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1. **Purpose:**

The purpose of this guideline is to determine the method of appointment of visiting academics, the method of determining their rank and employment conditions.

2. **Definitions:**

In this guideline:

The “University”	Tel Aviv University
“Regular Track”	The track stated in the Tel Aviv University Regulations on Appointments (5743) [guideline 11-011].
“Parallel Track”	The track stated in the Regulations on Parallel Track Teacher Appointments (5743) [guideline 11-002].
“Adjunct Track”	The track stated in the Regulations on Adjunct Track Appointments (5745) [guideline 11-014].
“Research Associate Track”	The track stated in the Regulations on Appointments and Employment conditions of Research Associates (5742) [guideline 11-003].
“Unit Appointment Committee”	As defined in the Regular Track Regulations
“Professional Committee”	As defined in the Regular Track Regulations
The “Dean”	The dean of the faculty in which the appointment of a visiting academic is proposed or in which he serves.
“Candidate”	A person proposed for appointment to one of the aforesaid ranks in this guideline.
“Israeli Institution”	Each of the institutions accredited as an institution of higher education under the Council for Higher Education Law, 5718-1958, with the exception of Tel

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Aviv University.

“Other Institution”

An institution of higher education or research in Israel or abroad, with the exception of an Israeli Institution and Tel Aviv University

3. Ranks:

The teaching staff ranks are as follows:

- 3.1 Visiting Lecturer
- 3.2 Visiting Senior Lecturer
- 3.3 Visiting Associate Professor
- 3.4 Visiting Professor
- 3.5 Visiting Adjunct Associate Professor
- 3.6 Visiting Adjunct Professor
- 3.7 Visiting Teacher
- 3.8 Visiting Senior Teacher
- 3.9 (October 16, 2002)
Visiting Senior Research Associate
- 3.10 (October 16, 2002)
Visiting Principal Research Associate

4. Eligibility:

Persons eligible to be appointed as visiting academics:

- 4.1 Persons having an academic appointment at an Israeli Institution or Other Institution.

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4.2 Persons who do not have an academic appointment at an Israeli Institution or Other Institution, although their scientific-academic qualifications, or their professional reputation are equivalent to those with such an appointment.

5. Person Initiating Appointment:

Persons eligible to initiate the appointment of a visiting academic:

5.1 The Rector.

5.2 The Dean.

5.3 Faculty Head, Department Head, School Head or Professor – by the Dean.

6. Budgeted Position or Other Source of Funding:

The person initiating the appointment shall check – using the competent entities for this purpose – whether there is a vacant budgeted position, or whether there is another source of funding for the Candidate's employment.

7. Proposal for Appointment:

The person initiating the appointment shall submit a written proposal for appointment to include the following:

7.1 Particulars of the budgeted appointment or the other source of funding that shall serve for the Candidate's appointment.

7.2 Material attesting to the Candidate's rank and status at an Israeli Institution or Other Institution and a general description of the Candidate's biography and list of publications.

7.3 Where the Candidate does not have an appointment at an Israeli Institution or Other Institution – material concerning the Candidate's academic-scientific status, including a description of the Candidate's biography and list of publications.

8. Procedures for Appointment of a Candidate who has an Appointment at an Israeli Institution at the Same Rank as he has at this Institution

8.1 A proposal to appoint a Candidate who has an appointment at an Israeli Institution as a visiting academic with the same rank as he holds at the Israeli Institution shall be passed on by the person initiating the appointment to the Dean.

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8.2 The Dean shall decide whether to reject the proposal for appointment or appoint the Candidate as a visiting academic with the same rank as he holds at the Israeli Institution.

The decision to appoint a Candidate as a visiting academic with the same rank as he holds at the Israeli Institution may also be made by the Dean, at his initiative.

8.3 Where the Dean believes that a Candidate should be appointed to a different rank than the one he holds at the Israeli Institution, he shall pass on a proposal for appointment, together with his opinion, to the Unit Appointment Committee.

