

**TECHNION**

**ISRAEL INSTITUTE OF TECHNOLOGY**

# **Guidebook for Faculty Members**

**October 2023**

- This guidebook presents a summary of the Technion's guidelines and regulations, purely for the sake of convenience.
- In the event of a discrepancy between the contents of this guidebook and the Technion's official guidelines and regulations, the latter shall apply.
- The guidebook was edited by the Office for Academic Staff in collaboration with the Human Resources Division.
- The guidebook is current as of October 2023.
- This guidebook and additional information can be found on the EVPAA and Office for Academic Staff website:  
<https://segelweb.technion.ac.il/en/>

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## **1. History of the Technion**

The idea of establishing an academic-engineering university in Israel was first introduced in the 5th Zionist Congress in Basel in December of 1901. Three men—Haim Weizmann, Martin Buber, and Berthold Feiwel—envisioned a Jewish state whose future depended on its technological capabilities. What was then a distant vision, has since come to pass; it is difficult to overemphasize the Technion's important contribution to science, technology, and to the economy and security of the State of Israel.

The cornerstone of the beautiful building situated on the slopes of Mt. Carmel was laid on April 11<sup>th</sup>, 1912. At the time, Haifa was a small city in a far-off corner of the Ottoman Empire. The Technion began to operate after many setbacks, some of which resulted from the First World War, while others were the product of a fierce debate centered around the issue of the instruction language at the Technikum, (as the Technion was called at the time). On December 14<sup>th</sup>, 1924, evening classes began, and on January 7<sup>th</sup>, 1925, the first course was opened at the Department of Construction and Paving, with 16 male students and one female student. The official opening ceremony was held on February 6<sup>th</sup>, 1925. In the 1930s, the Technion absorbed faculty members who had managed to escape the claws of the Nazi regime. 400 students were already studying at the institution, which had by then established a Faculty of Technology (from which additional faculties branched out later) and a Shipping School.

The strong bond between the Technion and the emerging state, and the Technion's important contribution to Israel's security, became evident in the 1940s. The Technion's military solutions helped the Jewish Underground in its war for Israel's independence. In 1948 a little more than a year before the war was over, the Jewish nation and 680 Technion students celebrated Israel's independence. In 1954, the Faculty of Aeronautics was established. Some had already become aware of the future need for aeronautic engineers and the establishment of an aerospace industry in Israel. At the same time, Technion graduates were building Israel's electrical, telephony, water, and road infrastructures, in addition to constructing extensive housing projects in response to the large waves of immigration.

The Technion's historic building was not large enough to house all its faculties and students, whose numbers were increasing consistently. David Ben-Gurion, who was also a visionary, chose a lush green area in the Neve Sha'anun neighborhood and designated it as the Technion campus. In 1953, the Technion moved to its new abode—1,935 dunams of forest overlooking Haifa Bay. By the end of that dramatic and prolific decade, the Technion had expanded to include the Technion Institute of Research and Development; new labs; graduate studies; and additional faculties, including the Faculties of Agricultural Engineering, Chemical Engineering, Chemistry, Industrial Engineering, and the Department of Humanities and Arts.

In the 1960s, the following faculties and departments were opened: Mathematics, Physics, Biotechnology and Food Engineering, Computer Sciences, Materials Engineering and Biomedical Engineering, and the Department of Education in Science and Technology. In addition, the Faculty of Medicine was opened, following a fierce debate. Many thought the faculty belonged to a different university. However, those who advocated for opening it at the Technion, argued that the interaction and integration between medicine and engineering would increase in the future. Today, after two senior faculty researchers, Dist. Prof. Avram Hershko, and Dist. Prof. Aaron Ciechanover, had been awarded the Nobel Prize for Chemistry, all the hospitals in the North of Israel have been reinforced by faculty professors, and medical products created in the Technion go to market because of the prolific collaboration between engineers and physicians. Everyone understands that the advocates and visionaries were right in this case. Life-prolonging medical devices that improve quality of life are often the product of collaborations between engineers and physicians. Currently, the Ruth and Bruce Rappaport Faculty of Medicine at the Technion is a global leader in the field of embryonic stem cell research (among other fields), which is highly likely to bring relief to those suffering from diseases that had previously been incurable.

