibition re intimate relations in the context of authority relationships, may be found on the TAU website at <http://www.tau.ac.il/hatrada>

Regulations for the Prevention of Sexual Harassment at TAU

Bylaw #01-015

Chapter 4: Salaries

A. Salaries

The salaries of senior faculty members at TAU are determined by wage and labor agreements. These agreements are made between the TAU management and the Senior Faculty Union.

Appendix 1: Specification of salary components – 2017

B. Deductions

Deductions from salaries include: income tax, national insurance, national health insurance, gratuity fund, life insurance, severe illness insurance (voluntary), faculty Union membership fee, any other taxation required by law and any voluntary deduction agreed upon.

C. Employment exceeding a fulltime position

In special cases, and with permission from the Additional Work Committee (headed by the Vice Rector), an academic faculty member may teach more than fulltime at TAU. Employment exceeding a fulltime position will not however exceed the maximum employment volume, permitted by the Appointment Regulations and the employment terms for external teachers (4 teaching units per week). Faculty members may also be employed at any percentage of a position on a project budget.

Payment for work exceeding a fulltime position is based on the Regulations for external teachers, with no additional benefits. The wage is calculated in accordance with the number of teaching units, or as a salary based on the employment percentage paid from the research or project budget – as suitable for each specific case.

Additional employment is not considered permanent, and does not entitle the faculty member to any social or other benefits.

A teacher will not be employed beyond his/her fulltime position in the unit where he/she holds this position.

Additional employment at TAU of academic faculty members (1987)
Bylaw #11-008

Appendix 2: Form for requesting employment exceeding a fulltime position

D. Filling out forms

Salaries are paid by the Payroll Unit in accordance with the letter of appointment and subject to reports from the academic units that the faculty member has begun to work after filling out a personal questionnaire and Form 101.

E. Payment for seniority advancement in the Regular, Adjunct Researchers and Parallel Tracks

Academic faculty members – in the regular, adjunct, researchers or parallel tracks – are entitled to seniority advancement pay. Seniority advancement pay is calculated from the day on which the faculty member is entitled to a rank, up to the maximum seniority determined for each rank, as specified below.

| Rank | Seniority pay when receiving rank | Maximum years of seniority in this rank | Maximum pay rate for rank advancement |
|---|--|--|--|
| Lecturer/Researcher | 2 years | 6 years | 19.31% |
| Senior Lecturer/ Senior Researcher | 4 years | 11 years | 31.70% |
| Associate Professor/ Research Fellow | 7 years | 17 years | 46.56% |
| Full Professor | 10 years | 35 years | 89.38% |
| Adjunct Associate Professor | 7 years | 17 years | 45.56% |
| Adjunct Full Professor | 10 years | 35 years | 89.38% |
| Teacher | 2 years | 11 years | 31.80% |
| Senior Teacher | 4 years | 22 years | 59.21% |

F. Childcare pay

Female faculty members in all tracks (except for teachers employed under the clinical agreement), who is the mother of a child or children under five (5) years of age is entitled to childcare pay for two (2) children.

The above also applies to male faculty members defined as single parents – a widower or a divorcee who has custody over his children.

A male senior faculty member who is the father of a child or children under the age of five (5) who are wholly or partly in his custody is entitled to childcare pay, provided that his wife works, and does not receive this benefit from her workplace. As indicated above, childcare pay is given for no more than two (2) children. Faculty members who meet these terms may fill out a form available on the Payroll Unit's website, and submit it to the relevant wage accountant.

Appendix 3: Request for childcare pay

G. Allowance for transportation to workplace

Academic faculty members in all tracks (except those employed under the clinical agreement) are entitled to allowance covering transportation to and from their workplace, based on public transportation fares and in accordance with the rules

of civil service. To receive the transportation allowance the faculty member must submit a request form to the Payroll Unit (The request form may be obtained at the offices of academic units and through the Payroll Unit's website).

H. Grant for dedicating full time to the institution

1. Regular Track and Researchers Track

The grant for dedicating full time to the institution rewards senior faculty members employed fulltime by TAU – in the Regular, Researchers, Parallel and Adjunct Tracks – who dedicate their whole time to teaching and research and hold no other position. The grant is given based on the faculty member's statement, which must be submitted twice a year: In March for the period of October-February, and in October for the period of March-September. The statement forms are sent to faculty members by the Payroll Unit. Despite the above, a faculty member who holds an additional position (in compliance with the institution's academic regulations) will be eligible for a grant if his/her additional income is lower than the maximum set by Vatat (the Planning and Budgeting Committee of the Council for Higher Education), as it appears in the statement form. The grant for dedicating full time to the institution is paid in four (4) equal payments, in February, May, August and November of every year. The rate of each grant is 40.5%.

2. Parallel Track and Adjunct Track

Faculty members in the Parallel and Adjunct Tracks receive 'additional research pay C' instead of the grant for dedicating full time to the institution. Faculty members in the Parallel Track receive the statement form twice a year, and the relative part of the Payment (13.5%) is paid every month.

I. Absorption basket for senior faculty

Appendix 4: Detailed list of absorption basket components for senior faculty, letter from the Deputy Director General for Human Resources

J. Additional pay for research (employment on the budget of an external research grant)

Senior faculty members employed fulltime at TAU, who serve as head researchers in research conducted at TAU and funded by an external party – are entitled to additional research pay during the period of research.

Additional research payments are based on the type of research fund: Type A research grants are given by research funds, in which the fund's regulations provide for research pay to the head researcher from the research budget itself.

Type B research grants are given by research funds, in which the fund's regulations do not provide for research pay to the head researcher from the research budget.

The main rules re additional research pay:

1. Additional pay will only be paid to academic faculty members at the rank of Lecturer and up – in the Regular, Parallel or Researchers Track – employed fulltime by TAU.
2. Faculty members on Sabbatical or unpaid leave are not entitled to additional research pay. If they are on Sabbatical in Israel, they may be entitled to type A research grants, with the knowledge and consent of the funding party.
3. Research pay is granted only to faculty members serving as head researchers in the relevant research project.
4. Additional research pay will be included in the 'determining salary' for purposes of retirement pensions, but will not be taken into account for compensation calculations.
5. Grants funded by the Friends Association or by subsidiary companies of TAU (such as Ramot) or by any other entity controlled by TAU, or whose policy and grant distribution are determined by TAU – do not entitle faculty members to additional research pay.
6. To determine payment in any given month, the overall sums of all research projects at the researcher's disposal during that month will be taken into account.
7. The sum of the contract will be divided among all head researchers in the relevant research project, and the relative sum will be calculated independently for each researcher, based on the sum at his/her disposal.
8. Entitlement to additional research pay is calculated as follows:
In accordance with the instructions of Vatat, the gradings for additional research pay will be adjusted in 4 beats, from October 1 2017 to October 1 2020, ultimately reaching an accumulated adjustment of 28%. Between September 2017 and September 2018 (תשע"ח) the gradings will be adjusted by 6%, on October 1 2018 and October 1 2019 they will be adjusted by 7%, and on October 1 2020 by 8%. At the same time the gradings will be adjusted regularly in accordance with the rise of the USA consumer price index.

8.1. Additional research Pay type A – Sept. 2018 – Sept. 2019 (תשע"ט)

- 8.1.1. If the total annual sum at the researcher's disposal is less than \$6,780 – No additional pay.
- 8.1.2. If the sum is between \$6,781 and \$54,240 – addition of no more than 30% of the researcher's salary.
- 8.1.3. If the sum is between \$54,241 and \$84,750 – addition of no more than 40% of the researcher's salary.
- 8.1.4. If the sum is more than \$84,751 – addition of no more than 50% of the researcher's salary.

- The cost of additional research pay type A will not exceed 25% of the total research grant.
- If the researcher is entitled to additional research pay type A that exceeds 25% of the grant, an Exceptions Committee headed by the VP R&D will be convened, authorized to permit the exception, and in any case the approval will be subject the Vatat Regulations.

8.2. Additional research pay type B - Sept. 2018 – Sept. 2019 (תשע"ט)

- 8.2.1. If the total annual sum at the researcher's disposal is less than \$6,780 – No additional pay.
 - 8.2.2. If the sum is between \$6,781 and \$13,560 – addition of 6% of the researcher's salary.
 - 8.2.3. If the sum is between \$13,561 and \$22,600 – addition of 12% of the researcher's salary.
 - 8.2.4. If the sum is between \$22,601 and \$50,850 – addition of 20% of the researcher's salary.
 - 8.2.5. If the sum is more than \$50,851 – addition of 25% of the researcher's salary.
9. A faculty member entitled to two (2) or more type A and/or type B grants of more than \$10,000 each simultaneously, will be entitled to 5% more.
 10. Additional research pay for faculty members entitled to type A and type B grants simultaneously will be calculated as follows:
 - 10.1. Type A grants will be taken into account first, and the suitable addition determined.
 - 10.2. Then the total of all type A grants will be added to half the total of all type B grants, and entitlement will be examined based on the rules of additional pay type A. If the researcher is entitled to an increased research addition, he/she will receive it with the difference considered as addition type B (no more than 25%).
In any case the total addition will not exceed 55% of the researcher's salary.
 11. Additional research pay type A for retired faculty members who continue their research activities will be paid as a global salary increase based on the budgeted sum. Additional research pay type B will be paid as a percentage of the retired faculty member's pension.
Rates of additional research pay and entitlement according to relevant Regulations, as determined by Vatat and TAU Regulations, are determined at the Research Authority. For further details see <http://www5.tau.ac.il/Research-Authority>

K. Special university grant (based on criteria)

1. Members of the senior academic faculty employed fulltime by TAU in the Regular, Researchers, Parallel or Adjunct Tracks may be entitled to this grant.

The criteria-based grant is given for work beyond the requirements of TAU's academic Regulations. The principle is that regular activity does not make one eligible for a criteria-based grant.

At the end of their first year at TAU faculty members fill out the criteria form for the year/semester when their appointment began. Faculty members found to be entitled to the grant receive payment for their first year/semester. Based on the same form they will receive payment for the following academic year, provided that they worked/will work during each year, or were/will be exempt from teaching for at least six (6) months.

Every year in June the Faculty Department at the Academic Secretariat sends an email to all senior faculty members about the criteria grant, including forms to be filled.

Faculty members submit a report on academic activities entitling them to this grant once a year through the Faculty Department at the Academic Secretariat. Reports are submitted every year by September 30, for the previous academic year.

A new faculty member, or a faculty member returning from an unpaid leave of over a year will file a report at the end of his/her first year, and this report will serve as a basis for his/her entitlement to four (4) grants in the following academic year.

A faculty member returning from Sabbatical or unpaid leave of 12 months or less may report fulfillment of criteria in the academic year prior to the Sabbatical/unpaid leave.

The criteria-based grant is paid in four (4) payments, in October, January, April and July of every year.

Appendix 5: Instructions for submitting the online form for the special university (criteria-based) grant

Appendixes for Chapter 4

Appendix 1: Specification of salary components – January 2018

Tel Aviv University
General employment conditions – academic faculty
(January 2018)

Salaries

1. The gross initial monthly salary for a Lecturer/Senior Lecturer/Associate Professor/Full professor is 15,449 NIS/17,217 NIS/19,771 NIS/23,917 NIS respectively (see table below).
2. To this sum two additional differential payments may be added (subject to specified conditions):
 - a. The special criteria-based university grant, paid four (4) times a year (see table below)
 - b. Grant for dedicating full time to the institution, paid four (4) times a year (see table below)
3. Under certain conditions, the salary of faculty members who obtain support from external foundations will be increased by 6% to 50%.

| Monthly (NIS) | Lecturer | Senior Lecturer | Associate Professor | Full Professor |
|---|----------|-----------------|---------------------|----------------|
| Gross salary | 15,449 | 17,217 | 19,771 | 23,917 |
| Special university grant | 2,345 | 2,654 | 2,771 | 3,318 |
| Dedicating full time to the institution | 2,345 | 2,654 | 2,771 | 3,318 |

International Science Relations Fund as of October 1, 2017

The annual allowance is determined by the faculty member's rank, does not depend on seniority, and is paid in two installments (see table below). Utilization of the Fund's allowance – subject to permission from the authorized parties and the university's Regulations. Once employment is terminated, for any reason, the remaining funds are redeemed, and tax is deducted as required by law.

| Annual allowance (\$US) | Lecturer | Senior Lecturer | Associate Professor | Full Professor |
|-------------------------|----------|-----------------|---------------------|----------------|
| Science Relations Fund | 4,531 | 5,757 | 7,499 | 11,235 |

Sabbatical benefits (based on seniority and rank) as of October 1 2017

1. According to TAU Regulations, a senior faculty member employed fulltime in the Regular Track accumulates two (2) months of Sabbatical for every year of work. In

other words, a full Sabbatical (12 months) is accumulated and may be utilized every seventh (7th) year.

