

**REGULATIONS GOVERNING
CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
AND ABSENCES**

**(INCLUDING SABBATICAL LEAVE, UNPAID LEAVE
AND EXEMPTION FROM TEACHING)**

Last updated: November 2015

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1. Purpose

These Regulations regulate the procedures for taking leave for continuing professional development and unpaid leave of the members of academic staff.

2. Definitions

“Teacher” – member of the academic staff.

“Period of continuing professional development” (hereinafter – CPD) – approved absence for the purpose of allowing the teacher who is entitled to do so under the provisions of these Regulations – to devote at least one semester (or trimester, where that is the practice) or the summer recess for research and scientific work in Israel or abroad. During this period the teacher is entitled – subject to these Regulations – to utilize sabbatical grants.

The teacher shall devote the majority of his time in the period of CPD to research and scientific work.

“Sabbatical grant” – a grant due to the teacher by virtue of work agreements, calculated according to the period of service that entitles the teacher to such a grant, and which the teacher is authorized to utilize, subject to the provisions of these Regulations, in the course of the period of CPD.

“Short period of CPD” – a period of approved absence in the course of the academic year, the purpose of which is to allow the teacher to participate in conferences, events that are of scientific importance etc.

“Unpaid leave” – approved absence that is not designed to serve the scientific work of the teacher and which is not for the purpose of CPD.

“Institution of education” – an institute of higher education, college or branch (whether or not recognized by the Council for Higher Education), a research institute or any other educational institution.

3. **Committee for CPD and Absences**

- a. The Committee for CPD and Absences is comprised of -
 1. Two members, who are not deans, to be appointed by the Standing Committee from amongst its members.
 2. The Academic Secretary.
- b. The Committee is authorized to make decisions that depart from these Regulations in special circumstances, except for the sections dealing with absences exceeding two years, and with conflicts of interest.
- c. The Committee is authorized to delegate its powers to the Academic Secretary, except for the powers specified in subsection (b) above.
- d. The Academic Secretary will report on his/her decisions to the Committee once every year.

4. **Short Period of CPD**

4.1 ***General***

- 4.1.1 A teacher may not take leave during term time, unless there is substantial academic justification for doing so, since absence during term time is liable to affect the normal course of teaching, research and other activities at the University.
- 4.1.2 Nonetheless, the University recognizes the importance of allowing travel to conferences and to scientific events, for the purpose of research activities and for the advancement of scientific pursuits that cannot be deferred.
- 4.1.3 As a rule, leave during term time for the purpose of teaching in another institution or some other purpose that is not directly connected to the teacher’s work at the University will not be approved.
- 4.1.4 A teacher who requests leave for a period that exceeds the period specified in section 4.3.1 below during term time, and during that period he is entitled to income from another source (except for reimbursement of travel and living costs), will not be entitled to receive a salary from the Hebrew University for that period.
- 4.1.5 An absence of one month or more during term time will be approved only in the framework of unpaid CPD or unpaid leave. In that event, the teacher will also not be entitled to a salary for a period of recess from teaching of a duration of half the period of leave during term time.

4.2 ***Submitting the Request***

A teacher who wishes to take leave for the purpose of a short period of CPD shall submit a request to the dean of the faculty in which he teaches, through the head of the teaching unit (department). The dean, or the head of department if there is no dean, shall submit the request directly to the Rector.

The following documents shall be attached to the request, as well as details of -

- a. The place and purpose of the trip;
- b. The duration of the CPD;
- c. The importance of the trip;
- d. Proposed alternative arrangements for teaching, supervision, examinations etc., or for making up the lessons after the leave.

For the above purpose, the teacher will complete the forms “Request for Allocation from the Fund for International Scientific Relations” and “Teaching Arrangements During Leave for Short CPD.”

4.3 *Approval of the Request*

4.3.1 A request for leave for the purpose of CPD abroad during the term time for a cumulative period that does not exceed 12 working days (not including Fridays and Saturdays, holidays and recesses), in one academic year (or 6 working days, in the event that the teacher is absent from the University during one semester) shall be submitted for the approval of the faculty dean. The dean will examine the documents and supporting documents that have been submitted, and he is authorized to approve the request if he is convinced that:

- a) The alternative teaching arrangements that have been made for the said period are suitable and they will not disrupt the orderly course of teaching;
- b) The CPD is necessary for maintaining the teacher’s professional level, including innovations and updates in his field.