In the Yom Kippur War in 1973, the Technion's scientists saved lives by quickly responding to the needs of the military. The Technion recovered from the trauma of the war and, once again, was able to foresee the state's needs. It was decided to focus on electronics, and the Faculty of Electrical Engineering produced qualified electrical

engineers who laid the foundation for Israel's hi-tech industry. Many of those heading Israeli companies currently traded on the NASDAQ are Technion graduates, and tens of thousands of Technion graduates work in Israeli hi-tech companies.

In the 2000s, the Technion once again anticipated future needs. The belief and forecast that the "next big thing" to affect the global economy would be nano technology, led to the decision to establish the Russell Berrie Nanotechnology Institute. Over one hundred Technion faculty members from various fields and disciplines are currently conducting nano-technological research. The Technion stepped into the 21<sup>st</sup> century with around 13,000 students studying in 18 faculties and departments. The Technion continues to look forward toward additional breakthroughs and the advancement and development of the State of Israel, with remarkable achievements such as the discovery of the ubiquitin mechanism by the two Nobel Laureates in Chemistry, Prof. Hershko and Prof. Ciechanover; the discovery of quasicrystals by Nobel Laureate in Chemistry, Dist. Prof. Emer. Dan Shechtman; the compression algorithm developed by Prof. Abraham Lempel and Dist. Prof. Emer. Jacob Ziv, thanks to which we are able to send emails; the development of Rasagiline (used in the treatment of Parkinson's disease) by Prof. Moussa Youdim and Prof. John Finberg; the initial steps taken towards the development of a molecular computer; and a satellite that has been orbiting Earth since its launch in July of 1998.

## **2. Academic Ranks**

**Following are the ranks of faculty members who teach and conduct research in the Technion:**

- Professor, including Professor of Practice/Creative-arts
- Associate Professor, including Associate Professor of Practice/Creative arts
- Assistant Professor (Senior Lecturer)
- Lecturer

In addition, “Distinguished Professor” is an honorary title and token of distinction awarded to professors who have attained a unique status in the international scientific community in light of their original and extraordinary contribution through research.

There are two tracks in the Technion that do not lead to tenure:

The Teaching Fellow track is intended for faculty members appointed for teaching positions (at the rank of Teacher, Teaching Fellow, Associate Teaching Fellow, Senior Teaching Fellow).

The Research Fellow track is intended for faculty members dealing with research or invention (at the rank of Researcher, Research Fellow, Associate Research Fellow, Senior Research Fellow).

There are special conditions for faculty members who are part of Hospital staff at the Faculty of Medicine (whose primary occupation is in hospitals), which are not always congruent with this guidebook. Please contact the Head of Academic Staff Administration at the Faculty of Medicine for details, tel. 077–887–1162/1163/5474.

Promotion tracks for hospital faculty members:

Hospital staff: **Regular Research Track**

- Professor
- Associate Professor
- Assistant Professor
- Lecturer

Hospital staff: **Clinical Track**

- Clinical Professor
- Clinical Associate Professor
- Senior Clinical Lecturer (Assistant Professor) Senior Clinical Lecturer (Educator)
- Clinical Lecturer
- Clinical Lecturer (Educator)



### **3. Extending an Appointment due to Parenting**

A non-tenured faculty member who has had a child added to their family is entitled to submit an application for:

- a. Extension of their non-tenured appointment by one semester, and by two semesters (at the most) if two children or more have joined the family.
- b. If a faculty member takes maternity leave, their appointment can be extended by another semester.

For additional details on this matter please contact Mrs. Danielle Levi, Head of Academic Appointments Division at the Office for Academic Staff, Senate Building, [ldaniell@technion.ac.il](mailto:ldaniell@technion.ac.il).