9. **Procedures for Appointment of a Candidate who does not Satisfy the Conditions of Section 8 above**

Procedures with respect to a proposal for appointment of a Candidate who has an appointment at an Israeli Institution as a visiting academic with a different rank to the one he holds at the aforesaid Institution, and the procedures with respect to proposals for appointment as a visiting academic not having an appointment at an Israeli Institution, shall be as set forth below in this section:

9.1 A proposal for appointment of the category stated in this section:

9.1.1 At the initiative of the Rector or the Dean – shall be passed on by the person initiating the appointment to the Unit Appointment Committee.

9.1.2 At the initiative of any other person initiating the appointment – shall be passed on to the Dean who shall pass it on, together with his opinion, to the Unit Appointment Committee.

9.2 The Unit Appointment Committee shall decide what rank to grant the Candidate who has an appointment at an Israeli Institution, or whether to appoint a Candidate who does not have an appointment at an Israeli Institution as a visiting academic, and if so, at what rank, on the basis of the following rules:

9.2.1 As a general rule, the Candidate serving at any Other Institution shall be granted the same rank as he holds at the Other Institution.

9.2.2 (October 23, 1996)
(June 13, 2012)

The appointment procedure (for a person not holding and who did not hold in the past a senior academic appointment at an Israeli Institution or any

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Other Institution) and a procedure for promotion to the following ranks in the **Visiting Academic Track**: Visiting Lecturer, Visiting Senior Lecturer, Visiting Teacher, Visiting Senior Teacher or Senior Research Associate shall require the Rector's approval.

- 9.2.3 (October 23, 1996)
(October 16, 2002)
(June 13, 2012)

The appointment procedure (for a person not holding and who did not hold in the past a senior academic appointment at an Israeli Institution or any Other Institution) and a procedure for promotion to the following ranks in the **Visiting Academic Track**: Visiting Associate Professor, Professor, Adjunct Associate Professor, Adjunct Professor, or Principal Research Associate, shall take place as customary with respect to appointment/promotion to the above ranks according to the provisions of the Tel Aviv University Regulations on Appointments [guideline 11-001] or the Regulations on Appointments – Adjunct Track (5745) [guideline 11-014] or the Regulations on Appointments and Employment Conditions of Research Employees and Research Associates at the Tel Aviv University Research Institutes (5742) [guideline 11-003] – all as the case may be.

10. Duration of Appointment:

- 10.1 The duration of appointment of a visiting academic shall be determined by the Dean or the Unit Appointment Committee, all as the case may be, provided however that the duration of the appointment shall not exceed 12 months.
- 10.2 Notwithstanding the provisions of section 10.1 above, the Rector may, at the request of the Dean, appoint a visiting academic for a consecutive period of up to 24 months.

11. Renewal of Appointment:

- 11.1 (June 13, 2012)
A recommendation of the Unit Appointment Committee for the renewal of an appointment shall be submitted by the Dean for the Rector's approval.
- 11.2 (June 13, 2012)
It shall not be possible to hire a visiting academic for a period of time exceeding three consecutive years.

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11.3 A person who has served for three consecutive years as a visiting academic and has an appointment at any Other Institution of higher education shall not be able to be reappointed as such, except after a break of at least two years.

11.4 A person who has served for three consecutive years as a visiting academic and does not have an appointment at any Other Institution of higher education shall not be able to be re-appointed as such, except after a break of at least two years, only with the approval of the University Rector.

12. Letters of Appointment:

12.1 Letters of appointment, including renewal of appointment for visiting academics, shall be signed by the Dean, upon the Rector's approval, or at the Dean's request, by the Rector.

12.2 Letters of appointment under section 10.2 shall be signed by the Rector.

13. Termination of Employment:

The employment of a visiting academic shall terminate upon termination of the term stipulated in the letter of appointment.

14. Absence of Tenure:

A visiting academic position of any rank is not a position incorporating tenure.

