

ADDITIONAL WORK OUTSIDE OF THE UNIVERSITY

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[Submission Form](#)

1. General

- 1.1 The University is home to a concentration of experts in various areas of scientific expertise with whom public institutions and industry seek to consult, and staff members may possibly devote some of their time to such consultation. Work outside of the University is desirable when it contributes to the knowledge and the professional experience of the staff member, and benefits society and enhances the reputation of the University. At the same time, a member of the academic staff who is employed in a full-time position at the University must regard the University as his principal place of work, must devote the full amount of time and energy necessary for his university work, and must be on University premises at such time as he is engaged in research. For this reason, a staff member shall refrain from engaging in additional work that may be detrimental to his obligations vis-à-vis the University, or he at least shall limit such work, in order that it not detract from these obligations. These Regulations are intended to regulate the conditions under which a member of the academic staff in a full time position may engage in additional work, and establish the procedure for submitting requests for additional work, as well as the procedure for their approval.
- 1.2 When in doubt, the staff member will approach the dean of the faculty or head of the school, in writing, to establish that he is complying with the provisions of these Regulations.
- 1.3 Exceptional and unusual cases shall be considered by the Standing Committee, on the recommendation of the Rector.
- 1.4 A staff member who is employed on a part-time basis is not subject to the provisions of these Regulations, except for sections 4.1.1 – 4.1.5. Notwithstanding the aforesaid, a permanent member of staff who has reduced the size of his position, will be subject, in addition to the aforesaid, also to sections 5.1, 5.2 and 6.9.

2. Definitions

- 2.1 “Staff member” – a person with a full-time academic appointment at the Hebrew University on any track, including the regular track, the parallel track, the researchers’ track, the clinical track, the teaching track, assistants and tutors, tenured or temporary.
“Additional work” – any work outside the University and/or occupation (in a business) and/or commitment and/or provision of services to another body, whether for consideration or not for consideration, excluding academic activity which is temporary or casual in nature. Research work carried out in any external institution or organization outside the University (including the Magid Institution) constitutes as additional work as does teaching in non-budgetary executive programs.
- 2.2 Institute of higher education – an institute of higher education, college or branch thereof (whether recognized by the Council for Higher Education or not).

3. Authority and Responsibility

- 3.1 The Rector, or whomsoever is authorized by the Rector, has the authority to approve requests for additional work.
 - 3.2 Whomsoever is authorized by the Rector is responsible:
 - 3.2.1 For coordinating the approval or rejection of requests, and for notifying the person making the request of the decision, through the dean.
 - 3.2.2 For keeping a central record of staff members who are engaged in additional work.
 - 3.3 The Rector shall ensure that staff members are informed of the contents of these Regulations.
- 4.** Faculty deans are responsible for dealing with requests for additional work of staff members in their unit, and for ascertaining compliance with the provisions of these Regulations.

Conditions of Additional Work

- 4.1 Additional work outside of the University may be approved subject to the conditions specified below:
 - 4.1.1 The additional work outside the University is not detrimental to the teaching and/or research duties of the academic staff member at the University.
 - 4.1.2 The additional work does not detract from the ability or the willingness of the staff member to execute his duties at the University.
 - 4.1.3 The interests of the University regarding its name, its status and its rights are maintained.
 - 4.1.4 There is no conflict of interest between the additional work and the staff member's position or the aims or activities of the University.
 - 4.1.5 University property (including intellectual property) and/or its employees and/or its facilities and/or its equipment may not be used for the purpose of the additional work.

5. Work Which Shall Not be Approved

- 5.1 A staff member is not permitted to engage in the work specified below in any other institute of higher education:
 - 5.1.1 Work in an academic-administrative position;
 - 5.1.2 Organizational or administrative activity;
 - 5.1.3 Other activity which is detrimental to the interests of the University.
- 5.2 A staff member may not engage in fundraising for other institutes of education, directly or indirectly.
- 5.3 Additional work will not be approved for a position the size of which exceeds -
 - 5.3.1 In an institute of education – half-time, and in any case, not exceeding 4 teaching hours per week.
 - 5.3.2 In other frameworks – 8 hours of work weekly, which may be spread over a maximum of two working days.

- 5.3.3 The restrictions on the scope of additional work fixed in sections 5.3.1. and 5.3.2 do not apply in the summer recess, provided that the additional work is academic work.
- 5.3.4 In exceptional cases, when the additional work serves the aims of the University, additional work exceeding the scope specified above may be approved.
- 5.3.5 Nothing in these Regulations shall detract from the Administrative Provisions concerning the connections between staff members and business entities (110-51).

6. Request for Additional Work

- 6.1 A request to engage in additional work that will be carried out in the course of the academic year shall be submitted towards the end of the second semester of the academic year preceding the year in relation to which approval is requested. In the event that there is no advance knowledge of the work, or when the work is not to be carried out in the course of the academic year, the request shall be submitted as soon the staff member has knowledge of it.
- 6.2 A staff member wishing to engage in additional work shall submit an online application for “Additional Work Outside the University” (see link at top of Regulations). A letter of employment from the intended employer must be submitted together with the application.
- 6.3 A teacher shall not commit himself to engage in additional work outside the University prior to receiving written approval to do so.
- 6.4 The head of the teaching unit will examine the request, record his recommendation in the designated place and transfer the form to the dean of the faculty within one week.
- 6.5 The dean will examine the request, will record his recommendation and will transfer it for the approval of the Rector within one week, by means of the Human Resources Department.
- 6.6 The Rector or whomsoever he authorizes, after examining the request and the recommendations, is authorized to reject the request or approve it in whole or in part.
- 6.7 The decision of the Rector will be handed down within 14 days, and the staff member will be notified thereof by means of the Human Resources Department.
- 6.8 The approval of the additional work will be valid, unless determined otherwise, from the date of its issue until the beginning of the following academic year.
- 6.9 The staff member will ensure that in any of the institution’s publications in which he is involved (excluding publication on the media) or publications stemming from his work in that institution, the words “from the Hebrew University of Jerusalem” will appear beside his name.

7. Cancellation of Approval for Additional Work

- 7.1 The Rector may withdraw the approval for additional work if it emerges that the additional work conflicts with these regulations, after the staff member has been given the opportunity to have his say.

8. Additional Work Without Approval

8.1 Engaging in additional work without approval or contrary to the terms of the approval constitutes a disciplinary offense.

9. Appeal

9.1 A staff member may appeal decisions made pursuant to these Regulations to the Standing Committee.

9.2 The decision of the Standing Committee shall be final.

10. Exceptions to Applicability

The provisions of these Regulations will not apply to a staff member who is on unpaid leave or on sabbatical leave, except for sections 4.1.3-5.1.4, 5.1 and 5.2.