A faculty member who has given birth after working at the Technion for at least one year is entitled to a 26-week maternity leave, with 15 of those weeks as paid leave (maternity benefits from the National Insurance Institute) and the other 11 weeks as unpaid leave. By law, the faculty member is entitled to return to work before the end of the 26 weeks, provided the maternity leave is no less than 15 weeks.

A faculty member who has worked at the Technion for less than 12 months is entitled to a 15-week paid maternity leave as well as unpaid leave for a period of a quarter of the number of months she worked at the Technion prior to giving birth.

Up to seven weeks of maternity leave (per the employee's choice) can be taken prior to the estimated due date, and the rest can be taken after the child is born.

New mothers can share the maternity leave with their partner.

For details regarding maternity leave, contact Liat Mainzer Head of the Academic Staff Department, Human Resources Division, tel. 829-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

## **4. Roles of the Academic Staff**

### **Faculty Members Commitments**

Faculty members' chief occupation shall be research and teaching, and full-time faculty members must consider their work for the Technion as their first professional priority.

### **Scope and Essence of the Role**

Occupational specifications for faculty members are not rigidly defined in the academic regulations. However, this should not diminish from faculty members' commitment to the scope of their activity in service of the Technion.

Full-time faculty members must devote five days a week to working at the Technion, at a scope of at least 38 weekly hours, according to arrangements made by the head of the academic department in consultation with the faculty member. It goes without saying that most Technion faculty members devote many more hours to their work than the above requirement.

#### **(a) Teaching and Guidance**

A full-time faculty member must devote at least a third of their time to teaching, including among other things, frontal instruction (lectures, seminars, exercises), preparing content for frontal instruction, developing courses, organizing and operating teaching labs, training and supervising assistant teachers, leading courses, leading seminars, guided reading, checking papers and exams, counseling students, serving as an advisor for graduate students, projects and seminars, and more.

#### **(b) Research**

A full-time faculty member must devote at least a third of their time to research, including planning and conducting research, reporting results, giving lectures, publishing reports and papers in professional journals, participating and giving lectures in professional conferences in Israel and abroad, writing and editing professional books, writing surveys, and preparing, submitting, and receiving external research contracts.

#### **(c) Managerial Activity at the Technion and Public Service**

In addition to teaching and research, faculty members must devote time to managerial activity at the Technion and public service that is aligned with the Technion's mission. Roles under this category include managing and participating in Technion and department-specific managerial committees, editing professional journals, reviewing and assessing papers for professional journals and research proposals for grants, participating in professional committees, conducting and participating in educational activities for the general public, and any other professional public activity that is congruent with the Technion's mission.

### **Academic Freedom**

The Technion views the academic freedom to ask, investigate, express, and publish findings as a fundamental value that is vital for fulfilling its central missions of teaching, research, and the acquisition of knowledge.

### **Academic Staff – Discipline**

Chapter 5 of the Academic Regulations refers to the discipline of faculty members and the institutions in charge of executing measures. We recommend reviewing it.

## **5. The Irwin and Joan Jacobs Graduate School**

The Technion places great importance on training masters and doctoral students. These students, who are generally top Technion (and other university) graduates, assist faculty members in their research and acquire unique skills. At the end of their studies, they serve as a badge of honor for the Technion, in addition to contributing to the economy, science, and technology of Israel and its culture. We recommend new faculty members make every effort to identify and recruit skilled students to advise in their studies.

Faculty members who are interested, can request the Graduate School's academic secretary post a recruitment ad. Requests should be sent to [acadsec@technion.ac.il](mailto:acadsec@technion.ac.il). For examples, see: [https://graduate.technion.ac.il/en/research\\_proposal](https://graduate.technion.ac.il/en/research_proposal)

The Graduate School manages graduate studies at the Technion, and together with the academic departments, provides assistance to supervisors and students throughout all stages of studies.