4.3.2 The dean will specify the reasons for the recommendation or the rejection, and the numbers of days of CPD that have been approved.

4.3.3 In the event that the dean decides not to approve the request, the teacher may appeal the dean’s decision to the Committee for CPD and Absences.

4.3.4 The dean is authorized to appeal the decision of the Committee to the Standing Committee.

4.4 A request for leave for CPD during term time that involves a cumulative absence exceeding two weeks in a single academic year shall be submitted to the dean. The dean is authorized to reject the request or to recommend its approval to the Committee for CPD and Absences, subject to being examined in accordance with the provisions of sec. 4.3.1 above.

4.4.1 Rejection of the request by the dean may be appealed to the Committee for CPD and Absences.

4.4.2 This Committee will consider requests that have been recommended by the dean, as well as appeals, and will provide reasons for its decisions.

4.4.3 The teacher and the dean have the right to appeal the decision of the Committee for CPD and Absences to the Standing Committee.

5. Continuing Professional Development (CPD)

5.1 *Entitlement*

- 5.1.1 A teacher at the rank of lecturer and higher on the regular academic track, or the rank of teacher on the parallel track or the rank of clinical lecturer may submit a request for leave for CPD.
- 5.1.2 A teacher is entitled to submit a request for leave for CPD if:
- a) A period of at least three years (4 years on the parallel or clinical track) has elapsed between the date on which he returned from his last CPD and the planned date of departure for this CPD.
 - b) In the event that the last CPD for which the teacher took leave was less than a year long, the teacher is entitled to submit a request as aforesaid on condition that the average number of years that elapsed from the dates of his return from the last two leaves exceeds 2.5 years. In cases in which a special interest exists, there will be greater flexibility in the granting of approval for summer CPD, in which the teacher utilizes sabbatical grants.
- 5.1.3 For the purpose of calculating the waiting period as aforesaid, every absence, including unpaid leave, will be counted.
- 5.1.4 A teacher is entitled to leave for a period of CPD in which he utilizes his sabbatical grant for the whole period or part thereof; a teacher may leave for CPD without utilizing the sabbatical grant at all, and without receiving any payment whatsoever.
- 5.1.5 A teacher is not entitled to CPD leave after taking retirement, except as specified in the transition provisions.

5.2 *Submitting the Request*

- 5.2.1 A request for leave for CPD shall be submitted to the head of the teaching unit, using the form "Request for Leave for CPD", not later than the end of the first semester of the academic year preceding the year in which the teacher wishes to pursue CPD.
- 5.2.2 In the request, the teacher shall provide details of the following:
- a. The research and scientific work program;
 - b. The places in which the teacher will spend his time during the CPD;
 - c. Proposed alternative arrangements for teaching, supervising graduate and doctoral students, conducting research and administrative functions during the period of the CPD.
- 5.2.3 The teacher shall attach to the request the recommendation of the teaching unit (department).
- 5.2.4 The dean shall consider the request and the supporting documents and add his recommendation.
- 5.2.5 The request shall be passed on for the approval of the Committee for CPD and Absences. The Committee shall consider the request, taking into account, *inter alia*, the following:
- a. The teacher's entitlement to a sabbatical grant.
 - b. The importance of the CPD for the University.

- c. The ramifications of the trip for the orderly conduct of teaching and/or research.
 - d. Previous periods of CPD and/or absences of the teacher.
 - e. A preferential right of another teacher of the same subject to leave for CPD.
 - f. In the five years preceding retirement age, flexibility will be exercised in granting approval to take leave for CPD during which sabbatical grants are utilized.
- 5.2.6 The Committee for CPD and Absences is authorized to approve requests for CPD (or CPD together with unpaid leave) and to extend the leave on condition that the entire period does not exceed two years. A request for CPD that exceeds two years will be submitted, together with the opinion of the Committee, for approval by the Standing Committee.
- 5.2.6.1 Notwithstanding the above, in the event that the Committee finds that the additional activity in which the teacher is engaged during the period of CPD is within the bounds of the activities specified in section 5.4 below, it shall not decide on the request, but it will discuss it and submit it to the Standing Committee, together with its recommendation, for decision.
- 5.2.6.2 The Standing Committee is authorized to approve requests for activity during the period of CPD that are not included in section 5.4, if there are special circumstances that in its opinion justify such an exception; the Committee's reasons will be recorded in the minutes.
- 5.2.7 The Standing Committee is authorized to approve leave for CPD that does not exceed 3 years. In exceptional cases, the Standing Committee may extend the CPD for a fourth year, by a majority vote of three quarters of those present.

