

1. **Objective:**
(March 7, 2018)

The objective of these rules is to assist in creating continuous contact between the University and reputable scientists from abroad in various fields, either by inviting them to come to Israel for set periods or at the time of their stay abroad.

2. **Eligibility:**

Those eligible for appointment under these rules are senior and reputable scientists serving as Full Professor at universities abroad (or such scientists who are of an equivalent rank in research institutions abroad) or those persons who were of such rank.

3. **Rank:**

Appointment under these rules is for the rank of Full Professor by special appointment.

4. **Initiation of Process:**
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Those persons entitled to initiate the process under these rules are the following:

- 4.1 The Rector
- 4.2 The Deans
- 4.3 A School Head/ Department Head/Division Head

5. **Appointment Process:**
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The approval of the Rector must be obtained for the commencement of the process.

- 5.1 Upon obtaining the Rector's approval, the Dean, through the faculty committee for appointments and promotions, will appoint a three-member professional committee. One of the members of the professional committee will be from another department in which the appointment is intended to be made. The professional committee will write a report on the basis of the candidate's curriculum vitae, list of publications and his/her reputation. The report will focus on the achievements and the exceptional standing of the candidate for appointment and will explain why he/she is worthy of the appointment of Senior Professor by Special Appointment at Tel Aviv University.

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- 5.2 After approval of the professional committee's report in the faculty committee for appointments and promotions, the material will be passed on for the approval of the University appointments committee.
- 5.3 After approval has been granted by the University appointments committee, the appointment will be passed on for the approval of the Senate steering Committee.
- 5.4 A letter of appointment for a period of three years will be issued by the Rector only after obtaining a letter of consent on behalf of the University or the research institute from which the candidate comes.

6. Length of Appointment:

The length of any appointment – either a first appointment or those thereafter – will be three (3) years.

7. Extensions:

An extension of the appointment will be by made the Rector upon the Dean's recommendation.

8. Letter of Appointment and Letters of Extension:

Letters of appointment and letters of extension will be signed by the Rector.

9. Reporting:

Details of appointments in this track will be distributed between the members of the Senate as is customary with regard to appointments to the rank of Full Professor.

10. Reimbursement of Expenses and Remuneration Alternatives of Appointee:
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An appointee is entitled to a contribution to expenses and to remuneration only according to the provisions of this procedure, and subject to the University procedures, the rules of the financing fund and budgetary alternatives.

Reimbursement of expenses and remuneration are subject to the provisions of any law and to tax rules. Taxes applying to an appointee will be paid by him/her.

10.1 Reimbursement of Expenses

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<u>Type of Reimbursement</u>	<u>Comments</u>
Flight ticket	No funding is provided for the cost of family members or accompanying persons. The request for reimbursement must be submitted with the original boarding pass. The reimbursement of flight expenses against furnishing a receipt for the flight, generally, the flight ticket will be in economy class.
Journey to/from the airport	Only against original receipts.
Car rental and taxis	According to Guideline 07-401 – Ordering Transportation Services
Accommodation	According to CEO’s Guideline “Booking Hotel Accommodation” (Appendix 1) Only accommodation of the appointee can be funded
Per diem expenses (without receipts)	Up to a ceiling of \$75 per day of academic activity relating to Tel Aviv University. There cannot be funding of both per diem expenses and meals. A declaration must be completed (section 2)
Meals	Subject to per diem expenses not being paid, (pursuant to Guideline 08-001 Hospitality and Refreshments at the University)

10.2 Remuneration/wages

An appointee can receive appointment of Teacher Part-Time for teaching a course, pursuant to the Procedure on Teacher Part-Time, provided however that he/she has the visas required for stay and employment.

10.3 Honorarium

An appointee who does not receive remuneration/wages from the University may be paid for giving lectures as follows, provided however that the financing fund does not prohibit payment of an honorarium:

10.3.1 Per lecture hour, up to a sum of \$100.

10.3.2 Payment may be made for up to five lecture hours a day.

10.3.3 Payment may be made for up to three days in an academic year.

10.3.4 Reimbursement of expenses as stated in section 10.1 above.

11. Stay Permit, Visa and Insurance:

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11.1 The appointee must organize at his/her expense, for himself and the members of his family accompanying him, a stay permit and/or suitable work permit for the period of appointment.

11.2 The appointee must act together with the unit to organize a suitable work permit, if necessary, for the period of appointment.