For further details about the school, contact the Graduate School offices in the Churchill Building:

Dean's Office: 077-887-2478

Academic secretary: 077-887-3178

And on the website: <https://graduate.technion.ac.il/en/home/>

## **6. Research Funding**

### **External Funding for Research**

The Technion encourages faculty members to secure external funding for their research. Research funded by external entities is managed by the Research Authority at the Technion Research and Development Foundation Ltd., a Technion subsidiary. The funding terms and research requirements are determined by the funding agencies and are made known to the faculty members through notices sent after winning a research grant.

For additional details, contact Research Authority Information Specialists, Robi Guttman or Iris Brodtkin at Senate Building, 1<sup>st</sup> floor, room 119, Robi Guttman, tel. 077-8872152, [robertg@trdf.technion.ac.il](mailto:robertg@trdf.technion.ac.il), Iris Brodtkin, tel. 077-8871272, [irisbr@trdf.technion.ac.il](mailto:irisbr@trdf.technion.ac.il).

### **Internal Technion Research Funds**

Calls for proposals for funding from internal Technion research funds managed by the executive vice president for research (EVPR) are published during the academic year. These can be found on the EVPR website at <https://research.technion.ac.il/>.

For further details, contact Ms. Faina Argentaro, Research Coordinator at the Office of the EVPR, Senate Building, 4<sup>th</sup> floor, room 430, tel. 077-8871304, [evpr.researchsec@technion.ac.il](mailto:evpr.researchsec@technion.ac.il).

## **7. Inventions, Patents, and Commercializing**

T3 is the commercialization arm for all Technion generated technologies. T3's mission is to cultivate the unparalleled wealth of knowledge stemming from the Technion with market opportunities so as to generate high-impact technologies for the future.

As part of the Technion R&D Foundation, T3's primary activities include licensing out of technologies and establishing start-up companies, collaborating with the industry, facilitating sponsored research, managing the Technion's extensive patent portfolio and overseeing ongoing investments placed.

Rights to Intellectual Property created by an employee within the course of employment is governed by the "Technion Intellectual Property Regulations" available at the Office of the Executive VP for Research. <https://manlam.net.technion.ac.il/files/2017/03/by-laws.pdf>

The Technion IP Bylaws require that all inventions be reported in advance of any public disclosure to the Head of Intellectual Property or the General Manager of T3. Following the submission of an Invention Disclosure Form and meeting with the T3 team, the Patent Committee will evaluate the invention and will decide if to proceed with patent protection and commercialization. [DOWNLOAD INVENTION DISCLOSURE FORM \(technion.ac.il\)](#)

Read more >> [Home - T3 – Technion Technology Transfer](#). Tel: 073-378-4851.

## **8. Postdoctoral Fellows / Academic Visitors**

### **Postdoctoral Fellows**

Postdoctoral fellows at the Technion are students who have earned their PhD degree in recent years. Most Technion fellows receive a scholarship and are full-time students

(though some are not funded by the Technion, but rather by external sources), while others study part-time.

1. Fellowships must begin no later than five years from the time the PhD degree was awarded, and must be 6–12 months long (with the possibility of extension).
2. Technion scholarships: The Technion has several funds for financing postdoctoral fellowships. These include the Lady Davis Trust, the Aly-Kaufman Scholarship, and others (a detailed list of funds and scope of funding appears in the annual notice sent to the deans every October). There are special programs financed by the Council for Higher Education and the Israel Academy of Sciences and the Humanities, and scholarships awarded by the Ministry of Science. Technion scholarships cover partial expenses and advisors are required to contribute a minimum of NIS 2,500 per month (up to a maximum of NIS 15,000 per month). Technion scholarships are for one year with an option for a 1-year extension. Fellowships begin in October.

Fellows receive a scholarship and therefore receive no social benefits and do not have an employer-employee relationship with the Technion. The regulations for postdoctoral fellows, guidelines for inviting fellows, and the necessary forms can be found on the Office for Academic Staff website.

Administrative matters regarding postdoctoral fellowships are handled by the faculty dean's office/secretariat.