2. During a Sabbatical abroad faculty members do not receive a salary. Instead they receive monthly 'Sabbatical pay', as specified in the table below:

| Monthly pay (\$US) | Lecturer | Senior Lecturer | Associate Professor | Full Professor |
|--|-----------------|------------------------|----------------------------|-----------------------|
| Sabbatical – <u>based on minimal seniority</u> | 3,703 | 4,523 | 5,750 | 7,123 |

Covering shipping and travel expenses subject to TAU Regulations

Any sum given as a loan becomes a grant after five (5) years. (Funds are taxable). The grant is intended for reimbursement on travel expenses to Israel for new faculty members and all members of their family (including children 18 and under), as well as shipping of personal belongings, in the shortest and least expensive way as specified below:

From the East Coast of the USA – up to \$2,000

From the West Coast of the USA – up to \$2,600

From the Midwest, USA – up to \$2,350

From Europe – up to \$1,650

From South America or Australia – up to \$2,600

Initial support for research

1. New faculty members are entitled to initial financial support for conducting new or ongoing research, writing research proposals and submitting proposals to foundations.
2. The support for disciplines in which experiments are conducted is different from the support for researchers in other disciplines. The sum is determined individually for every researcher by the VP R&D, based on the specific needs of the new faculty member.

(signed)

Yoel Mali

Deputy Director General for Human Resources,

Tel Aviv University

Copies:

Yaron Oz, Rector

Gady Frank, Director General

Sharon Feldman, Academic Secretary

**Appendix 2: Form for requesting employment exceeding a fulltime position
SAMPLE**

To: Teachers' Additional Work Committee/Academic Faculty Department
(Based on the Regulation "Additional employment at TAU of academic faculty members"
Bylaw 11-008)

Requesting unit

From: _____ / _____ / _____
Name of Head of Unit Department / School Faculty

Re: Request for employment exceeding fulltime position

Name of faculty member _____ Academic rank _____
% of employment _____ Department _____ Faculty _____

I request that this faculty member be employed at more than a fulltime position for the following period:

1. From _____ to _____ at _____ teaching units
(Including "external budget" program) No. of expense item _____
based on salary rate (1,a,b,c) _____.

The faculty member will teach the following courses in my unit (beyond the fulltime position):

| Name of course | Semester | Day of the week | Teaching hours |
|----------------|----------|-----------------|----------------|
| | | | |
| | | | |

2. From _____ to _____ at _____% employment **on a project budget, No. of expense item _____.**

| Type of employment | Semester | Day of the week | Hours of employment |
|--------------------|----------|-----------------|---------------------|
| | | | |
| | | | |

Recommendation/reasons for employment exceeding a fulltime position: _____

I declare that I have checked, and there is no other teacher in my unit who can teach the required course within his/her teaching quota.

Date _____ Signature of Head of the requesting Unit _____
Date _____ Signature of Dean of the requesting Faculty _____

Faculty member's report on teaching and functions at TAU and outside TAU

1. Following is a list of my teaching hours during the _____ academic year as part of my regular position:

| Name of course/ seminar/exercise | Semester | Day of the week | Teaching hours (From... to...) | Total annual hours |
|-------------------------------------|----------|--------------------|-----------------------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: |

2. Additional functions (alongside teaching) such as: department head, head of track, advisor etc.:

Name of function _____ I do/do not receive pay of ____%

Name of function _____ I do/do not receive pay of ____%

Name of function _____ I do/do not receive pay of ____%

3. I supervise _____ Master's students and _____ PhD students.

4. I am employed in an additional position at another unit at TAU:

Name of other TAU unit at which I am employed _____

Employment percentage _____

5. Employment outside TAU: I will simultaneously work outside TAU: Yes/No

If the answer is Yes, please specify:

Name of institution/workplace _____ appointment/employment percentage _____ No. of weekly hours _____

A report or request for permission re employment outside TAU must be filed separately in accordance with Bylaw #11-021.

Date _____ Signature of faculty member _____

Recommendation of Head of Department/School/Dean of the Unit/Units in which the faculty member holds an appointment

Name _____ Dept./School _____ Date _____

Signature of Head of Dept./School _____

Signature of Dean of Faculty _____

Decision

The request is granted _____ The request is denied _____

The request is granted with the following limitations: _____

Date _____ Signature _____

Appendix 3: Request for childcare pay

Human Resources Division

Payroll Department

Statement

For the period beginning _____ and ending _____ (maximum 1 year)
Regarding parents' entitlement – childcare pay

1. I the undersigned

First and last name ID Address

am employed fulltime and hereby request childcare pay to which employees are entitled in accordance with employment terms at TAU.

2. In this regard we the undersigned declare:

Details of spouse:

First and last name ID Address

Details of spouse's employer:

Employer's name Name of business/workplace Address

3. My spouse is/is not entitled to childcare pay based on the employment terms at his/her workplace; My spouse is employed full/part time. (Mark the correct answer)
4. My spouse has not utilized the benefit at his/her workplace;
My spouse has utilized the benefit at his/her workplace
(Mark the correct answer)
5. A copy of this Statement was submitted to my spouse's employer according to the details in Section 2 above, on (date) _____
6. I am aware that an employee who requests Childcare Pay and meets the requirements listed above must supply a document from the employer of his/her spouse to the effect that the spouse does not receive childcare pay at his/her workplace. If he/she does receive childcare pay the employer must indicate the monthly addition paid to the spouse, and the TAU employee will be entitled to complementary pay up to the maximum.
7. We undertake to inform the Payroll Unit at TAU of any changes in the details given in this Statement in general, and of any change in the spouse's workplace in particular.

Date Employee's signature Spouse's signature

Please note: This benefit must be renewed annually subject to the terms of entitlement.

Appendix 4: Absorption Basket for senior faculty, letter from the Deputy Director General for Human Resources

Dear faculty member,

Re: Absorption Basket for senior faculty members

I wish to congratulate you on joining the senior academic faculty of Tel Aviv University. As a senior faculty member, you will enjoy an "Absorption Basket" for funding various expenses/services as specified below.

Principles for using the Absorption Basket funds:

- a. A faculty member beginning his employment at TAU with a senior academic appointment, who is not insured for a budgetary pension, and who meets the requirements for receiving an Absorption Basket, may use the Absorption Basket to cover expenses and/or services specified below throughout his employment at TAU. The Absorption Basket funds will be placed at his/her disposal in such a way, that he/she will be able to use up to 1/6 of the money every year for the first six (6) years of employment.
- b. Funds not used during one year will be passed on to the following year, and added to the sum available during that year.
- c. Sums drawn from the Absorption Basket by the faculty member will be recorded as a standing loan. At the end of each month 1/144 (0.6944%) of the Basket will become a grant, so that:
 - At the end of 12 years of employment at TAU (not including unpaid leave) the sums used and recorded as a standing loan will have been turned into a grant. This means that even if the faculty member leaves TAU he/she will not be required to pay anything back.
 - If employment at TAU is terminated for any reason (excluding cases when the faculty member passes away) before the completion of 12 years of employment (not including unpaid leave), the faculty member is required to pay back any sums from the Absorption Basket that have been used and recorded as a standing loan, but have not been turned into a grant.
- d. Withholding Tax must be deducted from all sums paid from the Absorption Basket. The university will deduct the taxes at the appropriate time from the faculty member's salary.

Money will be drawn from the Absorption Basket only against original receipts and/or other documents proving the actual expense (apartment rental contract, loan agreement etc.), or based on a personal statement as described below. Faculty members who wish to use funds from the Absorption Basket must fill in the attached Irrevocable Order Statement before beginning to use the funds.

Purposes for which money may be drawn from the Absorption Basket:

1. Paying rent

A faculty member who does not own a home may draw up to \$500 a month subject to presenting a rental contract in which he/she is the renter.

2. Expenses related to the purchase of a home

Sums paid in the process of the purchase – lawyer's fees, real estate agent's fees, mover's fees etc. (on condition that the faculty member does not own another home).

3. Mortgage (paid once a year)

Up to 3,200 NIS a month may be drawn from the Absorption Basket for paying mortgage. A request for mortgage payment will be submitted once a year in January (re the previous year), together with all relevant documents, subject to the terms specified above. A faculty member may receive retroactive reimbursement for mortgage payments paid since the beginning of his/her employment at TAU.

4. Reimbursement for childcare expenses

Daycare/preschool/caregivers/afternoon care for children up to the age of 10 years.

5. Reimbursement for special education/nursing care institutions

Covered for the employee's children with no age limitation.

6. Reimbursement for car insurance (paid once a year)

For vehicles registered to the name of the faculty member. The request will be filed in accordance with the beginning and renewal date of the insurance.

7. Reimbursement for health insurance

Insurance for the faculty member and his/her family, including hospitalization, dental care, nursing care, health insurance at insurance companies.

8. Pension insurance (paid once a year)

Sums from the Absorption Basket may be set aside for increasing the faculty member's retirement pension (such sums will not replace the sums allocated by the employer for the employee's pension), based on the determined rules.

For more information

For any questions regarding the Absorption Basket please email the following:

Mr. Asher Carciente, Head of Payroll Unit Phone: 8616 asherc@tauex.tau.ac.il

Mr. Haiem Taieb, Deputy Head of Unit Phone: 6130 taieb@tauex.tau.ac.il

Following are the phone numbers and emails of Payroll Unit personnel for the ongoing handling of your affairs. Faculty members are assigned according to the first letter of their last name in Hebrew:

| | | | |
|----------|----------------|-------------|--|
| א-ג, ג-ר | Dalia Noy | Phone: 6811 | dalian@tauex.tau.ac.il |
| ד-ט | Moti Kiat | Phone: 6810 | motik@tauex.tau.ac.il |
| י-ס | Shuli Malahi | Phone: 6812 | shulim@tauex.tau.ac.il |
| ז-ק | Ruth Ben-Jacob | Phone: 6813 | ruthb@tauex.tau.ac.il |

Sincerely,

Yoel Mali

Deputy Director General for Human Resources

Copies:

Prof. Joseph Klafter, President

Prof. Yaron Oz, Rector

Gady Frank, Director General

Deans

Head of Payroll Unit

To: Tel Aviv University

Irrevocable Order Statement – Absorption Basket

I the undersigned _____ ID _____

Department _____ Address _____

1. Hereby confirm that TAU has placed an Absorption Basket of _____ NIS at my disposal, intended to assist me in covering various expenses as specified in the attached document.

| Year of employment | % permitted for use per year | Accumulated % turned into a grant per year |
|--------------------|------------------------------|--|
| 1 | 16.67% | 8.33 |
| 2 | 16.67% | 16.67 |
| 3 | 16.67% | 25.00 |
| 4 | 16.67% | 33.33 |
| 5 | 16.67% | 41.67 |
| 6 | 16.67% | 50.00 |
| 7 | | 58.33 |
| 8 | | 66.67 |
| 9 | | 75.00 |
| 10 | | 83.33 |
| 11 | | 91.67 |
| 12 | | 100.00 |

2. I am aware that If my employment at TAU is terminated for any reason, with the exception of my passing, before 12 years have passed since the beginning of my employment in a position that entitles me to an Absorption Basket, I will be required to pay back any sums from the Absorption Basket that have been used, in accordance with Clause C in the attached document.
3.
 - 3.1 To ensure the fulfillment of my obligation I hereby give you an irrevocable order to deduct from my salary and/or any other sum owed to me by TAU, including severance pay and/or any other payment of any kind, any sum owed to TAU in accordance with this Statement.
 - 3.2 In the case that I am not owed any money by TAU, from which it is permitted to deduct my debt for using funds from the Absorption Basket, or alternately, if TAU has deducted my debt from all sums owed to me by TAU, as noted in Clause 3.1, and the debt has not been fully covered, I undertake to pay the debt to TAU immediately upon receiving TAU's demand in this respect.

Employee's signature _____ Date _____

Appendix 5: Instructions for submitting the online form for the special (criteria-based) university grant

To: Senior faculty members

Instructions for submitting the statement needed to determine entitlement to the Special University Grant – Criteria through the ERP-HR system

We wish to guide you with regard to the process of submitting the statement needed to determine entitlement to the special University Grant – Criteria through the ERP-HR system.

Enter the ERP system through the personal MYTAU portal <http://mytau.tau.ac.il>

For questions/problems regarding codes and ID for entering MYTAU contact only the Help Desk at the Computing Division, phone 03-6408888.

After entering the website select the following in the indicated order:

- **Enter the ERP system**
- **TAU – Requests/Statements/Reports**
- **Criteria**

אני מבינה שאין אתר באנגלית, ולכן גם אין צילומי מסך באנגלית. נראה לי בעייתי להכניס צילומי מסך בעברית עם הוראות באנגלית... אולי כדאי לפחות בינתיים להשמיט את הסעיפים האלה מהחוברת באנגלית. בינתיים לא ראיתי טעם לתרגם את צילומי המסך.