5.3 *Appeal*

The teacher and the dean are entitled to appeal the decision of the Committee to the Standing Committee.

5.4 *Additional Activity*

- 5.4.1 A teacher is not permitted to engage in any activity that presents a conflict of interest with his position at the University, its aims and/or its activity.
- 5.4.2 A member of academic staff is not entitled, during a period of CPD in any educational institution, to engage in any of the activities specified below:
- Work in an academic managing position;
 - Organizational or administrative activity;
 - Other activity that is detrimental to the University;
 - Fund-raising directly or indirectly for or in the name of other institutions of education.
- 5.4.3 Notwithstanding the aforesaid in section 5.4.2, a teacher is permitted to engage in activity of an academic-teaching nature such as co-ordinating a summer school or a seminar and workshop.

5.5 *The Period of CPD*

- 5.5.1 As a rule, the following periods of CPD may be approved:

- a. One year (12 months)
- b. One semester (6 months)
- c. One trimester (4 months) – in units in which this is the practice
- d. Two trimesters (8 months) – in units in which this is the practice

A semester/trimester – including a period of two weeks before the actual beginning of the studies.

- 5.5.2 Leave for CPD may not be approved for a period that is less than one semester/trimester, except during the summer months. Leave for CPD in the summer shall be for a period of two or three months.
- 5.5.3 A teacher may request in advance to leave for a period of CPD of two years.
- 5.5.4 The Committee is authorized to approve the splitting of a period of CPD of one year into two periods each of one semester (or t trimester, as relevant).

6. **Sabbatical Grant**

6.1 *Entitlement*

- 6.1.1 A member of the academic staff on the regular academic track is entitled to a sabbatical grant of 2 months for each year of work, beginning in the academic year 5731 (1970-71) as specified below.
- 6.1.2 A member of the academic staff on the parallel/clinical track is entitled to a sabbatical grant in the amount of one month for each year of work as specified below.
- 6.1.3 Researchers and teaching fellows are not entitled to a sabbatical grant.
- 6.1.4 The periods of work entitling teachers to sabbatical grants are as follows:
 - a. Regarding a member of faculty on the regular academic track, the periods of his work beginning with the date of appointment to the rank of lecturer. Appointment to the rank of tutor under the Regulations Governing Assistants-Tutors 5745-1985 also confers entitlement to a sabbatical grant.
 - b. Regarding a teacher on the parallel track – from the time of appointment as a secondary teacher at the rank of tutor, but in any case a period exceeding four years prior to promotion to the rank of “teacher” will not be taken into account.
- 6.1.5 A person who was a teaching fellow at the rank of lecturer who was then appointed to the regular academic track or the parallel track will be credited retroactively with a sabbatical grant for the period in which he served as a teaching fellow in accordance with the standard practice on the track to which he was appointed. In any case, a period exceeding four years prior to his appointment shall not be taken into account.
- 6.1.6 Periods of absence on unpaid leave or CPD leave will not be counted for the purpose of calculating entitlement to sabbatical grant.

6.2 *Accumulation of Sabbatical Grant*

- 6.2.1 Sabbatical grants may be accumulated.

6.2.2 In the event that a teacher does not utilize the sabbatical grant in the year in which he is entitled to utilize it, the grants will accumulate until such time as they are utilized, subject to the following provisions.

6.3 *Utilization of Sabbatical Grants*

6.3.1 A teacher is first entitled to utilize the sabbatical grants that he has accumulated only after four years of service on the regular academic track and five years on the parallel and clinical tracks.