## **Academic Visitors**

The Technion hosts several types of academic visitors:

1. Short-term visitors: visitors who arrive for a period of up to one month. A Short-Term Visit Invitation form must be completed in the portal.
2. Long-term visitors: visitors who arrive for a period of up to one year. A Long-Term Visit Invitation form must be completed and submitted along with the required documents, as stipulated in the guidelines for inviting visitors.

3. Long-term visitors: visitors who arrive for a period of over one year, or extend their visit beyond one year. An application must be submitted through the regular academic procedure (a preparatory senate committee/permanent committee).

### **Academic Visitors Ranks:**

- Distinguished Visiting Professor
- Visiting Professor
- Visiting Associate Professor
- Visiting Scientist/ Visiting Senior Lecturer
- Visiting Lecturer

The maximum duration of a visitor's visit at the Technion is six years (this limit does not apply to visitors on the creative/professional track and Distinguished visiting Professor).

A guest's rank is generally determined based on the rank they hold at their academic institution.

Funding sources: The Technion hosts visitors with no funding, visitor who come to fill a paid position, distinguished professors, visitors funded by a faculty member's research grant, and visitors partially funded by Technion funds, such as the Lady Davis Trust.

Administrative matters regarding visitors are handled by the faculty dean's office/secretariat.

Notices, guidelines for inviting guests, and forms can be found on the Office for Academic Staff website.

## **9. Academic Staff Salaries**

The salaries of academic staff members are based on their academic rank, as stipulated in their letter of appointment and the salary agreements signed between the Coordinating

Council of the Academic Staff Organizations and the Ministry of Finance, and the Technion's Academic Staff Organization and the Technion Administration.

Staff members must fill out all the forms they received with their letter of appointment to ensure timely payment.

**Following are some clarifications regarding salary-related issues:**

- a. Added payment for rank seniority is based on the salary agreements.
- b. Transferring seniority rights: A faculty member transferring from one academic institution to another in Israel while remaining at the same academic rank also transfers their rank seniority with them (promotion salary). An appropriate form must be completed.
- c. Convalescence pay: Every faculty member receives annual convalescence pay for 11 convalescence days, based on the rate determined by the Committee of University Heads.

From the 10<sup>th</sup> year of employment at the Technion, employees are paid for 13 convalescence days. Faculty members receive convalescence pay for the first time only after completing a full year of work at the Technion. Convalescence payments are made every year and are included in the June salary.

For additional details, contact the Payroll Department at the Senate Building, 3<sup>rd</sup> floor, tel. 077-8872500.

- d. Remuneration for research: Faculty members who are Principal Investigators with external funding can receive remuneration for conducting research, provided they meet the necessary requirements.
- e. Added payment for daycare: Given to female faculty members who have children under five years old. Male faculty members whose partners are employed (self-employed or as salaried employees) and do not receive payment for daycare from their place of employment, are also entitled to receive this benefit.

For additional information, contact Ms. Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077-887-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).



### **Types of remuneration for conducting externally-funded research:**

Type A: paid by the Technion Research and Development Foundation Ltd.

Type B and "Ribui" remuneration for conducting multiple studies: paid through the Technion's pay slip.

To see the Added Payment Regulations and for further details, please contact Mr. Shimon Sayag from the Payroll Department at the Technion Research and Development Foundation Ltd. tel. 073-3782317, [sayags@technion.ac.il](mailto:sayags@technion.ac.il).

Additional information can be found on the Research Authority's website at [www.trdf.co.il/procedures-HE](http://www.trdf.co.il/procedures-HE).