To finish the report:

- **Submit for approval** – when you have finished filling out the form click **Submit for approval**. A warning will appear, indicating that if items were not marked, the data will not be saved. **To submit click Yes.**
- **Save** – Data may be saved until all required info has been completed, but at the end you must click **Submit for approval**.
- **Once the criteria form has been approved, payment will automatically be transferred to the salary system, and the faculty member will be notified of the approval and the percentage of the grant approved.**

We thank you for your cooperation and patience in the event that you encounter any failures.

For any problems related to entering the MYTAU website please contact the Help Desk of the Computing Division at 03-6408888.

For any questions related to the rules for reporting and terms of entitlement to the grant, please call the Academic Faculty Dept. at 8871, 8793.

Sincerely,

Orly Avissar

Director, Academic Faculty Department

Chapter 5: Social benefits, retirement & gratuities

This chapter includes the social benefits of faculty members in the following areas: retirement pension, severance pay, convalescence allowance, life insurance, reserve service, maternity leave, annual vacation and sick leave.

A. Cumulative pension

Faculty members who joined TAU from October 1 2003 onwards have cumulative pension insurance. As of 2012, legal procedures have been conducted between the Senior Faculty Union and TAU on one side and the Ministry of Finance on the other, regarding various details of the pension contract of faculty members who joined TAU after this date.

The Senior Faculty Union (via the Coordinating Committee) has made agreements with the Menora-Mivtachim Insurance Company with regard to long-term savings. The company offers faculty members and first-degree family members (under identical terms) arrangements in the comprehensive pension fund, supplementary pension fund and advanced studies fund (the provident fund will be chosen in a separate procedure). For details please contact company representatives.

Information may be found on the website of the Senior Faculty Union:

<http://www.tau.ac.il/academic/fund/menoramivtachim.pdf>

B. Retirement counseling

The Senior Faculty Union funds independent pension counseling for new faculty members, as well as faculty members on the budgetary pension – one (1) or two (2) years before retirement. For more information please contact the Union's office, 03-6407453, vaad@tauex.tau.ac.il.

C. Convalescence allowance

The convalescence allowance is paid for 11 days every year. 1/12 of the allowance is paid every month. Allowance rates are determined annually by Vatav. All faculty members are entitled to the allowance (except those employed within the Clinical Agreement), based on their employment percentage. Faculty members who have accumulated more than eight (8) years of employment at TAU are entitled to pay for 13 days of convalescence.

D. Risk life insurance

Faculty members in all tracks (with the exception of the clinical agreement and external teachers) are insured with life insurance. Insurance sums and premiums change monthly in accordance with the index, and are published and circulated with the pay slip.

TAU covers 50% of the life insurance premium.

Life insurance is valid up to the age of 75.

Maximum age for joining is 65.

E. Additional insurance

Members of the Union are insured in several collective insurance plans: health insurance, severe illness insurance and dental insurance. TAU covers some of the cost of the premium for health insurance. In light of changes in insurance legislation, new faculty members must actively join the insurance plans by signing the appropriate forms. They must make sure that the correct deduction appears in their pay slip. For more information please contact the Union's office, 03-6407453, vaad@tauex.tau.ac.il.

F. Annual vacation

Faculty members are entitled to an annual vacation of 42 calendar days. These include semester breaks and the summer break. No one manages the balance of a faculty member's vacation days, and he/she must make sure to use all of them during his/her employment at TAU. Vacation days may not be accumulated or redeemed at the end of the period of employment.

G. Sick leave

Faculty members in the Regular, Parallel, Adjunct and Researchers Tracks, as well as instructors and assistants, are entitled to 30 calendar days of sick leave for a fulltime position. Sick days may be accumulated but not redeemed. However, a faculty member is entitled to redeem some sick days when he/she retires, based on a key defined in the work agreements. Faculty members must file a monthly digital report on sick days used/not used in a form circulated by the Human Resources Division. A faculty member who does not file the reports loses his/her right to redeem sick days upon retirement.

Faculty members may be absent from work due to his/her own illness or the illness of a family member (child, parent, spouse), using the accumulated sick days to which he/she is entitled by Law or Regulations. As noted above, such absence must be reported every month through the Hilanet system.

H. Reserve service

Faculty members are entitled to their regular salaries during reserve service. They must inform the Head of their Unit in advance, immediately upon being called up for reserve service. At the end of the reserve service they must present the original military form (3010) to the Payroll Unit (photocopies are not accepted). If the original form is not submitted to TAU the Payroll Unit will deduct the reserve days from the employee's salary.

I. Maternity leave

In accordance with the Women's Work Law – 1954 female faculty members must take a maternity leave of 15 weeks, six (6) of which (or less, according to the employee's personal choice) may be taken before the expected date of childbirth. If a faculty member gives birth during the summer vacation (July 1- Sept.30) she may redeem vacation days according to the actual date of childbirth. During her maternity leave the employee does not receive her salary from TAU. Instead she receives the Maternity Benefit from the National Insurance Institute. To receive the Maternity Benefit from the National Insurance Institute she must fill in special forms, available on the website of the Payroll Unit of the Human Resources Division.

According to the National Insurance Law, an employee on maternity leave receives her full salary from the National Insurance Institute.

The law also permits a male employee to take maternity leave starting six (6) weeks after the birth of the child, providing that his spouse is entitled to maternity leave, and has agreed – in writing – to waive the part of the maternity leave that the male partner wishes to take.

J. Severance pay

A faculty member whose employment at TAU is terminated under circumstances that legally entitle him/her to severance pay, is entitled to severance pay. Payment will be made in accordance with the rules set in the Severance Pay Law – 1963.

K. Advanced study funds

To join the advanced study fund of his/her choice the faculty member must file a request for the appropriate form. The employee allocates 2.5% of his/her salary every month to the fund, and the employer allocates 7.5%.

Guest Teachers working fulltime accumulate pension rights retroactively from the first year and advanced study funds from the second year of their employment.

A faculty member in the Teaching Associates Track **המסלול הזה לא הוזכר עד כאן** **במדריך בעברית** may accumulate funds for the advanced study fund retroactively from the beginning of his/her employment, under the following conditions: only if within three (3) years of his/her appointment as Teaching Associate he/she receives an appointment in the Regular or Parallel Track; or if he/she is employed at TAU as a Teaching Associate for over two (2) years, this is his/her only place of work, and he/she has filed a statement to that effect to the Human Resources Division.

Chapter 6: Academic benefits

This chapter contains information about the following benefits for academic faculty: the VP R&D Fund for the absorption of new faculty members, allowance for international science relations, Sabbatical and exemption from teaching.

A. The VP R&D Fund for the absorption of senior academic faculty

New senior members of the academic faculty at TAU, with the exception of those in the Parallel Track, are entitled to a grant from the VP R&D Fund for the purpose of establishing a laboratory and purchasing essential equipment.

The granted sum depends on the researcher's needs, and is determined together with the Dean of the absorbing Faculty.

New researchers who are not experimentalists receive approximately 20,000 NIS for buying a computer and peripheral devices.

The absorption budget is personal, bears the researcher's name, and is managed by the Research Authority.

The granted sum is determined in NIS upon the opening of the budget, and is run in NIS unlinked to the index.

The sum also acts as matching for the equipment grant given to new faculty by the Israel Science Foundation.

Conditions and limitations in using the grant:

The money is intended for purchasing the equipment appearing in the request submitted to the VP R&D. If furniture is purchased for the lab, only functional furniture related to research will be covered.

The budget may be extended up to three (3) years from the day it was opened.

Permission must be requested for transferring the remaining funds from one year to the next. The VP R&D Fund does not give additional research pay to the researcher.

B. Allowance for international science relations

An academic faculty member entitled through his appointment to this benefit, is entitled to an annual sum in \$US. The sum is determined once a year by the University Heads Council (Vera).

The rules regarding entitlement and rates of accumulation are set down in the Regulations, and the allowance for international science relations is correlated to the faculty member's employment percentage, up to one fulltime position.

A faculty member who is also entitled to the allowance from another institution will only be entitled to a complementary sum – up to a fulltime position in both institutions. This is on condition that the rate of accumulation by TAU does not exceed the rate to which he/she is entitled based on the his/her employment percentage at TAU. A faculty member may use the funds accumulated to his/her credit to fund academic activities in Israel and abroad, such as: publications in

scientific journals, membership fees for professional societies, subscriptions to scientific journals and translations.

Faculty members on unpaid leave cannot accumulate benefits for the period of unpaid leave. They can however accumulate this benefit during their Sabbatical. The allowance funds are accumulative, and are managed by the Travel and Academic Benefits Department of the Human Resources Division.

Former faculty members (as well as relatives of deceased faculty members) will receive the funds remaining in the allowance in NIS, with tax deducted as required by law.

Under certain circumstances, it is possible to freeze the allowance of a faculty member whose employment reaches its end, or who is transferred to a status in which he/she is no longer entitled to the allowance.

A faculty member who uses the allowance to travel overseas must file a travel request to the Department Head and Dean. The request must include the following: the intended academic activity, the place of activity, intended departure and return dates. Relevant documents must also be attached: invitation to a conference, subjects to be studied in libraries, invitations from hosts, and any other document relevant to the academic activity.

To complete all arrangements in time for the trip, faculty members are requested to submit their request to the Travel Department one (1) month before the intended departure date. Within 30 days of his/her return, the faculty member must submit to the Travel Department a report on his/her expenses, as well as the following original documents:

- Electronic flight ticket
- Original boarding passes. If the flight ticket was funded by another party, photocopies of the boarding passes are required, or documentation of exit and entry.
- Original receipts only, related to the academic activity. A faculty member directly paying a travel agent in Israel (for flight, hotel, car, visa etc.) will provide both an original receipt and an invoice.

Regulation on Allowance for International Science Relations Fund (1988) Bylaw 011-40

Appendix 1: Travel application form for academic faculty traveling to conferences

Appendix 2: Staff Directory of Travel Department

C. Sabbatical

The following faculty members are entitled to a Sabbatical: Senior academic faculty in the Regular, Parallel, Adjunct and Clinical Tracks. Researchers employed at least halftime are entitled to a Sabbatical relative to their employment percentage. The purpose of the Sabbatical is dedicating time to scientific research and advanced studies in Israel or abroad.

In general, Sabbatical is approved for multiples of six (6) months, and in the summer two (2) or three (3) months, in accordance with specific dates published annually. These rules do not apply to teachers employed through the Clinical Agreement. Requests for Sabbatical must be submitted to the Academic Faculty Department, which handles the academic approval from the TAU administration, at least eight (8) months before the requested date of departure.

A faculty member whose Sabbatical request has been granted, will apply to the Travel and Academic Benefits Department, which handles the following: Sabbatical accumulation, the International Science Relations Fund, flight tickets and health insurance overseas.

Travel for Sabbatical and professional trips paid for by TAU (faculty budget, project budget) will be conducted through five (5) travel agencies that have won the tender and signed a contract with TAU. These agencies provide flight tickets and ground services at reduced costs to TAU employees and their families.

Appendix 3: Traveling overseas – list of the 5 travel agencies.

Accumulation, entitlement to and use of the Sabbatical benefit are based on the faculty member's appointment track and employment percentage:

Regular and Adjunct Tracks:

Two (2) months are accumulated for every year of teaching fulltime at TAU.

Faculty members may take their first Sabbatical after working at TAU for four (4) years.

After returning from a one-semester (6 months) Sabbatical a faculty member must work at TAU for three (3) years before Sabbatical benefits may be utilized.

After returning from a Sabbatical of one year or more a faculty member must work at TAU for four (4) years before utilizing Sabbatical benefits.

Parallel, Clinical and Researchers Tracks:

One (1) month is accumulated for every year of teaching fulltime at TAU.

Faculty members may take their first Sabbatical after working at TAU for five (5) years.

After returning from a one-semester (6 months) Sabbatical a faculty member must work at TAU for four (4) years before Sabbatical benefits may be utilized.

After returning from a Sabbatical of one year or more a faculty member must work at TAU for five (5) years before utilizing Sabbatical benefits.

Returning from unpaid leave and leaving on Sabbatical:

After returning from an unpaid leave of one semester (6 months) a faculty member must work at TAU for two (2) consecutive years before Sabbatical benefits may be utilized.

After returning from an unpaid leave of four (4) semesters or more over a period of four (4) years a faculty member must work at TAU for three (3) consecutive years before utilizing Sabbatical benefits.

A retiring faculty member may utilize any remaining Sabbatical benefits during 12 months following retirement.

Sabbatical benefits may not be redeemed.

Returning from Sabbatical:

A Faculty member returning from Sabbatical must submit two reports:

To the Academic Faculty Department: a report signed by the Dean on his/her academic activity during the Sabbatical.

To the Travel and Academic Benefits Department: a report on the Sabbatical. In addition, an expenses report must be submitted to the Income Tax authorities.