6.3.2 In the five years prior to retirement age, the teacher is not entitled to utilize more than 24 months of his sabbatical grants.

6.3.3 In the event that the teacher has terminated his employment at the University, for any reason whatsoever, he will not be entitled to utilize the accumulated sabbatical grants. Nothing in the aforesaid shall detract from the provisions of the agreements concerning continuity of sabbatical rights between institutions of higher education.

6.4 *Advance payments*

6.4.1 a. A tenured teacher who in the past has accumulated 6 months of sabbatical grant is entitled to receive an advance payment of the sabbatical grants and airline tickets on account of the anticipated future accumulation, provided that the balance of the teacher's debt will not exceed 9 months of sabbatical grant and will not exceed the number of months of sabbatical grant that he may anticipate accumulating until retirement age.

b. A non-tenured teacher who has accumulated at least 8 months of sabbatical grant may submit a request to take leave for one year of CPD.

With the approval of the dean, he is entitled, subject to section 6.3.1, to receive an advance of up to 4 months of sabbatical grant, subject to an undertaking to repay the advance payment if his appointment is not extended.

6.4.2 In the event that the teacher has taken early retirement from the University, he will repay to the University an amount to the value of any advance on the sabbatical grant that remains at the time of his retirement.

6.5 *Airline tickets*

6.5.1 A teacher who utilizes his sabbatical grant is entitled to receive an airline ticket to the furthest destination at which he will be staying for at least two months.

6.5.2 a. A teacher on the regular academic track is entitled to 2 one-way tickets for every 4 years of work.

b. A teacher in the parallel/clinical track is entitled to 2 one-way tickets for every 5 years of work.

c. These tickets may be accumulated, and a teacher may utilize them for a journey for the purpose of CPD for which he utilizes his sabbatical grant.

d. A tenured teacher is entitled to receive an advance on account of airline tickets that he is expected to accumulate, in accordance with the provisions of subsection 6.4 above.

6.6 A teacher who is abroad for the period of CPD may utilize his sabbatical grant in foreign currency. A teacher who is in Israel will receive his regular salary as a sabbatical grant.

6.7 ***Transition Rules***

In the transitional period, the following rules will apply:

- a. A teacher who accumulated sabbatical grants until 1.10.92 may utilize months of sabbatical grant after he has reached retirement age, subject to the provisions of section (b) below. The number of sabbatical months that he may utilize after his retirement will be equal to the smallest balance of sabbatical months out of the balances that are available to him during the entire period from 1.10.92 until his retirement.
- b. A teacher who reaches retirement age will be entitled to utilize his sabbatical grant on condition that he engages in CPD immediately after completing the period of his active service at the University. In this event, the date of his retirement will be deferred until the date of his return from CPD.

7. Release from Teaching due to Summer CPD

7.1 A teacher on the regular academic track who has been absent for two periods of CPD in the summer, using 3 months of his sabbatical grant each time, is entitled to receive an release from teaching for one semester. This release will be given with the approval of the head of the teaching unit (department) and the faculty dean.

7.2 In the period during which the teacher is released from teaching, he must be present at the University in keeping with the rules applying to a teacher who is engaged in teaching.

7.3 This right may not be accumulated for more than one semester, and in cases of special interest, for one year with the approval of the Rector.

8. Unpaid Leave

Unpaid leave is approved absence which is not for the purpose of CPD and is not intended to serve the scientific work of the teacher. The aforesaid in section 5 will apply, with the necessary changes, to unpaid leave.

8.1 The nature of academic work requires the full presence of the teacher at the University. Therefore, leave will not be approved for a part-time position.

8.2 During the period of unpaid leave, the teacher is not entitled to payment and/or any rights. Nevertheless, a teacher who has taken unpaid leave is entitled, subject to University procedures in this regard, to an exemption from tuition fees for his spouse and children for a period of one year only, and he is entitled to purchase pension rights in accordance with the provisions of the pension agreement.

8.3 A teacher may request unpaid leave for a period of one semester/trimester (where that is the practice) or for a year.

8.4 a. A teacher on unpaid leave for one semester will not be entitled to receive a salary for a period of 6 months.

b. A teacher on unpaid leave for one trimester will not be entitled to receive a salary for a period of 4 months.