Additional increase to the salary based on reporting is:

a. Technion technology grant ("differential grant") – In order to be eligible for this grant you must be an active faculty member (not during a sabbatical year or unpaid leave) working full-time in the regular senior track (not including hospital faculty in the Faculty of Medicine, research fellow faculty and teaching fellow faculty). Eligibility for this grant is determined based on the academic activities of the faculty member in the three years preceding the year of payment. The grant is paid in 3 equal payments during the year in the salaries of the following months: March, June and September (special criteria is applied for new faculty members and faculty members who have returned from Sabbatical/Unpaid Leave). An email notification with a link to the forms is sent once a year by the Academic Staff Office and must be filled out properly by the date indicated in the notification.

b. Additional details can be obtained from Ms. Adi Berger, Senior Faculty Appointments Coordinator, Academic Faculty Office, Senate Building, 5th Floor, Room 507, Tel. [badi@technion.ac.il](mailto:badi@technion.ac.il), 073-378-1233.

- c. Payment for devotion of time: Full-time faculty members on the regular track (not including hospital staff at the Faculty of Medicine) who devote all of their time to the Technion and whose income from other employment does not exceed a specific monthly rate (which is updated on occasion) are entitled to this payment. Eligibility is calculated once per semester; the payment for the 1<sup>st</sup> semester is made in the April salary and for the 2<sup>nd</sup> semester in the October salary. A statement about devoting all of one's time can be submitted on the academic staff portal on the SAP (in October and April, from the 1<sup>st</sup> of the month) under the Staff Reports tab. Please ensure this form is completed correctly.
- d. Participation in travel expenses: conditioned upon the one-time submission of a form stating the cost of commuting to and from. This form must be updated when moving to different residence.

For further details regarding payment for devotion of time/travel expenses, please contact Mrs. Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077-887-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

"Devotion of time," "technological Technion grant," and all remuneration for research constitute part of the faculty member's salary for cumulative pension purposes.

As mentioned above, reports must be submitted on time to receive these benefits. Failure to submit the reports on time will result in cancellation of the faculty member's right to these benefits.

For current details regarding salary and added remuneration, contact Mrs. Yael Liatim at the Payroll Department, Senate Building, 3<sup>rd</sup> floor, tel. 077-887-2500, [lyael@tx.technion.ac.il](mailto:lyael@tx.technion.ac.il).

## **10. Advanced Study Fund**

Faculty members from the rank of lecturer and up are eligible to join an advanced study fund of their choice. A faculty member who joins a fund allocates 2.5% of their salary toward it, while the Technion allocates an additional amount of 7.5% of their salary.

For further details, contact Mrs. Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077-887-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

## **11. Insurance**

### **Pension Insurance**

Faculty members are covered by cumulative pension insurance at a pension fund of their choice. The allocation rates toward pension funds are as follows: 7% of the faculty member's salary is deducted, while the Technion contributes another 7.5%, in addition to 8.1% towards the severance package. In total the Technion contributes 15.6%.

The Technion has signed agreements for significant discounts on management fees in the major pension funds in Israel, including: Clal, Migdal-Makefet, Menora-Mivtachim, Harel Pension, Phoenix, and more.

For further details, contact Mrs. Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077-887-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

In relation to type A added payments for research paid by the Technion Research and Development Foundation Ltd. (see Section 9), funds are deposited in the pension fund.

For further details, contact Mrs. Rachel Silam, Department of Finance and Economics, MALAT building, Entrance floor, tel. 04-8292318

### **Compensation upon Retirement**

Faculty members who leave the Technion under circumstances that entitle them to receive a severance package by law and faculty members who retire are entitled to receive severance package supplementation at a rate of 2.33% of the monthly salary, for every year they worked for the Technion.

For further details, contact Mrs. Lena Landman Grushko, Head of Budget and Retirement, Human Resources Division, tel. 077-887-3091.

### **Risk Insurance**

Faculty members are insured through group risk insurance. For further details, contact the Human Resources Division, tel. 077–887–2733.

**Insureds:**

- a. Permanent Technion employees or those on trial for tenure or working under a special contract, employees on maternity leave (before and after childbirth), employees on a study program and/or sabbatical, employee on loan by the Technion to another institution and employees on unpaid leave—provided Technion insurance fees are paid in full.
- b. Notwithstanding the above, coverage does not include adjunct teachers, clinical teachers, guests, assistants, students, and all employees working for hourly rates.