Sabbatical Regulations (1988) Bylaw 901-40

Appendix 4: Request for Sabbatical/exemption from teaching

Appendix 5: Sabbatical report form. In addition, the faculty member is required to file an expense report to the Income Tax Authorities.

Appendix 6: Exemption from teaching for a faculty member entitled to Sabbatical benefits

D. Table of entitlement to social and academic benefits

| Appointment Track | Months of pay | Pension benefits | Sabbatical & flight tickets | Allowance for international science relations | Advanced studies fund | Criteria | Dedicating full time to the institution |
|---------------------------|---------------|------------------|-----------------------------|---|-----------------------|----------|---|
| Regular | 12 | + | + | + | + | | |
| Teaching Associates | 12* | + | ** | (3) | (3) | | |
| Clinical | 12 | + | ** | + | + | | |
| Clinical Agreement *** | 12 | - | + | + | - | | |
| Guests | 12* | + | (1)** | (4) | | | |
| Adjunct | 12 | + | ** | + | + | | |
| Parallel | 12 | + | ** | + | + | | |
| Researchers | 12 | + | (2)** | + | + | | |

Notes:

* Dependent on duration of appointment

* Based on employment percentage

*** Faculty members at the School of Medicine, in the Regular and Clinical Tracks, whose main work is in hospitals

**** Dependent on fulltime employment

(1) Faculty members in these Tracks may accumulate academic benefits retroactively from the beginning of their appointment, only if appointed in a track that grants

benefits (Teaching Associates in the Regular Track only) within three (3) years of their current appointment.

- (2) Faculty members in the Researchers Track may utilize these benefits only with the Rector's approval.
- (3) Faculty members in the Teaching Associates Track may accumulate benefits retroactively from the beginning of their appointment under the following conditions: only if within three (3) years of their appointment as a Teaching Associate they receive an appointment in the Regular or Parallel Track; or, if employed at TAU for over two (2) years as a Teaching Associate, this is their only place of employment, and they have submitted a statement to this effect to the Human Resources Division.
- (4) Faculty members in the Guest Track may accumulate benefits retroactively from the beginning of their appointment as Guests, if employed halftime or over, and if within three (3) years of their appointment they receive an appointment to a track and rank that grant the accumulation of benefits. Faculty members in the Guest Track employed fulltime for more than 12 months may accumulate benefits from the 13th month onwards.

E. Exemption from teaching duties for faculty entitled to Sabbatical benefits

The TAU management has decided to enable faculty members entitled to Sabbatical benefits to focus on their research and be exempt from teaching duties for specific periods approved by the management. For every month of exemption from teaching, a month will be deducted from the Sabbatical months to which the faculty member is entitled. This arrangement was first introduced on October 1, 1998. The rules regarding entitlement to exemption from teaching duties, as well as payments and additional grants during the period of exemption, may be found on the website of the Academic Faculty Department: <http://www.tau.ac.il/acad-sec/segelsite>

F. Transfer from one institution of higher education to another

An academic faculty member transferring from one institution of higher education to another (universities only), who is entitled by his/her position to Sabbatical benefits and benefits of the Science Relations Fund, may request the transfer of any benefits accumulated from the former institution. Transfer of benefits necessitates authorization from both the transferring and receiving institutions. If the transfer is approved, the receiving institution undertakes the commitment toward the faculty member with regard to the following accumulated benefits: Science Relations Fund, Sabbatical, sick days and flight tickets.

A request for preserving benefits should be submitted to the institution that has hired the faculty member.

G. Handling Sabbatical issues, exemption from teaching and allowance for international science relations

The Academic Faculty Department at the Academic Secretariat handles academic approvals for Sabbaticals abroad and in Israel, as well as approvals for exemption from teaching. For more details see <http://www.tau.ac.il/acad-sec/segelsite> .

The Travel and Academic Benefits Dept. at the Human Resources Division handles the accumulation of Sabbatical benefits, the International Science Relations Fund, flight tickets and travel expenses. For more details see:

<http://www.tau.ac.il/hr/hr/unmorim.html>

The information system for academic faculty includes information on academic benefits (International Science Relations Fund, Sabbatical, travel etc.). Please enter through MY TAU and connect to the ERP.

Appendix 7: Instructions for entering the benefit printouts system

Appendixes to Chapter 6

Appendix 1: Travel application form for academic faculty traveling abroad

Tel Aviv University
 Human Resources Division
 The Travel & Academic Benefits Unit
Travel application for academic faculty

A. Faculty _____ Department _____ Work phone _____ Cell/home phone _____

Traveler's name _____ ID No. _____ Rank/Position _____

Purpose of the trip: _____

Itinerary: _____

Flight tickets at the travel agency (from approved list): _____

Agent: _____ Phone: _____

Duration of trip: from _____ to (date of return flight departure) _____

Total: ____ days.

Reminder: before leaving you must settle the account for your previous trip.

| Sources of funding | Board & accommodations (per diem) | | Flight ticket | Car rental <i>See p.2 item c</i> | | | Health insurance | Budget item |
|--------------------|-----------------------------------|-----------------|---------------|-------------------------------------|-----------------|-----------|------------------|-------------|
| | With receipts | No receipts | | Reserved in Israel | Reserved abroad | # of days | | |
| | # of days | Est. hotel cost | | | | | | |
| Science Relations | | | | | | | | |
| Sabbatical surplus | | | | | | | | |
| Research budget | | | | | | | | 06 |
| Other budget | | | | | | | | 00 |

I declare: ____ I will receive funding from an external source for accommodations/flight ticket (please specify) _____

____ I will not receive funding from another source

Traveler's signature _____ Date _____

A. Consents for travel

Name & signature of Head of Department _____ Date _____
Name & signature of leading researcher _____ Date _____
Dean's signature _____ Date _____
Rector's signature (to be handled by the Travel Dept.) _____ Date _____

Consent of Research Authority (before submission to the Travel Dept.)

Sum: _____

Legal entity 10

Internal entity 20

Organizing unit _____

Local?? organization 0000

Account _____ 00000

Project _____ 060

Year of research _____

Date _____ Signature _____

Important:

1. Please attach a letter of invitation and/or consent for participation in conference etc.
2. **The application and attached documents must be submitted at least one (1) month prior to departure.**
3. Please ask your travel agent to send the details of the reserved flight ticket to fax no. 03-6409531.

C. Reasons for requesting car rental _____

D. **Receiving board & accommodations (per diem) funding before departure** – please indicate chosen alternative:

Whenever requesting funds you must present an ID or passport.

1. Personal application to **Bank Hapoalim, Einstein Branch, (6 Barth St. Ramat Aviv, Tel Aviv)** Phone: 03-6462615

Funds may be received in one of the following four (4) currencies. Please indicate:

\$US _____ € _____ £ _____ Swiss Franks _____

2. **Personal application to Bank Hapoalim, Ben Gurion Airport Branch**, located in the Departures Hall. Here per diem funds may be received **in any currency tradable** in Israel.

Requested currency: _____

3. Transfer **in NIS to my bank account** – the account where the salary is deposited regularly.

Please note: Currencies may not be mixed and the place where funds are received may not be altered once an advance payment has been made.

If no preferred currency has been indicated, the per diem funds will be deposited in your account in NIS.

Requests not submitted one (1) month prior to departure date will not be handled before departure, with the exception of transactions with the travel agent and insurance.

E. Insurance

I ask you to contact the following insurance company:

___ Harel/Shiloach (Yuval Levenberg) ___ Harel/Shiloach (Bella Lavon)

to obtain insurance for me and my family as specified:

Spouse _____ Dates: _____

Son/daughter _____ Dates: _____

F. Settling the account after the trip

According to Israeli income tax regulations, returning faculty members must settle their account with TAU upon their return regarding their expenses abroad, and pay back any sums they may have received in advance, to which they are not entitled.

Therefore I confirm that:

1. Within 30 days of my return to Israel I will submit to the Travel & Academic Benefits Unit all documents required for settling the account, along with a form for reporting the settling of the account:
 - **Original/electronic flight ticket + boarding cards**
 - **Original receipts and invoices as needed**
2. I am aware that if I do not submit the required original tickets and receipts within 30 days, TAU may deduct from my salary the difference between the sum I received for accommodations and per diem without receipts for the same number of days.
3. I am aware that if I do not pay the sum I am required to pay back within 45 days of the settling of the account, the university will be entitled to deduct the relevant sum from my salary.

This document constitutes an irrevocable order and permission for the university to deduct the relevant sums from my salary, as stipulated in sections 2 and/or 3.

Name & Signature: _____

Measures for preventing damage to teaching and other duties

Ensuring proper examination procedures and returning graded exams to the students:

Courses I teach:

Name of course _____

Days and hours when the course will take place while I am away _____

Substitute (name & signature) and his/her rank _____

Lecture was moved, with students' consent, to another date _____

Name of course _____

Days and hours when the course will take place while I am away _____

Substitute (name & signature) and his/her rank _____

Lecture was moved, with students' consent, to another date _____

Exams – please fill in all blanks in the following table:

___ No exams will take place or be graded and no appeals examined during my absence.

___ The following exams are scheduled to take place:

Course: _____

| Date of exam | 1 st exam date | Name & signature of substitute | 2 nd exam date | Name & signature of substitute |
|--|---------------------------------|--------------------------------------|---------------------------------|--------------------------------------|
| Will answer questions for clarification during exam | | | | |
| Will grade exams (grades submitted within 21 days) | | | | |
| Will examine appeals (grades submitted within 21 days) | | | | |

Course: _____

| Date of exam | 1 st exam date | Name & signature of substitute | 2 nd exam date | Name & signature of substitute |
|--|---------------------------------|--------------------------------------|---------------------------------|--------------------------------------|
| Will answer questions for clarification during exam | | | | |
| Will grade exams (grades submitted within 21 days) | | | | |
| Will examine appeals (grades submitted within 21 days) | | | | |

___ Exams will be sent to me for grading while I'm abroad

Person responsible for sending and photocopying the exams (name & signature)

Source of funding for sending exams: Budgetary item: _____

I am aware that I must act in accordance with Faculty Regulations with regard to dates for submitting examination forms, returning graded exams/appeals, and notifying students of their grades.

Name and signature: _____

Please note: In any event my trip abroad will not delay notifying students of their grades on exams and papers beyond the time stipulated in TAU Regulations (21 days)!

Administrative roles such as committee membership (to be filled by Heads of Units, Chairpersons and single committee members):

Committee chairperson/member _____

Substitute (name & signature) _____

Other functions _____

Substitute (name & signature) _____

Handling mail – in my absence my mail will be handled by _____

Handling research grants:

I authorize _____ to sign payment orders in my name from my grant account.

Name & signature: _____

Appendix 2: Staff Directory of the Travel and Academic Benefits Department

| Name | Position | Room | Phone | Email |
|----------------------------------|--|------------|------------|--|
| Leah Katz | Director | Room 4 | 03-6409684 | leahk@tauex.tau.ac.il |
| Mira Werber | Asst. Director Sabbatical accounts, benefit continuance, control | Room 3 | 03-6307272 | miraw@tauex.tau.ac.il |
| Rotem Yoskovitz | Travel Faculties of Exact Sciences, Law External Relations | Room 7 | 03-6406217 | rotemyo@tauex.tau.ac.il |
| Ronnie Navon Lipshitz | Travel Faculties of Engineering, Humanities | Room 5 | 03-6406129 | ronniel@tauex.tau.ac.il |
| Dvora Melamed | Travel Faculties of Social Science, Life Sciences, Management | Room 7 | 03-6406132 | devorame@tauex.tau.ac.il |
| Liat Savyon Sternshos | Travel Faculties of Medicine, Arts, School of Education | | 03-6408632 | liatsa@tauex.tau.ac.il |
| Dafna Maschkowski | Accounts | Room 8 | 03-6408905 | dafnamash@tauex.tau.ac.il |
| Racheli Hassid | Accounts | Room 10 | 03-6405150 | racheliha@tauex.tau.ac.il |
| Michal Shoef | Accounts | Room 5 | 03-6408567 | michalys@tauex.tau.ac.il |
| Yael De-Paz | Accounts | Room 8 | 03-6405238 | yaeldp@tauex.tau.ac.il |

Appendix 3: Travel agents who won the 2016 tender

List of travel agents – chosen through the TAU tender for travel agents:

The agreement with the agencies that won the tender grants those who use their services a discount on flight tickets and ground services. To compare offers we recommend contacting several agents before purchase.

| | Branch | Contact persons | Phones | Discount | |
|------------------------------------|--|--|--|----------|--------|
| | | | | Flight | Ground |
| Ophir Tours | Ramat Gan Raanana | Oshrat Meir Yafa Waxman Eyal Latov | 03-5269472/400 09-7777100 | 5% | 12% |
| Diesenhaus-BTC | On campus | Orna Blushtein Anita More phones | 03-7979787 03-7979740 03-7979784/5 | 5% | 15% |
| Daka 90 Business Office only | Hamasger 9 Tel Aviv | Alon Gostio Edi Moskovitch | 03-5373313 054-2800034 054-2800072 | 4.75% | 8% |
| Lachish Tours | Rehovot Habarzel 32 Tel Aviv | Zachi Ben-Ari Tirza Pazurnik | 08-9477071 08-9477071 03-6470101 | 4% | 8% |
| Mona Tours | Ben-Yehuda 1 Tel Aviv Katznelson 57 Givatayim | Sigal Shimoni | 03-6211455 03-5141804 | 3% | 12% |

<https://hrweb.tau.ac.il/info>

Appendix 4: Request for Sabbatical/Exemption from teaching + Form for faculty member's Statement before leaving on Sabbatical

Tel Aviv University

To the Rector

Request for Sabbatical/Exemption from teaching

1. First and last name _____ ID _____
Faculty _____ School/Dept. _____
Work phone _____ Home phone _____

2. **Purpose of Sabbatical/Exemption from teaching**

Please indicate subjects of research or advanced studies:

3. **Places of work during Sabbatical:** A. List of places where you will work (academic institutions, libraries, archives etc.) B. The purpose of your visit to each place C. Estimated time of stay at each place

A. Places B. Purpose of visit C. Estimated length of stay (*)

(*) Note: Flight tickets may be covered by the Sabbatical budget only if you stay at least two (2) months at the same destination.