- c. A teacher on unpaid leave for a period of one academic year will not be entitled to receive a salary for a period of 12 months.

8.5 *Submitting the Request*

- 8.5.1 A request for unpaid leave shall be submitted no later than the end of the first semester of the academic year preceding the requested period of unpaid leave.
- 8.5.2 In the request, the teacher will specify the reasons and the purpose for which the leave is requested, and will propose alternative arrangements for the time of his absence in relation to teaching, supervising graduate and post-graduate students, conducting research and administrative duties.
- 8.5.3 The recommendation of the head of the teaching unit and the Rector's approval shall be attached to the request.

8.6 *Approval of the Request*

- 8.6.1 The request shall be brought before the Committee for CPD and Absences.
 - 8.6.2 The Committee is authorized to approve unpaid leave for a period that shall not exceed two years, including the period of CPD. Notwithstanding the above, if the Committee finds that the activity of the teacher in the period of unpaid leave falls within the activities specified in section 5.4 above, it will pass it on, together with its recommendation, to the Standing Committee for a decision.
 - 8.6.3 A request for unpaid leave or for an extension of unpaid leave for a cumulative period exceeding two years shall be submitted, together with the recommendation of the Committee for CPD and Absences, for the approval of the Standing Committee.
 - 8.6.4 The Standing Committee is authorized to approve the unpaid leave for a period that shall not exceed three years (including a period of CPD). In exceptional cases, the Standing Committee is authorized to extend the unpaid leave for a fourth year, with a majority of three-quarters of those present.
- 8.7 Regarding unpaid leave and the loan of teachers for public tasks outside the University – see Appendix A.

9. Activity of the Teacher during a Period of Unpaid Leave

- 9.1 A teacher on unpaid leave will be governed by the provisions of section 5.4.
- 9.2 Notwithstanding the aforesaid in section 9.1, the Standing Committee is authorized to give its approval for the teacher to engage in administrative-academic work in another educational institution, for a period that does not exceed one year.

10. Permitted Period of Leave

Regarding the maximum permitted period of leave for the purpose of CPD or unpaid leave, it is hereby clarified that in every case, the period of “absence” of the teacher shall be taken into account, whether on CPD or on unpaid leave.

APPENDIX A

Exemption from Teaching for Members of Academic Staff on the Regular Academic Track

The University management has decided to allow members of the academic staff on the regular academic track to concentrate on their academic work at the Hebrew University and to be exempted from teaching for certain periods that it approves. In return for each month of exemption from teaching, one month will be deducted from the balance of sabbatical months to which the teacher is entitled. This arrangement will come into effect on 1.10.98.

Rules Concerning Entitlement:

- a. The procedure for requesting and approving an exemption from teaching is similar to the standard procedure for approving a sabbatical and/or unpaid leave.
- b. A member of academic staff may attach months of exemption from teaching to months of CPD (sabbatical or unpaid leave).
- c. An exemption from teaching will be given for whole months only (from the first day of the month), and for consecutive periods of at least two months. The status of a member of the academic staff who is in Israel and utilizes sabbatical grants and who does not meet this condition will be deemed to be that of "on sabbatical leave in Israel".
- d. An exemption from teaching will be given only in the course of a period of at least six months (one semester), which may comprise, apart from the months of exemption from teaching, also sabbatical or unpaid leave.
- e. An exemption from teaching for a period of two semesters will be given only for a period of 12 months, which may also include, apart from the months of exemption from teaching, sabbatical or unpaid leave.
- f. There will be no changes in the rules applying to sabbatical abroad, including the right of a member of academic staff to remain in Israel in accordance with the standard formula (2½ days for each month of sabbatical abroad).
- g. A member of academic staff whose status is that of "exempt from teaching" is subject to the provisions of the Regulations for Additional Work Outside the University." The status of a member of academic staff who remains in Israel and utilizes his sabbatical grants but does not comply with the rules concerning "additional work" will be deemed to be that of "on sabbatical in Israel."

A member of academic staff who works during the "exemption from teaching" period shall fill out the form "Request for Additional Work Outside the University" and submit it for approval in the normal manner.