**Coverage:**

**Life insurance:** Coverage includes death, disability caused by an accident, disability caused by a disease.

**Accidental death insurance:** double the insurance amount.

The insurance amount is updated once every three months based on the CPI. As of March 1<sup>st</sup>, 2023, the insurance amount is NIS 157,000.

**Insurance period, continuation, and termination of the insurance:**

1. An employee who is included in the Technion's Risiko Life Insurance plan would be allowed, upon retirement, to purchase a private insurance without a health declaration and continue to be insured (without the Technion's funding), according to the terms of the agreement.

2. The insurance would expire if the insured is no longer employed by the Technion, has retired or turned 75 years of age (in case of risk of death from any cause and / or death by accident), or has turned 70 years of age (in case of a permanent disability, illness or disability due to an accident), whichever is earlier. The insurance does not include savings, therefore there is no refund for the insured at the end of the insurance period.

### **Beneficiary Statement**

Faculty members who meet the coverage criteria are required to sign a "Beneficiary Statement" upon being hired. The statement can be changed at any time by contacting the Human Resources Division (Mrs. Liat Mainzer) and submitting an updated form.

### **Monthly Premium**

Half the monthly premium is deducted from every faculty member's salary. As of October 1<sup>st</sup>, 2023, the full premium is NIS 56 per month.

### **Health Insurance**

Israeli residents are covered by health insurance under the National Health Insurance Law of 1995. Health insurance fees are collected by the National Insurance Institute through faculty members' salaries.

### **Supplementary Insurance**

The Academic Staff Organization has arranged for a supplementary health insurance plan to be available to faculty members. Spouses and children can be included in the coverage, which can also be expanded. The Technion pays part of the premium for insuring faculty members. The other part of the premium and the premium for family members is deducted from the faculty members' salaries. The amount paid by the Technion appears in the pay slip and taxes are deducted from it by law.

For further details and the relevant forms, contact the Academic Staff Organization, Forchheimer Building, tel. 077-877-2430, 077-877-2429, 077-877-2582, [www.segeltechnion.org.il](http://www.segeltechnion.org.il).

### **Health Insurance for Faculty Members Returning to Israel After a Prolonged Stay Abroad**

According to the amendment to the law made in 2001, Israeli residents who have spent a prolonged time abroad during which they did not pay health insurance will be covered by national health insurance only after a qualification period, the length of which is determined based on the number of years spent abroad since 2001. Under the law, a “year abroad” refers to a year in which the resident spent at least 182 days abroad. The length of the qualification period is two months for every year abroad from 2001 and onward and no longer than 24 months. The qualification period requirement can be canceled by making a special payment of NIS 13,740 (as of January 1<sup>st</sup>, 2023) to the National Insurance Institute. Medical services will be available six months from the day of payment. The special payment can be made abroad, six months prior to returning to Israel. If this is done, medical services will be available upon return to Israel, provided the insured is recognized as a resident of Israel.

Faculty members who arrive at the Technion after a prolonged stay abroad should look into the possibility of continuing the policy covering them abroad during their qualification period in Israel.

For additional information on national health insurance, visit the National Insurance Institute website at <https://www.btl.gov.il/English%20Homepage/Insurance/>

Private comprehensive health insurance can be purchased from Harel Insurance; however we recommend looking into various possibilities before making a decision. For details on the Harel-Yedidim Insurance arrangement, contact Mrs. Einat Cohen on Thursdays between 13:00–14:00 at the Mauerberger Building, 2<sup>nd</sup> floor conference room, tel. 054-5297775, and at the office, 03-6386216.

## **12. Assistance During Relocation**

In compliance with eligibility conditions new faculty members on the regular track from the rank of lecturer and up are offered assistance to make their relocation to Israel in general, and to the Technion, in particular, easier during the first few years.

The assistance basket includes reimbursement of relocation expenses, housing expenses (up to NIS 3,000 per month), car expenses, and children's education expenses. All payments will be made based on actual expenses and the Technion's guidelines and procedures, and tax will be deducted by law.