4. Attached find an invitation from the institution/s at which I will work during my Sabbatical (including libraries and museums).

5. Year of departure _____ (subject to the length of time required between two Sabbaticals or between unpaid leave and Sabbatical)

6. **Dates of Sabbatical**

All year From _____ To _____

1st semester From _____ To _____

2nd semester From _____ To _____

Summer From _____ To _____

7. **Place of work during exemption from teaching**

Dept./School

8. **Dates of exemption from teaching**

All year From _____ To _____

1st semester From _____ To _____

2nd semester From _____ To _____

9. **Dates of previous Sabbatical/exemption from teaching:**

From _____ To _____

10. **Dates of previous unpaid leave:** From _____ To _____

11. Continued instruction for graduate students under my supervision during my absence has been arranged.

12. List of research projects connected to contracts of the Research Authority/Ramot and relevant arrangements made to ensure continuation of research:

____ I have projects (please specify) ____ No projects

13. Date _____ Faculty member's signature _____

14. Recommendation of Dept. Head _____

Date _____ Signature of Dept. Head _____

15. Recommendation of Dean/Head of School _____

Date _____ Signature of Dean/Head of School _____

During your stay abroad we would appreciate your cooperation with representatives of TAU Friends Associations with regard to meetings with donors and friends of TAU.

Attached please find a statement form for faculty members before leaving on Sabbatical/unpaid leave or beginning work outside TAU.

Statement made by faculty members before leaving on Sabbatical/unpaid leave or beginning work outside TAU

Based on the Regulation for Inventions, Patents and their Commercialization –
Bylaw #003-01 (a)

| First name | Last name | ID | Faculty |
|-------------------|------------------|-----------|----------------|
|-------------------|------------------|-----------|----------------|

Period of Sabbatical/unpaid leave/work outside TAU (cross out inapplicable)

From _____ To _____

1. In your activities during your Sabbatical/unpaid leave/work outside TAU are you likely to be engaged in the development, creation or registration of inventions or patents?

Yes/No

(If your answer is **No** – proceed to the end of this document and sign in the indicated spot.)

2. **Type of place of activity:**

_____ Commercial enterprise
_____ Nonprofit organization
_____ Other

3. **Is your activity at this place linked to a project contracted with Ramot, and conducted with its knowledge?**

Yes/No

(If the answer is **Yes** - proceed to the end of this document and sign in the indicated spot.)

4. Describe the field in which the place of activity is involved, and its connection to your area of specialization.

5. Describe the nature, discipline and scope of your activities, and your intended role.

6. Have you conducted research at TAU which is linked to your intended activity?

If so, please specify:

-
-
7. Have you been asked to sign an agreement granting the intended place of activity rights in the IP to be created? **Yes/No**
 8. Will the intended activity take place on the TAU campus – either fully or partially?
Yes/No
 9. Will TAU resources be used for the intended activity (See definition in item 1 of the Inventions and Patents Regulations) **Yes/No**
 10. Will results from your previous research at TAU be used for the activity? **Yes/No**
 11. I hereby declare that I have read the TAU Regulations on Inventions, Patents and Their Commercialization, and that I will adhere to these Regulations during my Sabbatical/unpaid leave/work outside TAU.

First name

Last name

ID/Passport No.

Faculty

Date _____

Signature _____

TEL AVIV UNIVERSITY
VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT

September 2015

Dear faculty member,

In accordance with TAU's Regulations on Patents, Inventions and their Commercialization, please find attached Appendixes for Forms D1, D2 and E (Forms for statements on upcoming Sabbatical/unpaid leave/work outside TAU).

- **Form D1** – before leaving for nonprofit organization
- **Form D2** – Before leaving for commercial company
- **Form E** – Annual report

Prof. Yoav Henis
Vice President for Research and Development

Regulations on Inventions, Patents and Their Commercialization

[Bylaw 01-003 (b)]

Appendix D1: Statement of faculty member before leaving for Sabbatical/ unpaid leave or beginning external work at a nonprofit organization*

| First name | Last name | ID/Passport No. | Faculty |
|------------|-----------|-----------------|---------|
|------------|-----------|-----------------|---------|

1. Name of institution where activities will be carried out: _____
2. During your activities at this institution, are you likely to be engaged in the development, creation or registration of inventions or patents? Yes/No
(If your answer to questions 2 and 6 is **No** – proceed to the end of this document and sign in the indicated spot.)

To remove any doubt, you must inform TAU's VP R&D and receive his authorization in writing before signing documents that grant the institution where activity is carried out or any other organization rights in any Intellectual Property you may create.

In addition, if during your stay at the institution you discover that your research is taking a turn in a direction that may lead to the development of IP, you must inform the VP in writing, so that the two institutions may form a contract between them.

3. Type of activity:
 Sabbatical
 Unpaid leave
 Work outside TAU
 Other
4. Has an agreement been signed between Ramot and the institution regarding your activity? Yes/No
(If the answer is **Yes** – proceed to the end of this document and sign).
5. Describe the type, discipline and scope of your intended research at the institution

6. Has Ramot filed requests for patents or conducted commercialization activities with regard to inventions (in which you are the inventor) connected to the intended activity?
Yes/No
(If the answer is **Yes** – please contact Ramot for continued handling with the institution).

7. Have you been asked to sign an agreement granting the intended place of activity or any other organization apart from TAU and Ramot rights in the IP to be created?
(If the answer is **Yes** – Please provide the VP R&D with a brief description of the intended research and a copy of the IP-related documents you are required to sign at the other institution. The VP R&D can give you permission to sign these documents, whenever suitable. If the VP R&D does not give you permission, he will initiate a process for signing a framework agreement with the host institution).

8. Will the intended activity take place on the TAU campus – either fully or partially?
Yes/No

9. Will TAU resources be used for the intended activity? (See definition in TAU Regulation 1). Yes/No

10. Will results from your previous research at TAU be used for the activity? Yes/No

I hereby declare that I have read the Regulations on Inventions, Patents and Their Commercialization, and that I will adhere to these Regulations during my work at the institution.

| | | | |
|------------|-----------|-----------------|---------|
| First name | Last name | ID/Passport No. | Faculty |
|------------|-----------|-----------------|---------|

Date _____ Signature _____

* In accordance with the above I approve the activity of _____ at the _____ institution.

Vice President for Research and Development

* Faculty members will be notified 60 days in advance of any change in the contents of this Appendix. The text of the intended change will be attached to the notice.

Appendix D2: Statement of faculty member before leaving for Sabbatical/ unpaid leave or beginning external work at a commercial company

| First name | Last name | ID/Passport No. | Faculty |
|--|-----------|-----------------|---------|
| 1. Name of commercial company where activities will be carried out: _____ | | | |
| 2. During your activities at this commercial company, are you likely to be engaged in the development, creation or registration of inventions or patents? Yes/No | | | |
| 3. Type of activity: <input type="checkbox"/> Sabbatical <input type="checkbox"/> Unpaid leave <input type="checkbox"/> Work outside TAU <input type="checkbox"/> Other | | | |
| 4. Has an agreement been signed between Ramot and the commercial company regarding your activity? Yes/No | | | |
| 5. Describe the area in which the company is engaged and its connection with your areas of specialization at TAU; in addition, describe your intended role at the company (for example: a member of the Advisory Scientific Committee, external consultant, etc.): _____ _____ | | | |
| 6. Has Ramot filed requests for patents or conducted commercialization activities with regard to inventions (in which you are the inventor) connected to the intended activity? Yes/No | | | |
| 7. Will the intended activity take place on the TAU campus – either fully or partially? Yes/No | | | |
| 8. Will TAU resources be used for the intended activity (See definition in TAU Regulation 1). Yes/No | | | |
| 9. Will results from your previous research at TAU be used for the activity? Yes/No | | | |

In accordance with TAU Regulations 24.2 and 24.3 you are required to submit a request for approval of this activity to the VP R&D, together with the other documents specified in the Regulations, before beginning work at the commercial company.

I hereby declare that I have read the Regulations on Inventions, Patents and Their Commercialization, and that I will adhere to these Regulations during my work at the commercial company.

| | | | |
|-------------------|------------------|------------------------|----------------|
| First name | Last name | ID/Passport No. | Faculty |
|-------------------|------------------|------------------------|----------------|

Date _____ **Signature** _____

* Faculty members will be notified 60 days in advance of any change in the contents of this Appendix. The text of the intended change will be attached to the notice.

Appendix 5: Sabbatical Report form

Appendix E: Annual Report of faculty member on Sabbatical/unpaid leave/ work outside TAU*

| First name | Last name | ID/Passport No. | Faculty |
|------------|-----------|-----------------|---------|
|------------|-----------|-----------------|---------|

Name of commercial company/institution where activities are carried out: _____

Has an agreement been signed between Ramot and the commercial company/institution regarding your activity? Yes/No

Please answer the following questions. If your answer to either question is Yes, please specify in Part 2 below.

1. During the past year were you involved in any research or developing activity using IP owned by TAU? Yes/No
2. During the past year were you involved in the registration of a patent as part of your activity at the commercial company/institution? Yes/No

Part 2: Details

In this section please provide an explanation to questions in Part 1 to which you answered Yes. You may attach documents as needed.

| First name | Last name | ID/Passport No. | Faculty |
|------------|-----------|-----------------|---------|
|------------|-----------|-----------------|---------|

Date _____ Signature _____

* Faculty members will be notified 60 days in advance of any change in the contents of this Appendix. The text of the intended change will be attached to the notice.

Appendix 6: Exemption from teaching duties for faculty members entitled to Sabbatical benefits

Exemption from teaching duties for faculty entitled to Sabbatical benefits

The TAU management has decided to enable faculty members entitled to Sabbatical benefits to focus on their research and be exempt from teaching duties for specific periods approved by the management. For every month of exemption from teaching, a month will be deducted from Sabbatical months to which the faculty member is entitled. This arrangement was first introduced on October 1 1998.

The rules regarding this benefit are as follows:

1. The procedures for requesting and receiving exemption from teaching are the same as the rules applying to a Sabbatical.
2. Faculty members may combine months of exemption from teaching with Sabbatical months.
3. Exemption from teaching will only be given for full months (starting on the 1st of the month) and for a consecutive period of at least two (2) months.
4. Exemption from teaching will only be given during a period of at least six (6) months (one semester) consisting of months of exemption from teaching, Sabbatical.
5. Exemption from teaching for two (2) semesters will only be given for a period of 12 months which includes exemption from teaching, Sabbatical.
6. No changes will be made to the Regulations regarding Sabbatical abroad, including the right of faculty members to stay in Israel, in accordance with the regular procedures.
7. During the months of exemption from teaching faculty members will be subject to the rules on additional employment, with suitable adaptations.

The rules on salaries and other grants during exemption from teaching:

1. During the months of exemption from teaching faculty members receive their regular salary, including "Hamishtalem" Advanced Studies Fund, additional research pay A & B, and accumulation of the Science Relation Fund and pension benefits – if they are entitled to these benefits.
2. Faculty members do not accumulate Sabbatical months for the months of exemption from teaching.
3. Months of exemption from teaching may be reported for the purpose of receiving the fulltime dedication to the institution grant according to the rules (unless the faculty member's employment outside TAU entitles him/her to a grant of this kind).
4. During the months of exemption from teaching faculty members receive the relative part of the criteria-based grant if they are entitled to this grant.
5. For reports on academic criteria in the following academic year the following rules apply:
 - If the faculty member was employed at TAU doing regular work or during the months of exemption from teaching for a period of six (6) months or more,

he/she may report academic activity during this period for the purpose of receiving the grant in the following academic year.

