

Date:

Greetings

We are hereby to inform you that the University authorities have decided to appoint you to the position of Adjunct Professor

At: _____

Your appointment will enter into effect on the day of _____ and will remain in force until the day of _____, at a scope of ____ teaching hours a week.

Teaching subjects:

In consideration for your work as an adjunct professor you will be paid in the months of _____ a monthly salary, calculated based on a wage of _____ per teaching unit and at a total sum of _____ per month. The aforementioned salary will be updated in accordance with the rate of the cost of living allowance paid from time to time to the employees of higher education institutions and at any time such allowance is paid.

The terms of your employment will be in accordance with the Regulations for the Appointment and Terms of Employment of Adjunct Professors (5744)

The main points of these terms are detailed in the appendix attached to this letter of appointment and constituting an integral part thereof.

Additionally, a notice detailing the terms of employment is also attached to this letter of appointment as required by law. In any case a contradiction is found between the language of this letter and the language of the attached notice, the provisions set forth in this letter will prevail.

We wish you success in your work.

Sincerely,
[signature]

Copies:

[bilingual text]

Appendix

To Letter of Appointment of Adjunct Professor

Name of Professor: _____

I.D. No. _____

The terms of your employment as an adjunct professor will be in accordance with the Regulations for the Appointment and Terms of Employment of Adjunct Professors (5744).

Your role as an adjunct professor will include all the accompanying activities, as accepted for professor teaching positions at the University, including holding regular office hours, offering guidance to students, checking papers and assignments, preparing exam questionnaires, being present at exams, checking exams, participation in coordination meetings and sitting on committees, even if these are performed before and/or after the appointment period, all in relation to the relevant academic year.

The salary paid to you under this letter of appointment will constitute the full consideration paid also for all the aforementioned accompanying activities, and you will not be entitled to any additional consideration for them.

For the avoidance of doubt, it is hereby clarifying that you are not entitled to payment and/or to accumulate rights for a sabbatical, education fund, life insurance, tuition scholarships and phone and car expense returns. However, you will be entitled to a refund of expenses incurred for transportation to and from your place of work (in accordance with the procedures practiced at your institution). You will be entitled to an annual leave in accordance with the Annual Leave Law, 5711-1951, and, as agreed, this will be given to you when the University is in recess, and in any case you will not be entitled to redeem any vacation days you did not use. The obligation to use your vacation days was taken into account when determining the duration of your appointment.

Should the faculty, or the unit in the faculty in which you were appointed, decide, for any reason whatsoever, to terminate or cancel, whether in full or in part, the teaching of the subject for which you have been appointed, the Dean of the Faculty or the Rector, as the case may be, will be allowed to cancel this appointment by providing you an early notice 30 days in advance.

[bilingual text]

Date: _____

Notice Concerning the Details of the Terms of Employment
In accordance with the Employee Notice Law (Terms of Employment) 5762-2002

1. Name of employer: Tel Aviv University
The legal entity: A corporation under the Council for Higher Education Law, 5718-1958
Address: P.O.B. 39040, Tel Aviv 6997801

Name of employee: _____

I.D. No.: _____

Address: _____
2. Appointment period: _____
3. The employees main position is: Adjunct professor.
4. Name of the employee's direct supervisor or the title of the position of their direct supervisor:

5. The base for the calculation the wage: Monthly salary.
6. The employee's work wage was determined in accordance with the rank: Adjunct Professor B.
7. The length of the employee's typical workday: in accordance with the provisions set forth in the Regulations for the Appointment and Terms of Employment of Adjunct Professors (5774) – 11-009.
8. The employee's weekly day of rest: Saturday
9. Social benefits: entitled to provisions to a pension fund under the expansion order for comprehensive pension insurance in effect in Israel.
10. The termination of the appointment will be done in accordance with the provisions set forth in the wage agreements and the accompanying documents.
11. The name of the worker's union which is a party to the collective agreement is: Tel Aviv University Senior/Junior Academic Staff Association.

This notice does not constitute an employment agreement, but rather the employer's notice concerning the main terms of employment. Nothing in this notice may derogate from any right granted to the employee by any law, expansion order, collective agreement or employment agreement.

[bilingual text]