15. Wages and Employment Conditions:

15.1 The wages to be paid to a visiting academic and his employment conditions shall be the wages and employment conditions of a teacher of the equivalent rank in the Regular, Adjunct, Parallel or Research Associate Track, all as the case may be, except for the following provisions in the subsections of this section and the following section:

15.1.1 A visiting academic is not entitled to the accumulation or payment of a sabbatical grant or flight tickets.

15.1.2 A visiting academic is not entitled to the accumulation of a science relations fund.

15.1.3 A visiting academic is not entitled to the accumulation of pension rights.

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15.2 Notwithstanding the provisions of section 15.1 above:

15.2.1 A visiting academic appointed to a full-time position at the University shall be entitled, from the second year of his service and henceforth, to the accumulation of retroactive pension rights from the commencement of his employment, and to the accumulation of a science relations fund from the commencement of the second year of his employment.

15.2.2 A visiting academic, employed in a 50% or over position and attached to the teaching staff by an appointment granting rights to a sabbatical within the first three years of his appointment as a visiting academic, shall be entitled to the accumulation of a sabbatical, flight tickets and a science relations fund from the commencement of his appointment as a visiting academic, according to his rank and the scope of his position.

15.2.3 Visiting academics, whose salary is paid by the Ministry of Absorption, are entitled to the accumulation of sabbatical rights and a science related fund from the commencement of their appointment as visiting academics, if they are transferred, continuously, from employment at the expense of the Ministry of Absorption, to employment at the expense of the University, on a track position and with the rank allowing for the accumulation of a sabbatical.

15.3 Notwithstanding the provisions of section 15.1 above and 16 below, if members of staff are granted retroactive wage benefits, the visiting academics at the University whose appointment at the University ended before the date on which the documents granting such a benefit were signed, shall not be entitled to such benefits.

16. Appointment Without Wages:

16.1 Notwithstanding the provisions of section 15 above, it shall be possible to appoint a visiting academic – upon his consent – to an appointment which does not carry a salary.

16.2 A visiting academic who is appointed under an appointment without wages:

16.2.1 Shall not be entitled to the accumulation of sabbatical rights, flight tickets, advanced study fund and pension, even if he satisfies one of the subsections of section 15.2.

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16.2.2 Shall not be subject to the provisions of the concluding part of section 11 above, and he may be employed under such an appointment – continuously, for an unlimited period of time.

17. Limitation of Application:

The provisions set forth in section 9 of these Regulations shall not apply to persons having an appointment at any Other Institution invited to be visiting academics at the University for a period not exceeding two months. Such visiting academics shall be invited by the Dean and their wages shall be paid to them on the basis of the rank they hold at the Other Institution (however, without the accumulation of a sabbatical, flight tickets, advanced study fund and pension rights).

18. Transitional Provisions:

The period of counting the three years stated in section 11 above shall commence with respect to a person who served as a visiting academic at the time these Regulations entered into effect, from the commencement of the 5745-academic year.

19. Application:

These Regulations shall enter into effect on the date of their approval by the Senate (January 23, 1985).

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Appendix A: Appointment of High-Ranking Visiting Professionals (January 5, 1998)

1. Purpose:

The purpose of this Appendix is to enable the appointments of high-ranking professional pursuant to the provisions of these Regulations, and with the modifications set forth below.

2. Qualifications:

Visitors to be appointed under the provisions of this Appendix shall be high-ranking individuals – with authority, reputation and prestige in their professional field (such as management, engineering, architecture, the arts, law, literature and medicine), even if they do not have an academic degree.

3. Description of Appointment:

The description of the appointment shall be determined according to the Candidate's field of business (such as a visiting author, visiting artist, visiting senior manager, visiting engineer, visiting architect, visiting physician or visiting jurist).

4. Appointment Procedures:

Appointment procedures under this Appendix shall be identical to those determined in section 9 of the Regulations, referring to a Candidate who does not have an appointment at an Israeli Institution to one of the ranks enumerated in sections 3.5 and 3.6 of the Regulations.

5. Appointment Conditions:

(November 4, 1998)

5.1 The conditions determined in the Regulations with respect to appointments to the ranks enumerated in sections 3.5 and 3.6 shall apply to an appointment under these Regulations, including the duration, extension, and termination of the appointment, wages and employment conditions and the absence of tenure.

5.2 Notwithstanding the provisions of section 5.1 above, a visitor appointed under the provisions of this Appendix may be employed continuously for an unlimited period of time.

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