- If the employment percentage (in regular work or with exemption from teaching) was less than six (6) months, he/she may report academic activities performed during the previous academic year.

Appendix 7: Instructions for entering the benefit printouts system

Instructions for entering the system for printouts of benefits, allowances and travel via the ERP-HR system

We are opening the academic benefits and travel system to academic faculty members. The system will allow faculty members to view various data on the funds remaining at their disposal, travel, purchases from the budget of the International Relations Fund and general information.

אני מבינה שאין אתר באנגלית, ולכן גם אין צילומי מסך באנגלית. נראה לי בעייתי להכניס צילומי מסך בעברית עם הוראות באנגלית... אולי כדאי לפחות בינתיים להשמיט את הסעיפים האלה מהחוברת באנגלית. בינתיים לא ראיתי טעם לתרגם את צילומי המסך.

Entering the system:

Enter the ERP system through the personal portal MYTAU established by the Computing Division at <https://mytau.tau.ac.il>

For questions/problems regarding codes and ID for entering MYTAU (including people who do not know their entry code) contact only the Help Desk at the Computing Division, phone 03-6408888.

After entering the website (which enables easy access to all computing resources) select the entry to ERP as shown in the illustration below.

After entering the system select Teachers' benefits – faculty (please note: not all faculty members will see all the options listed in the example below on their screens)

Now select "Printout of benefits for faculty members":

The system will present the printouts according to the menu at the right side of the screen. In the future we will add detailed explanations on the various printouts.

We thank you for your cooperation and patience in case of malfunctions.

For problems in entering MYTAU and the ERP system, including problems with the user code, entry permissions etc. contact the Help Desk at the Computing Division, phone 03-6408888. **The Department for Teachers' Benefits and Travel cannot assist you in this matter.**

For questions about the information appearing in the system please send an email to the staff of the Travel and Academic Benefits Dept., or to me. **We hope the system will assist you and save you time and effort.**

Korin Hamush

Director, Travel and Academic Benefits Dept.

Chapter 7: Service providers supporting academic faculty

A. The Research Authority

The Research authority is a central administrative unit at TAU, responsible for the administrative management of research. Following are the functions of the Research Authority:

- Information – collecting information on foundations that fund research in Israel and abroad, and notifying the researchers.
- Research proposals – helping researchers submit research proposals to foundations in Israel and abroad: filling out forms, building budgets, reviewing the forms, sending them to the foundations.
- Contracts – with research foundations, including negotiations.
- Opening research budgets – for research projects funded by the following sources: external research foundations in Israel and abroad, donations, internal sources, the absorption budget of the VP R&D, refund budgets.
- Managing research budgets – including control over the budget's utilization, subject to the Regulations of TAU and the relevant research foundations.
- Financial reports to the foundations – preparing the reports in collaboration with the researchers.
- Scientific reports – supervising the submission of reports by the researchers, at the required times.
- Reports on research activities at TAU – to internal executives as well as external stakeholders (Vatat, donors, foundations)
- Representing TAU – in Israel and abroad, to promote research at TAU (research foundations, authorities, research partners).
- Assisting the VP R&D in advancing TAU's R&D policy (statistics, budgets for supporting researchers, budgets for absorbing new faculty)

For further details please visit <http://www.tau.ac.il/Research-Authority>

Research Authority Website: <http://new.tau.ac.il/research-authority>

B. Ramot (protecting Intellectual Property, funding research through commercial companies, commercializing technologies and services for industry)

Ramot Ltd. (www.ramot.org) is TAU's technology commercialization company. It is a fully owned subsidiary of TAU.

Ramot initiates, advances, leads and manages the transfer of technologies generated by research at TAU from the laboratory to industry, through activities for protecting

and commercializing the inventions of TAU researchers. Ramot manages all commercialization activities, from patents protecting the researchers' inventions and Intellectual Property, to granting licenses to relevant industrial companies. Ramot provides a dynamic interface connecting industry with the most innovative science at TAU, creating business opportunities in a wide range of markets – either by establishing new companies or by granting licenses for using the technologies to existing Israeli and multinational corporations.

Ramot's goals:

Bridging between academia and industry by identifying promising inventions with commercial potential throughout the various Faculties, and actively supporting their enhancement to the point of commercialization with a suitable business partner, capable of transforming the promising invention into a beneficial product for the benefit of humanity.

Ramot achieves its goals by:

- Registering, managing and commercializing patents and inventions generated by research conducted at TAU.
- Investigating and developing ways for applying research conducted at TAU, and promoting research oriented towards finding practical solutions for industry.
- Connecting industry with academic research, innovation and expertise.
- Providing institutions and industry with technical and managerial knowledge.
- Nurturing close relations between researchers and industry.
- Encouraging research for purposes of industrial development and commercialization.
- Promoting applied research through funding from various sources.

Ramot's services include:

- Defining the invention and possible uses for proposed technologies.
- Assessing the potential for patent registration and patent protection for researchers' inventions.
- Raising funds for applied research from various sources including: industry, Israel's Chief Scientist, international applied research foundations and the foundations of private investors.
- Finding and harnessing industrial partners for the continued development of researchers' discoveries and inventions.
- Managing collaborations and the transfer of information, materials (MTA) and confidential disclosure agreements (CDA) between academic institutions and business partners.
- Conducting negotiations, signing and enforcing license and research agreements with industry in order to ensure the technologies' proper development and commercialization.

As part of its activity Ramot generates resources and contributes to TAU's activities by initiating and promoting new knowledge-intensive projects, supporting research, development, encouragement, institutionalization and collaboration between TAU research and industry.

Ramot handles all organizational, financial and marketing issues, and acts as a representative and manager for all these goals.

For more information please visit www.ramot.org .

Ramot website: www.ramot.org

Intellectual Property – protection and commercialization

An invention is a unique new solution to an existing problem, and it can be embodied in a product, machine or technological process that was previously unknown. An invention is distinguished from a discovery – the latter being the exposure of something that exists in the material world, but was not previously known to humanity.

Inventions that merit patent registration

Inventions that meet the requirements set by the Law may be registered as patents.

A patent registered with the Patent Registry provides its owner with protection against prohibited use by others, within the Law of Intellectual Property.

For an invention to be eligible for patent registration it must fulfill several conditions, including:

- New – a new invention never before published (including publication on the internet or any other media)
- Beneficial – it must have some benefit
- Potential for invention advancement
- May be used technologically and/or by industry

Service invention

Israeli Law stipulates that an invention developed by an employee due to his/her employment and during the period of that employment is the property of the employer – namely TAU, and is called a "service invention".

Procedure for reporting an invention

Service inventions, their registration and expenses are handled by Ramot Ltd., TAU's technology commercialization company, which, among other things is responsible for commercializing service inventions. To encourage researchers to produce applied inventions, TAU has relinquished a portion of the royalties received for the commercialization of service inventions, so that the inventors – faculty members and students who contributed to the invention, may receive a certain percentage of its royalties. This percentage is paid directly by Ramot, out of the royalties received for

the invention. A TAU faculty member or student who has made an invention and wishes to have it commercialized, must notify a representative of Ramot without delay. After carefully filling out all details in an Invention Disclosure Form, the faculty member is invited to a meeting with the Business Development Manager in charge of the field of the invention and the Intellectual Property Manager. Afterwards Ramot's Patent Committee decides whether and where to file a request for patent registration.

If the Patent Committee decides to register the patent request Ramot will cover the costs of the needed procedures and promote the invention's commercialization.

For more information: Dr. Shulamit Hirsch, Deputy Director General for Intellectual Property, Ramot Ltd., 03-6406258 shulamit.hirsch@ramot.org

External funding for research

One of the major challenges encountered in academia is bringing basic science to a stage advanced enough to arouse interest among potential industrial partners. This gap is sometimes called "Death Valley".

Ramot works on many different levels to bridge this gap, offering a range of support services, including: analyzing and writing patent requests, project management, business development and financial management. In addition, Ramot offers a range of programs for funding applied research, on a continuum between \$50,000 and \$1,000,000, based on milestones agreed upon in advance with the researchers.

Funding possibilities

Industrial funding for applied research

Companies in various industries can become business partners by funding research in their fields of interest. This provides them with direct access to world-class research, whose outcomes may become commercial products. Funding ranges between several tens to hundreds of thousands of dollars.

The Momentum Fund for Technological Innovation

The core mission of the Momentum Fund is to accelerate the translation of promising new discoveries and inventions into meaningful commercial applications, realizing their commercial potential.

The Momentum Fund invests in groundbreaking technologies with significant commercialization potential, in a wide range of areas, including Engineering and the Exact Sciences, Environment and Clean Technologies, Pharmaceuticals and Health Services.

Selected projects may receive funding of up to \$1,000,000, subject to the successful completion of significant milestones.

The Colton Family Next-Generation Technologies Institute and the Miles Nadal Institute for Technological Entrepreneurship

Miles Nadal and Stewart Colton, two TAU donors who hold honorary PhDs from our university, joined forces to support the development of new technologies with potential for commercialization in the fields of Medical Microscopy, Drug Development, Engineering and Energy.

Funding is in the sum of about \$100,000 for one (1) year.

Funding programs of the Israeli government's Chief Scientist

The Magnet program for generic technological R&D is one of the Chief Scientist's main channels for assisting Israeli industry.

The program aims to build and strengthen the technological infrastructure of industry in several ways, and especially by supporting innovative technologies. Established in 1994, the program is periodically renewed, in order to reveal new capabilities. Thus, several support tracks have been formed, emphasizing the processing of applied research in academia, and connecting it with Israeli industry.

Programs range from about \$100,000 to about \$1,000,000 per project.

Research services for industry

Research services are paid research projects conducted in laboratories, without the intention of producing intellectual property or inventions. The funding company has full ownership of the products of this service.

Research services may be provided in the researcher's lab, by the head researcher and his team, authorized by the Dean of the Relevant Faculty. The commercial contract for research services is entered upon through Ramot. Ramot acts as business consultant in building the service project's work plan, taking into account business goals, a budget that ensures profit margins for the lab and its head, negotiations with the company, legal counseling and negotiations, and management of budgets and purchases by Ramot. Research services to industry are managed at Ramot by managers with considerable business and marketing experience, who specialize in formulating agreements and business ties with corporations, both large and small.

For TAU's Regulations on services to industry:

https://www.tau.ac.il/sites/default/files/media_server/General/yoets/01-013.pdf

For more information: Orit Bialy-Weinberg, Research Services for Industry Manager, Ramot Ltd. 03-6405063, orit.bialy@ramot.org

C. The Center for the Advancement of Teaching

Established in 1998, TAU's Center for the Advancement of Teaching works to improve the quality of teaching at TAU.

The Center's goals:

1. Services for lecturers and teaching assistants: assistance, guidance and information regarding teaching, learning and exams through workshops and personal counseling. A rich website offers a great deal of information and materials on teaching in academia at www.tau.ac.il/teachingcenter.
2. Services for Deans, Heads of academic units and Appointment Committees with regard to teaching, based on student satisfaction surveys. Reports derived from the surveys provide information on lecturers' teaching abilities, as well as cross-sections based on years, faculties, academic units etc.
3. The Center's Steering Committee, whose members represent the various Faculties, conducts mutual communication with the Faculties on improving the quality of teaching and service to students, and planning learning support centers.
4. General thinking processes and formulation of policy and vision: on teaching, learning and teaching assessment.

Website of the Center for the Advancement of Teaching:

www.tau.ac.il/teachingcenter

D. Libraries

TAU offers faculty members a range of libraries that support both teaching and research. These include: four large bi-Faculty libraries, Faculty libraries, Department libraries and special collections.

The libraries provide sources of information, information services and advanced tools, infrastructures and guidance that help users attain their research and study goals. To this end the libraries purchase and organize comprehensive, varied and accessible collections, responding to the needs of teaching and research. The libraries conduct guidance sessions for users, and develop educational software for their data archives.

TAU libraries purchase periodicals and books and subscribe to databases and other materials, enabling access to a wide range of up-to-date sources. Their offerings include both digital and printed collections. The printed collections are catalogued by topic, and are mostly accessible to readers through the "open shelf" system. Lending time is based on demand and type of book.

The digital collections include data archives, periodicals and electronic books, most of which are accessible anytime anywhere to the TAU community. Purchase is usually conducted communally by the Consortium of Institutions of Higher Education. Library collections are catalogued in the Aleph software program and accessible through the internet. In addition to each library's separate catalogue, users may search the combined catalogue of all libraries or special catalogues such as: the collective theses catalogue, the collective catalogue of electronic periodicals and the collective catalogue of electronic books.

Additional facilities offered at TAU libraries: PCs and internet stations, printers, photocopy machines, scanners, microfilm readers and printers, and wireless access to the internet.

Further details on activities in each library may be found on its home website or posted at the library.

