

RULES FOR EMPLOYMENT OF RELATIVES IN THE ACADEMIC STAFF

Last updated: 25 January 2012

1. Definitions

Relative – Parents and children, spouses (including common-law spouses), brother, sister, brother-in-law, sister-in-law, father-in-law and mother-in-law, son-in-law and daughter-in-law, niece and nephew, aunt and uncle, cousin, grandparent, grandchild and the spouses of each of the above, and “step” relatives in the same degree of proximity.

2. Being related to a University employee shall not prevent the appointment of a person to an academic position at the University, subject to the provisions of section 4 below.
3. A University employee may not be involved in procedures that involve, or that are liable to influence the academic appointment, promotion or granting of tenure to an academic position for which the relative is a candidate. Similarly, such employee may not be involved in any institutional activity connected to the position of a relative in the institution, and he shall not participate in elections to a University position for which a relative is a candidate.
4. A person may not receive any academic appointment (including: researcher, assistant, tutor, research assistant, teaching assistant, external teacher, adjunct teacher etc.) in the framework of a research budget where the principal researcher is a relative of the candidate for appointment as a researcher or a research assistant; a person shall not be appointed for any academic position (including: assistant, tutor, external teacher, adjunct teacher, teaching aide, teachers etc.) for a course in which a relative of the candidate is a teacher; and a person shall not be appointed to any other academic position in circumstances in which he is subordinate to a relative to a similar extent.
5. Provisions concerning discussions of the appointment, promotion in rank or granting a tenure in the academic track of a person whose relative is a University employee (hereinafter: “candidate”):
 - a. The provisions of this section apply to every appointment, promotion in rank or granting of tenure in each of the academic tracks, including: regular track, parallel track, clinical track, practice associates track, researchers, adjuncts, external teachers, teaching fellows, teaching track, tutors and assistants, and teachings and research assistants.
 - b. A candidate for appointment, promotion in rank or receiving tenure in the academic track must submit a declaration to the Dean of the faculty of school in which he is a candidate as follows: “According to University regulations, being related to a University employee shall not prevent the appointment of a person to an academic position, but in the case of relatives, special arrangements apply to the approval of the appointment, promotion in rank or granting of tenure. I hereby declare that I do/do not have a relative, as defined below, who is a member of the academic or

administrative staff of the faculty or school for which I am a candidate, or in which I am already a member of the academic faculty.

Name of the relative and his position (or names of relatives and their positions):

In this context, relative – parents and children, spouses (including common law spouses), siblings, brother-in-law, sister-in-law, son-in-law and daughter-in-law, father-in-law and mother-in-law; cousin, grandparent, grandchild, and the spouses of each of the above, above, and “step” relatives in the same degree of proximity.”

See Hebrew and English form at the end of these Regulations.

- c. The details of the candidate’s declaration shall be brought to the attention of the professional committee discussing the candidate, the screening committee, the appointments committees, the head of the unit and the dean and all bodies dealing with the decision concerning the candidate (with the exception of external referees in an external appraisal procedure).
- d. The bodies dealing with the decisions concerning the candidate shall take the necessary steps to ensure that a relative is involved in the procedures connected to or that are liable to affect the appointment, promotion in rank, or granting of tenure to the candidate.
- e. The decision to appoint, promote or grant tenure on an academic track to a candidate whose relative is a member of the academic or administrative staff in the faculty or school in which he is a candidate, or in which he is already a member of academic staff, requires the approval of the President and the Rector.
- f. The dean will provide written particulars of the steps that were taken to ensure that a relative is not involved in the procedures that are connected or that are liable to affect the appointment, promotion or granting of tenure to a candidate.
- g. At the end of the procedure, but before the file is considered by the President and the Rector (and, as relevant, before the file is considered by the Supreme Appointments Committee), the file will be submitted for consideration by the Committee for Approval of Employment of Relatives in the Academic Faculty (hereinafter: the Committee). The Committee will check that the relative was not involved in the procedures connected to or that are liable to affect the appointment, promotion in rank or granting of tenure to the candidate. The Committee will notify the President and the Rector of its decision.
- h. The Committee will be a permanent committee comprising three members, to be appointed by the Rector and approved by the Standing Committee. The appointment is for two years. One members of the Committee shall be a public member of the Board of Governors.
- i. The President and the Rector will take into consideration the decision of the Committee, but they have the authority to approve or not to approve the appointment, promotion in rank or granting of tenure.

[Declaration regarding Relatives Employed at the University](#)