Rules concerning Payment of Salary and Other Grants During Months of Exemption from Teaching

- a. In the months in which the teacher is exempted from teaching he will receive his regular salaries, including the "Hamishtalem" CPD Fund, salary and research increments A and B (if he is entitled to them), and including accumulation the Fund for International Scientific Relations and pension rights.

- b. A member of academic staff does not accumulate sabbatical months for the months of exemption from teaching.
- c. The months of exemption from teaching may serve as months of reporting for the purpose of receiving a grant for devotion of entire time to the institution in the following semester or in the academic year that follows then (if indeed the activity of the member of academic staff outside of the institution does not negate his entitlement to this grant).
- d. During the months of exemption from teaching, the member of academic staff will be entitled to receive the proportionate amount of the grant for academic criteria for the academic activity in which he was engaged during the academic year that preceded those months.
- e. For the purpose of reporting academic criteria in the academic year following the exemption from teaching, the following rules will apply:
 - 1. If the member of academic staff at the University was employed in regular work and/or during the months of exemption from teaching for a period that is equal to or exceeds six months, he may report academic activity for this period for the purpose of receiving the grant in the following academic year.
 - 2. If his employment (in regular work and/or while exempted from teaching) extended for less than 6 months, in the following year he may report academic activity for the year that preceded the said year.

Reporting and Recording

A member of academic staff who seeks “exemption from teaching” status and complies with the conditions specified above, shall fill in the relevant sabbatical/exemption from teaching form, and in every case will make final arrangements regarding the dates with the foreign currency departments prior to the date on which the sabbatical/exemption from teaching commences.

APPENDIX B

Unpaid Leave of Teachers for the Purpose of Fulfilling a Public Position Outside the University

Last updated: 21.1.15

In this Code of Practice:

“Public position” is a position in the service of governmental or public institutions, fulfilment of which does not constitute a conflict of interests with service as a member of academic staff of the Hebrew University.

1. A teacher may request unpaid leave for the purpose of fulfilling a public position.
2. The teacher’s request shall be submitted to the dean for his opinion.
3. The teacher’s request, together with the position of the dean, shall be submitted for approval to the Standing Committee, whose decision on the request will take into consideration the needs of the academic unit in which the teacher works and the nature of the public position.
4. The Standing Committee is authorized to approve the unpaid leave for a period that does not exceed two years. The period of the leave may be extended for a further period that does not exceed another two years, after receiving a report on all the relevant factors.

In cases of a longer period of service in the public position, the Standing Committee is authorized to approve in advance an unpaid leave for a period of 4 years.

5. In exceptional cases the Standing Committee is authorized, in a decision that has received the support of at least three-quarters of those participating in the vote, and after hearing an additional report concerning the needs of the unit, to extend the leave for a further two years. The total period of unpaid leave may not exceed six consecutive years.
6. At the request of the faculty, a teacher for whom unpaid leave has been approved for the purpose of serving in a public position, may continue teaching in the Faculty to which he belongs, as an external teacher, for the regular salaries of external teachers.
7.
 - a. Notwithstanding the aforesaid, in exceptional cases, where the Standing Committee finds that there is special justification for so doing, it is authorized to grant the request of a teacher who is appointed to a public position to continue his employment as a member of academic staff at the University, in no more than a half-time position during the period of his service in the public position, on the track and at the rank at which he was employed prior to taking unpaid leave (or at a higher rank, if he was promoted after taking unpaid leave), subject to the support of the dean and of the President and the Rector.
 - b. The teacher will fulfill his teaching and research duties as a member of academic staff in accordance with the scope of the position as was determined, as well as all the other duties of a member of academic staff. In the form that he submits in this context, the teacher will specify in this section the duties that he, as a member of academic staff, undertakes to continue fulfilling at the University in the course of his service in the public position. The teacher shall make a declaration whereby should it emerge that he cannot successfully fulfill the said duties, he will inform the dean accordingly in order that the scope of his position as a member of academic staff be adjusted.