Home websites of the main libraries

| | |
|--|---|
| Sourasky Central Library for Humanities and Arts | http://www.cenlib.tau.ac.il |
| Brender-Moss Library for Social Sciences, Management and Education | http://med-lib.tau.ac.il |
| Gitter-Smolarz Library of Life Sciences and Medicine | http://medlib.tau.ac.il/hebrew |
| Neiman Library of Exact Sciences and Engineering | https://scilib.tau.ac.il |
| David J. Light Law Library | http://lawlib.tau.ac.il |
| Daata (דעת"א) Search System | http://primoprdr.tau.ac.il:1701/primo_library/libweb/action/search.do |

Departmental libraries, collections and institutes

| | |
|--|---|
| M. Grinsten Music Library | https://arts.tau.ac.il/music/lib |
| David Azrieli School of architecture Library | https://arts.tau.ac.il/arch/library/about |
| Bob Shapell School of Social Work Library | http://www.socialwork.tau.ac.il/library.html |
| Geography and Human Environment Dept. Library | https://geography.tau.ac.il/library_general |
| Library of the Dept. of Communication Disorders | https://med-lib.tau.ac.il/communicationdisorders-h |
| Archaeology Institute Library | http://archaeology.tau.ac.il/?page_id=1974 |
| Mehlmann Library | http://www6.tau.ac.il/ggcenter/index.php/the-mehlmann-library |
| Moshe Dayan Center for Middle Eastern and African Studies Library | http://www.dayan.org/about-library-0 |
| Weiner Library for the study of the Nazi Era and the Holocaust | https://cenlib.tau.ac.il/wiener |
| Stephen Roth Institute for the Study of Contemporary Antisemitism and Racism | http://humanities.tau.ac.il/roth |

TAU libraries website: <http://libraries.tau.ac.il>

E. University Archive

1. Handles proper arrangement of files in the various units, archiving of old academic and administrative materials, and controlled destruction of materials (with the agreement of the depositing dept.)
2. Handles documentation of TAU history.
3. Handles archiving of academic inheritance of renowned TAU scientists.
4. Preserves collections donated to TAU.

F. Computing & Information Technology Division

The Computing and IT Division (Computing Center) is responsible for all central computing infrastructures on campus, including the communication system. The division provides a wide range of paid services to units and faculty members, including:

1. Website building and maintenance
2. PC maintenance

3. Backup
4. Server storage and maintenance
5. Work station maintenance
6. Home connections, including access to the internet
7. Data storage
8. Hosting applications and websites on central servers

For more information: <http://www.tau.ac.il/computing-division>

The Division's Help Desk answers calls Sunday thru Thursday, 8:30 a.m. – 6:30 p.m. on internal phone 8888 (03-6408888).

Website of the Computing & IT Division: <http://www.tau.ac.il/cc>

G. Supply Unit

The Supply Unit specializes in providing logistical services, and is responsible for the management and operation of TAU's supply chain. The main services provided by the Supply Unit are:

- Supplying needed items from the central storehouse
- Conducting central and private tenders
- Producing purchase orders for suppliers in Israel
- Purchasing goods from suppliers overseas including import procedures to the client's doorstep
- Recording and managing the TAU inventory
- Professional graphic design services
- Personalized printing services and products
- Managing TAU vehicles

Central storehouse

The central storehouse holds a stock of items to enable their purchase at lower prices compared to direct supply, and maintains a stock level that allows immediate availability.

Items stored in the storehouse include laboratory equipment, materials and perishables, technical equipment and general equipment. Items are catalogued in the system, providing buyers with full information: the item's description and picture, measurements, manufacturer and manufacturer's catalogue number, level of cleanness, price and catalogue number.

Items from the storehouse are supplied to units on campus once a week. When the need arises, one may come to the storehouse in person and receive the items immediately.

Purchasing Depts.

Purchasing activities at TAU are based on Contract Regulation 01-005A, which is founded on the Law of Mandatory Tenders. Acquisition is performed independently by TAU units and/or purchase coordinators at the Supply Unit, through the computerized logistics ERP system. Purchase procedures are determined according to the sum and type of purchase.

Local purchasing

The Local Purchasing Dept. manages TAU's purchases in Israel.

The Dept.'s main services:

- Identifying sources for purchases
- Conducting annual purchase tenders and forming agreements that set prices for buyers on campus
- Conducting commercial relations with suppliers
- Purchasing goods from suppliers as ordered by the buyers
- Providing professional guidance with regard to purchasing issues

The Transportation Safety Officer, in charge of TAU's fleet of vehicles, also belongs to the Local Purchases Dept.

Overseas purchasing

The Overseas Purchasing Dept. manages the purchasing of goods from suppliers overseas.

The Dept.'s main services:

- Purchasing goods from suppliers, subject to receiving a purchase order from the buyer, including purchases on websites and payment with the TAU credit card. Handling the entire supply chain, starting with the order, importing the goods until they are received at TAU, and paying the supplier. The import process includes shipment from overseas locations to TAU, handling as required by the authorities and release from customs.
- Managing export (international courier services, export for repairs, export for exhibitions).
- Professional guidance regarding purchasing and import.

Inventory

The Inventory Dept. is in charge of registration and tracking of equipment included in the TAU inventory.

The Dept.'s main services:

- Pre-purchase inspection of equipment intended for home use (TAU Regulations define this equipment as inventory equipment)
- Marking, registration, tracking and control of items
- Registration of estate equipment and donations to TAU
- Conducting periodical inventory counts
- Handling shortages, damage or loss of items

- Selling usable/unusable equipment and heavy items
- Providing price estimates for computer equipment for purposes of private acquisition, subject to Regulations.

Graphic Design Office

The Graphic Design Office provides graphic design and execution services to all TAU units as well as external customers. Services include design, execution and production of a wide range of products, including diplomas, booklets, brochures, posters, books and more.

The office is highly experienced and is closely acquainted with the unique needs of the various units and the university as a whole.

Printing House

The TAU Printing House provides a range of printing services to TAU units and private customers.

The Printing House offers printing, photocopying, binding and production services, (including supervision and responsibility for work carried out by external parties.)

For more information please visit <https://finance.tau.ac.il/supply>

The Supply Unit's website: <https://finance.tau.ac.il/supply>

Chapter 8: Welfare benefits and services for academic faculty

A. Absorption Basket

See Chapter on salaries and letter from the Deputy Director General for Human Resources – Appendix 4

B. Tuition waiver

As stated in the Tuition Waiver Regulation, a faculty member employed at least halftime (50%) is entitled to a tuition waiver for studies for an academic degree recognized by the Council for Higher Education – for both himself/herself and members of his/her family (spouse, son, daughter). Entitlement to a tuition waiver in other institutions of higher education depends on the following:

1. For studies at other institutions that are authorized to grant academic degrees but are not members of Vera (Committee of University Leaders) - the student tried to register at TAU but was not admitted, or TAU does not offer this degree.
2. The waiver percentage will be the same as the faculty member's percentage of employment at TAU. The waiver is considered a taxable income. The sum of repayment is based on the rules specified in the Tuition Waiver Regulation (see below).

Teachers employed on the basis of the Clinical Agreement at the Faculty of Medicine are entitled to a full tuition waiver at TAU, providing they are employed in a position of at least 25% during the relevant year. The percentage of tuition waiver at another institution will match the percentage of employment. In all cases, entitlement to a tuition waiver for a specific degree must be examined by the Human Resources and Control officer.

Tuition Waiver Regulation Bylaw #04-026

C. Directives for reimbursement on flight tickets and freight shipping for new faculty

New faculty members are entitled to a conditional loan which becomes a taxable grant for buying flight tickets for themselves and their families (tourist class, in the shortest possible route).

New faculty members are also entitled to reimbursement of shipping expenses.

Reimbursements depend on the Dean's recommendation and the Rector's approval, up to the following sums (last updated in 2013):

From the East Coast of the USA – up to \$2,000

From the West Coast of the USA – up to \$2,600

From the Midwest – up to \$2,350

From Europe – up to \$1,650

From South America/Australia – up to \$2,600

Payment will be made after the new faculty member has signed the attached Irrevocable Order Statement with regard to tax payment on TAU's participation.

The tax will be repaid during the last six (6) months of the fifth (5th) year of the faculty member's employment at TAU. If he/she leaves TAU earlier, the tax will also be paid carried out earlier.

Work process:

For the researcher:

- The faculty member will receive the Dean's approval for the loan and submit a signed Irrevocable Order Statement to the Travel Dept.
- The faculty member will purchase the tickets and keep the used tickets, boarding cards and original receipts, in order to submit them to the Travel Dept.
- Alternately, the faculty member may order the tickets from a travel agent in Israel who works with TAU, and TAU will pay the travel agent.
- The faculty member will ship his/her belongings to Israel, keeping the original shipping receipts.
- The Faculty will file a request to the Travel Dept. to reimburse the faculty member for his/her expenses, indicating the relevant budgetary items.

D. Contribution to rent payments

The Regulations stipulate that the following faculty members may request participation in rent payments: new immigrants (olim) who do not receive rent participation from the Jewish Agency; guest teachers; teachers asked by the Dean to relocate to central Israel; new academic faculty members just arrived from overseas, who do not own a home in Israel.

TAU will cover rent payments up to sums published periodically. In any case TAU's contribution will not exceed 50% of the monthly rent actually paid by the faculty member, and up to a ceiling set periodically. The arrangement will be in effect for a maximum of three (3) years.

Requests should be submitted to the Head of the Department, who will hand in a recommendation to the Dean of the Faculty.

Regulation on participation in rent Bylaw #04-100

E. Preschool center

"Childcare at the university – the university in childcare" – the preschool center at TAU is a manifestation of the "family-supporting policy" set as a goal by TAU President Prof. Joseph Klafter and Prof. Rachel Erhard from the School of Education. The childcare center is operated in collaboration with World WIZO, providing high-quality care and education to the children of the TAU community, aged six (6)

months to four (4) years. The center serves the children of researchers, students and employees, and helps the families of returning scientists in their first steps in Israel.

The center's unique features:

- A relatively small number of children in each class
- A relatively high caretaker to child ratio
- A very small number of vacation days
- Enrichment for both the children and the educational staff, provided by experts from the TAU faculty
- Ongoing pedagogic instruction for the center's staff from a certified educational counselor

The childcare center is an educational system which links "academia" with the "field". It strives to assist in the implementation of a range of needs and capabilities, in order to provide each child with an optimal response to his/her tendencies, enabling him/her to learn and progress as fits his/her age and level of development.

The educational environment is adapted to the different age groups in many ways: the structure, equipment and furniture, access to materials, accessories, games and books, and the encouragement towards age-appropriate motor, mental, emotional and social development. Much emphasis is also placed on maintaining safe, clean and pleasant environment which allows children to develop independence and confidence.

As part of the close collaboration with TAU, the center's children enjoy unique educational programs given by TAU faculty members. In each of the four classes at least one unique program is offered every year, in addition to activities like music and movement experiences.

For more details and registration please write to daycare@post.tau.ac.il

F. Dental treatments

TAU's Dental School offers a range of dental treatments. Faculty members are entitled to a 10% discount.

For more details visit www.dental.tau.ac.il

G. Senior Faculty Union

For detailed information on the Senior Faculty Union at TAU please visit academic.tau.ac.il ???. The Senior Faculty Union represents TAU's senior faculty members before the TAU management, empowered by a collective agreement. The Union concerns itself with the rights and benefits of TAU faculty members, such as: salary terms, social benefits, insurance and retirement pensions. The Union also

keeps in touch with other workers' unions, and organizes mutual assistance mechanisms for its members, including loans (see below).

1. **Membership fees:** Union membership fees are deducted from the employee's salary or pension, according to the law and as part of the collective agreement. At present membership fees are 0.35% of the gross salary of active employees and 0.1% of the pension of retired members.
2. **Information and updates:** The Union regularly informs its members by email on relevant matters (such as gifts on holidays, various benefits, changes in insurance terms etc.). To join the mailing list of the Senior Faculty Union please send an email to listserv@listserv.tau.ac.il in the following format: tau faculty, first name, last name, Faculty. For example: taufac sub -Moshe, Cohen, Medicine.
All relevant, regularly updated materials may be found on the Union's website.
3. **Gifts:** The Union gives its members gifts at the beginning of every academic year.
4. **Loans:** Loans available to senior faculty members are:
 - 7,560 NIS
This loan is linked to the index and carries no interest. It will be repaid in 12 equal installments deducted directly from the employee's salary. The loan is available to all senior faculty members.
 - Up to 12,500 NIS
This loan is nominal and carries an annual interest of 3.41%. It will be repaid in 24 equal installments deducted directly from the employee's salary. The loan is available to all active senior faculty members.
 - Special loan – up to 24,000 NIS
This loan is nominal and carries an annual interest of 2%. It will be repaid in up to 24 installments (depending on the requested sum) deducted directly from the employee's bank account.
The loan is available to all active senior faculty members. Retired Union members may receive up to 12,000 NIS.
 - Up to 50,000 NIS
This loan is nominal and carries an annual interest of 3.41%. It will be repaid in up to 60 installments deducted directly from the employee's bank account.
The loan is available to all active senior faculty members.