11.3 The appointee must arrange, at his own expense, for himself and the members of his family accompanying him, medical insurance for the period of the visit, and any other necessary insurance (accidents, property).

12. Teaching, Supervision and Academic Contacts:

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12.1 An appointee can lecture.

12.2 An appointee may supervise University students for advanced degrees under joint supervision.

12.3 The contact with the appointee will also continue when he is staying abroad, by joint supervision of the research students, giving patronage to the academic activity of Tel Aviv University taking place abroad and to the development of academic contacts between the University and appropriate entities abroad.

12.4 An appointee will note in his/her publications his/her affiliation with Tel Aviv University.

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13. **Budget:**
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The budgets of the appropriate faculties will be charged for all expenses incidental to such appointments.

In special cases and with the Rector's approval, it will be possible to charge the central fund established for this matter.

Appendix 1 – Accommodation (section 10.1 of this Procedure)

(March 7, 2018)

February 13, 2013

Booking Hotel Accommodation – CEO Guideline

1. Following renewal of the agreements with hotels in Tel Aviv, special prices and terms were obtained for Tel Aviv University for its guests from abroad, as set forth in the price lists published on the supply unit's website.
2. The standard of accommodation will be determined by the budget holder (researcher/unit) and there will be a limitation on a monetary expenditure of **up to NIS 800** per person per night under bed and breakfast conditions in a single room. Such a limitation means there is no need for special approval, except for the issue of an order in the ordinary format from the price lists in Appendix 1.
3. In exceptional cases it will be possible to be accommodated in a hotel at a cost of **over NIS 800** a person per night, subject to obtaining the CEO's prior approval for the guest and a hotel suiting him/her.
4. In cases of accommodation for couples, it is necessary to obtain the CEO's prior approval for the booking.
5. In cases of accommodation of Israeli residents, it is necessary to obtain the CEO's prior approval for the booking.
6. The list of hotels recognized by the University is attached in the Appendices, but other hotels may be chosen with suitable tariffs.
7. For long stays (over 5 nights) it is recommended to use accommodation in vacation apartments.
In case of more than 5 nights' accommodation it is necessary to request a lower price, with reference to the number of nights booked.
8. In case of agreements with a supplier not appearing in the price lists it is necessary to pass on the details of the supplier to the supply unit so that it can check and approve the agreement with it. Only after the supply unit's approval will it be possible to issue a procurement request in the logistics system.

9. Please note the following:

- A. The price lists relate to all days of the year except the month of August and the week of Passover, for which it is necessary to obtain a separate price estimate from the hotel.
- B. Some of the approved hotels (up to NIS 800) exceed the tariff in certain seasons and/or with the types of rooms, and therefore it is necessary to make certain to book only on dates and at a tariff lower than / equal to **NIS 800**.

10. Reserving Rooms

- A. A representative of the host unit will transfer a request to a hotel appearing in the price lists by fax/email as early as possible, and at least two weeks before the accommodation date.
- B. The request will include the following details: guest name, date of arrival and departure and type of room required.
- C. This request does not constitute an undertaking from the University to book the rooms, only to reserve places for the desired dates according to the grade of accommodation required and the agreed price list.

11. Booking Rooms

- A. The University's undertaking for booking the rooms enters into effect upon receipt of the official booking signed by the persons with authority to sign on behalf of the University and including the guest name, exact dates of accommodation and the type of room at the agreed tariff. It is possible to perform a booking for accommodation in hotels by means of a "price list agreements" booking. In the case of an exceptional tariff, a procurement request must be passed on to the supply unit. No booking should be made of one accommodation service **via more than one booking**. (Splitting bookings is prohibited).
- B. The booking must specify the number of nights, the tariff per night and the guest names.

12. Additions

Please note that prices do not always include additional services such as use of the business lounge, internet and other services for which there is a separate charge, each hotel having

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its own arrangements. Wherever it is not defined in advance, additional charges will be borne by the guest and not by the University.

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Appendix 2 – Declaration (Per Diem Expenses – section 10.1 of this Procedure)
(March 7, 2018)

I, (name and surname) _____ I.D./passport no. _____ the undersigned, wish to receive a reimbursement of living expenses disbursed during my stay in Israel where I was engaged in academic activity: from (date) _____ to (date) _____, a total of ___ days.

Attached herewith (mark X):

___ Copy of I.D. /passport

___ Per diem expenses without receipts / receipts (original) for these expenses

___ Other _____

1. Signature _____

2. Unit signature – faculty / unit / school _____