- c. A decision to grant the request as stated in this section shall be made only with the consent of the President, the Rector and the dean, and with the support of at least three-quarters of those participating in the vote in the Standing Committee.
- d. A decision as aforesaid of the Standing Committee will for a period that does not exceed two years, and it will remain in force only for the duration of the service in the public position.
- e. The Standing Committee is authorized to extend the force of the said decision in this section for the period of the service of the member of academic staff in the public position, provided that the total duration of the period in which the member of academic staff serves in the public position does not exceed six years. Each such extension will be for a period of up to two additional years, and is subject to receipt of a detailed report from the teacher and the dean as to the duties as a member of academic staff that the teacher fulfilled during the first period of service in the public position. A decision regarding extension of service as a member of academic staff in a part-time position shall be taken subject to the conditions specified in sub-section (c) above.
- f. At the end of each academic year of service in a part-time position at the University and service in a public position, the member of academic staff shall submit a detailed report to the dean regarding his academic activity over the past year, including a report on activity in the areas of teaching, research, supervision of students for advanced degrees, membership of University committees and other functions.

APPENDIX C

Procedure for Employing Teachers in the Regular Academic Track at a Half-Time Position

1. A teacher on the regular academic track who has accumulated 25 years of pensionable seniority (for work at the Hebrew University) may request that the scope of his position be reduced and that he teach during one semester per year only.
2. A teacher who requests a reduction in the scope of his position as aforesaid shall submit a request, with the recommendation of the dean, for the approval of the Standing Committee.
3. In the event that the request is approved, the teacher will teach full time during one semester per year, in coordination with the head of the teaching unit, and he will fulfill the other duties borne by teachers of the unit, including the duty to remain in Israel during the time of studies and exams. He will continue to be a member of the department, of the faculty council and the Senate, throughout the entire year.
4. During the half-year in which the teacher teaches, he will be subject to the regulations governing "additional work" outside the University and within the University.
5. The teacher will receive six months of full pay, with all the components.
6. During the other half of the year, the teacher will be on unpaid leave, for six months. During this time (if he remains in Israel) he will be subject to section 5.4 of the Regulations for CPD and Absences, concerning the restrictions on other activity in which he engages outside the University, insofar as conflict of interest with his work at the Hebrew University is concerned.
7. A teacher who receives a regular appointment abroad may not accumulate sabbatical rights for his work at the Hebrew University.
8. A teacher who receives another position in Israel will accumulate pension rights and rights in the Fund for International Scientific Relations that are due to him for the half-time position at the Hebrew University, on condition that the accumulation of rights at the University and in the other places does not exceed the accumulation of a full-time position.
9. After three years, the University is authorized to present the teacher with the option of resigning or returning to full service at the University (within a period of two years).
10. A teacher may resume a full-time position only upon the recommendation of the dean and with the approval of the Standing Committee.

Application of these Regulations to a teacher who has not accumulated 25 years of pensionable seniority

11. In special cases, a teacher will be permitted to reduce the scope of his work at the University to a half-time position, even if he has not accumulated 25 years of pensionable seniority. This also includes the possibility of appointing (as a first-time appointment) a teacher, according to these Regulations, to a half-time position.
12. The reason for the request is to allow the teacher to accept an offer of an appointment that he has received from an internationally top-ranking university abroad, or from an internationally renowned center of excellence in research in the field of the teacher. The employment arrangements abroad must allow him to remain in Israel as specified in section 3 above.

13. Only a very small number of such cases will be approved – cases in which the University has an interest in approving and which bring it credit.
14. This arrangement will not be approved for employment in Israel.
15. The teacher requesting this must, as a rule, hold the rank of full professor (or in special cases – associate professor).
16. The teacher shall submit his request to the dean and attach his CV and full list of publications. The dean will submit the request to the President and the Rector, together with his comments and recommendation.
17. The President and the Rector will consider the request. They may reject it, or submit it for the approval of the Standing Committee.
18. Approval of the request requires a majority of three-quarters of those participating in the vote in the Standing Committee.
19. The decision of the Standing Committee is final.
20. The conditions specified in these Regulations concerning a teacher who has acquired 25 years of pensionable seniority and reduced the scope of his position for half a year, also apply to a teacher who reduced the scope of his position prior to acquiring 25 years of pensionable seniority, with the exception of section 9.