Faculty members who wish to apply for a loan are invited to contact Hagit Hen, Secretary of the Senior Faculty Union, at telephone 7453.

Members of the Senior Faculty Union Committee:

| | |
|--|--|
| Prof. Erez Etzion - Chairman (Faculty of Exact Sciences) | ereze@tau.ac.il |
| Dr. Michal Allon – Vice Chairman (Faculty of Humanities) | michal.allon@gmail.com |
| Prof. Uri Gophna – Secretary (Faculty of Life Sciences) | urigo@tauex.tau.ac.il |
| Prof. Segev Barak - Treasurer (Faculty of Social Sciences) | barakseg@post.tau.ac.il |
| Prof. Yairah Amit – member from the retired community | ayairah@post.tau.ac.il |
| Prof. Uzi Even – member from the retired community | even@post.tau.ac.il |
| Prof. Yoav Ganzach – member (Faculty of Management) | yoavgn@post.tau.ac.il |
| Prof. Doron Shmilovitz -member (Faculty of Engineering) | shmilo@post.tau.ac.il |

Dr. Moshe Parnas – member (Faculty of Medicine)

mparnas@post.tau.ac.il

Prof. Roy Kreitner – member (Faculty of Law)

kreitner@post.tau.ac.il

Prof. Assaf Pinkus – member (Faculty of the Arts)

pinkusas@post.tau.ac.il

H. The Marcel Gordon University Club (the Green House)

The University Club operates at the Green House, George Wise St. 24, on TAU grounds.

Senior faculty members are invited to join the club.

Club members are invited to 12-16 cultural evenings every year. Guests include writers who speak of their new books, musical ensembles, public figures who talk of topics in the news, and more.

A restaurant operating at the Green House is open for lunch every day for faculty members and their guests. Conferences may also be hosted at the Green House, pending reservations in advance.

I. TAU Sports Club (Elite Sports Center)

The club offers TAU employees and their families a vast range of activities and services in the following areas: sports, physical fitness and culture.

Sports facilities include:

An open Olympic swimming pool, heated in the winter months

Two heated indoor swimming pools – among the most beautiful in Israel

Pool for toddlers

Gym facilities for ball games, gymnastics and martial arts, a soccer field, a running track, tennis courts, squash courts, a jacuzzi, a spa, lawns, recreation areas, a cafeteria and a sports shop.

Members may enjoy a vast range of activities and courses.

Every summer the club organizes summer camps and sports, art and science camps for children (ages 4-15) of TAU employees and students, external institutions and the community.

The club offers social and cultural events such as: lectures, workshops, Sabbath mornings for children, folk dancing, singalongs and more.

For more information: www.sports-center.co.il

Appendixes for Chapter 8

Appendix 1

For Clause C: Directives for reimbursement on flight tickets

Irrevocable order

I hereby state and authorize Tel Aviv University as follows:

1. On (date)_____ I received from TAU funds for covering the expenses of traveling to Israel and shipping my personal belongings, in the total sum of \$US_____ (Heretofore "the loan")
2. I am aware and undertake as follows:
 - 2.1 **I am aware that the funds I received are a taxable benefit for which tax must be paid when the conditional loan becomes a grant, subject to the rules specified below.**
 - 2.2 If my employment at TAU is terminated, for any reason, before the completion of three (3) years of employment, I will repay the entire sum of the loan to TAU at the time of termination.
 - 2.3 If my employment at TAU is terminated, for any reason, after three (3) years of employment I will be required to pay tax for 60% of the grant.
 - 2.4 If my employment at TAU is terminated, for any reason, after four (4) years of employment I will be required to pay tax for 20% of the grant.
 - 2.5 After five (5) years of employment I will be required to pay tax for the remainder of the grant.
 - 2.6 **If my employment at TAU is terminated between the end of my third (3rd) year of employment and the end of my fifth (5th) year of employment, I will be required to pay tax on the relative part of the loan, while repaying the remainder of the loan in full.**
3. **Paybacks based on this clause will be linked to the index, carrying interest recognized for tax and VAT purposes, which currently stands at 4.68%.**
4. Under the circumstances described in Item 2 above, and in accordance with this order, TAU will be entitled to deduct the sums owed to it upon the termination of my employment from any funds owed to me at that time by TAU, including, but without subtracting anything from the generality of the above, severance pay, the International Science Relations Fund and social benefits.
5. TAU's account books will serve as final and agreed evidence for determining the sum I will be required to pay back to TAU.
6. I hereby explicitly confirm that this order is irrevocable, and that I am aware that it is a condition for receiving the loan from TAU.

Chapter 9: Miscellany

A. Conducting special events on campus

As an institution of higher education, TAU is founded upon the principle of academic freedom, and regards freedom of speech as a foundation of its existence. Therefore it wishes to preserve and cultivate full freedom of expression in the academic, cultural and social activities taking place on its grounds, within the laws of the state of Israel. Therefore TAU permits events in which all types of political opinions are expressed, providing they do not obstruct the proper processes of teaching and research, or interfere with the public order. Events on campus will be conducted in accordance with the Regulations.

Regulation on conducting private events on the TAU campus

Bylaw #06-002

B. Security & safety

Academic faculty members are required to follow all security and safety instructions, including medical examinations required periodically in certain professions, by the authorized agencies. Employees are strictly forbidden to act in their work in any way that threatens their own safety or the safety of others or the wholeness of any property in their use or in their surroundings.

C. Prohibition on bringing animals into university buildings

Animals may not be brought into TAU buildings (with the exception of seeing eye dogs), unless special permission is obtained in advance from TAU authorities.

D. The Committee for Human Subject Research – the TAU Ethics Committee

TAU has a Committee that deals with the ethical aspects of human subject research (the TAU Ethics Committee). Its task is to enforce the rules of ethics in Human Subject research, in Biomedical research, in Behavioral research and in research in the disciplines of the Social Sciences.

The Committee examines proposals in light of widely accepted ethical principles, including the balance of benefit vs. risk, proper care for subjects, including the protection of their welfare, dignity and rights, respect for the right to privacy and informed consent, with special attention to at-risk populations (vulnerable subjects).

No human subject research at any level will be conducted without permission in advance from the Committee, subject to the Committee's Regulations and instructions.

For further details: <https://acad-sec.tau.ac.il/senate/etics>

Directory: important phones and emails

| | | Phone | Email |
|---|----------------------|--------------------|--|
| President's office | Prof. Joseph Klafter | 8647/8348 | office.president@tauex.tau.ac.il |
| Rector's office | Prof. Yaron Oz | 8695/7950 | rector@tauex.tau.ac.il Email for general matters: officerec@tauex.tau.ac.il |
| VP's office | Prof. Raanan Rein | 6667/6668 | raanan@post.tau.ac.il |
| VP R&D's office | Prof. Yoav Henis | 8475/7082 | vpr@tauex.tau.ac.il |
| Director General's Office | Mr. Gady Frank | 8697 | gadyf@tauex.tau.ac.il |
| Deputy Director General Finance | Mr. Neri Azogi | 8865/8856 /4860 | neria@tauex.tau.ac.il |
| Deputy Director General Human Resources | Mr. Yoel Mali | 8603 | yoelma@tauex.tau.ac.il |
| Deputy Director General Engineering & Maintenance | Mr. Ofer Lugassi | 8360 | oferl@tauex.tau.ac.il |

Directory: General Administration

| Area | Person in charge | Phone | Email |
|---|---|-----------|--|
| Supply | Rafi Segal – Director of Supply Unit | 8631/8187 | rafis@tauex.tau.ac.il |
| | Moshe Nassi – Central Storehouse Manager | 9747 | moshena@tauex.tau.ac.il |
| | Herzel Hadar – Head of Local Purchasing Dept. | 8630 | herzelh@tauex.tau.ac.il |
| | Rachel Schefler – Head of Overseas Purchasing Dept. | 8262 | rachelsch@tauex.tau.ac.il |
| | Rachel Druker – Head of Inventory & Control Dept. | 7691 | racheldr@tauex.tau.ac.il |
| | Michal Semo-Kovetz – Head of Graphic Design Office | 9595 | michals@tauex.tau.ac.il |
| | Shimon Zohar – Printing House Manager | 8454 | shimonz@tauex.tau.ac.il |
| Construction/Renovation | Nisan Yaakobi – Head of Infrastructure & Maintenance Unit | 6000/8213 | nisany@tauex.tau.ac.il |
| Returning scientists/residents | Avi Zarakhovsky – Olim Coordinator | 9989 | zaravi@post.tau.ac.il |
| Research Authority | Lea Pais - Director | 8774/6250 | leap@tauex.tau.ac.il |
| | Rafi Elishav – Manager of Research Proposals & Contracts | 6250/8774 | rafi@post.tau.ac.il |
| | Shoshi Shalom – Manager of Operations and Budget Control | 9702 | shaloms@tauex.tau.ac.il |
| Salaries | Faculty's rep at Payroll Unit | | |
| Social benefits | Faculty's rep at Payroll Unit | | |
| Travel & Science Relations Fund | Faculty's rep at Travel Dept. | | |
| Refunds for flight tickets and shipping | Rotem Yoskovitz – Travel Dept. | 6217 | rotemyo@tauex.tau.ac.il |

| | | | |
|--|---|-----------|--|
| Criteria, Sabbatical, exemption from teaching, unpaid leave, work outside TAU, employment exceeding fulltime position | Orly Avissar – Director of Academic Faculty Dept. | 8871/8873 | orlya@tauex.tau.ac.il |
| Dedicating full time to the institution | Asher Carciente – Human Resources Division | 8616 | asherc@tauex.tau.ac.il |
| Welfare and Instruction Dept. | Efrat Ben-Ari – Head of Welfare & Instruction Dept. | 8955/8215 | efratben@tauex.tau.ac.il |

Emergency Information

When calling for help indicate your precise location and define the problem. Remember: saving lives comes first!

| Security Unit | | Safety Unit | | Medical Clinic | |
|---|--|--|--------------------------|---|--|
| 24-hour call center: 5555 Emergency: 8222 Fax: 8880 When connection fails call: 03-6245380 | | Phones: 6555, 7555, 9555 Fax: 8555 | | Open: 8:00 a.m. – 6:00 p.m. Phone: 03-6415818 Fax: 03-6417672 | |
| Event | What to do | On-campus phone | Off-campus phone | | |
| All emergencies | Call the Security call center. Injuries – call the medical clinic and emergency services (see info and phones below). Never touch a suspicious object! | See list of phone numbers at the top of the page | | | |
| Theft, break-in, suspicious object | Call Security. For serious events call the Israel Police. | 5555 (Security call center) | 100 | | |
| Injured or ill persons | A. Call the building manager for help, bandaging, first aid. | | | | |
| | B. In serious situations call the medical clinic. | | 03-6415818 | | |
| | C. After work hours and in critical cases (loss of consciousness, heart arrest, stroke) call Natali. | From phone: *9101 From mobile: *767 | Natali: 1-800-800-666 | | |
| | D. If you can't get Natali call Magen David Adom. | 5555 (Security) | 101 or 03-5460111 | | |
| Fire | A. Remain calm! Put out the fire with a fire extinguisher if you are not placing yourself or anyone else in danger. Call the building managers and his teams for help. | | | | |
| | B. In serious situations evacuate the building and call the Security and Safety Units. | See list of phone numbers at the top of the page | | | |
| | C. If the fire intensifies call the Tel Aviv Fire Fighters. | 5555 (Security) | 102 or 03-6900444 | | |
| Work accident | A. Remain calm and try to neutralize the threat as long as you do not place yourself or others at risk. | | | | |
| | B. Inform the Safety and Security Units. | See list of phone numbers at the top of the page | | | |

| | | | |
|--|---|--------------------------------------|----------------------------------|
| Maintenance call center | In case of danger from electricity, gas, sewer, collapse – inform the Maintenance Unit as well. | 9999 | Fax: 9890 |
| Consultants and information centers | A. Radiation Supervisor: Rinat Adelheit, external consultant, Soreq Nuclear Research Center, Radiation Safety | 9555 | |
| | B. Biological Safety Supervisor: Dr. Ralph Shine In an emergency: Prof. Yossi Shiloh, Faculty of Medicine Chemical Safety Supervisor: Roger Swaid In an emergency: Dr. Micha Fridman, Faculty of Exact Sciences | 9760 7555 9966 8687 | 03-6417451 09-7671904 |
| | C. Poisoning consultants: National Poisoning Center, Rambam, Haifa | | 04-8541900 Fax: 04-8542092 |
| | D. Hazardous materials: Hazardous Material Information Center at the Ministry of Environmental Protection | | 08-9253321 Fax: 08-9202806 |
| | Regional Safety Supervisors | 6903 | |
| TAU central switchboard: 03-6407777 | | | |