The assistance basket is a loan which becomes a grant only after 12 years of service at the Technion. If a faculty member does not complete this qualification period, they must return a portion of the basket in proportion to the actual service period.

For terms and details, contact Mrs. Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077-887-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

### **Housing**

The Technion has several apartments in the Fellow's Village on campus that can be rented out to new faculty members' families for up to three years.

For details, visit the Office for Academic Staff website or contact Mrs. Danielle Levi, Head of Academic Affairs at the Office for Academic Staff, Senate Building, [ldaniell@technion.ac.il](mailto:ldaniell@technion.ac.il).

## **13. Personal Portal**

Faculty members are given a personal portal for completing forms, which can be accessed from computers that are not on the Technion network.

Among other, the forms on the portal include:



- Devotion of Time Statement
- Reporting Sickness and Reserve Duty Days
- Research Proposal
- Differential Grant
- Short-Term Guest Invitation
- Application for Sabbatical / Exemption from Teaching / Unpaid Leave
- Travel Request
- Active Emeritus

### **Connecting to the portal:**

To connect to the personal portal (for all portal functions) from a computer on the Technion network: <http://portal.technion.ac.il/irj/portal>

**Forms can be accessed from computers that are not on the Technion network through:** <https://portalex.technion.ac.il/irj/portal/external>.

It is possible to connect to the Technion network off-campus through a VPN connection that requires purchasing an RSA device. **For a detailed explanation, see:**

[/https://cis.technion.ac.il/en/central-services/communication/off-campus-connection](https://cis.technion.ac.il/en/central-services/communication/off-campus-connection)

### **For a general explanation on the portal:**

<https://cis.technion.ac.il/en/> **For help with problems accessing the portal:**

Faculty members who need help entering the system should contact the support center at <https://cis.technion.ac.il/en/support/contact-cis-support/> or tel. 077–887–5600.

## **14. Absences**

Absences must be approved by the supervisor.

**Absence on duty:** Participation in scientific conferences and collaborations is one of the foundations of research-related activity. Therefore, the Technion strongly encourages

such trips, provided they do not diminish the teaching and research activity at the Technion.

**Annual leave:** Full-time faculty members are entitled to seven weeks of annual leave in addition to official national holidays, when there are no studies or exams. The leave must be coordinated and approved by the head of the academic department. Leave during the academic year requires the approval of the EVPAA or deputy EVPAA. Academic staff cannot cash out or accumulate leave.

Applications for travel or for a leave of absence (for academic purposes or vacation) must be submitted through a Travel Form on the portal. Applications must be submitted at least a week prior to the time of absence and must include the itinerary and specific arrangements made in regard to the faculty member's teaching and exam-related obligations.

When traveling for vacation purposes, *please specify* only the dates of absence (no need for further details)

### **Sick Leave**

Faculty members on the regular track are entitled to 30 days of sick leave for every year of work at the Technion.

Faculty members must report their use and non-use of sick days on the faculty members' SAP portal under the Staff Reports tab. This report must be submitted once a month, including during sabbaticals.

Unused sick leave entitles faculty members to receive compensation upon retirement (only at retirement age) as stipulated in national agreements based on the rate of sick days used throughout the term of service.

This compensation is contingent upon a minimum of 10 years consecutive service in the Technion and timely monthly submission of sick day usage reports to the Human Resources Division.

## **15. Sabbatical, Exemption from Teaching, and Unpaid Leave**

### **Sabbatical**

Full-time faculty members from the rank of lecturer and up accumulate sabbatical rights equal to two sabbatical grants for each year they work for the Technion, and half a one-way plane ticket.

Academic hospital staff on the regular track at the rank of lecturer and up also accumulate two sabbatical grants for each year of full-time work for the Technion and half a one-way plane ticket; part-time hospital staff members on the regular track accumulate partial rights in proportion to the scope of their position.

Academic hospital staff on the clinical track at the rank of senior clinical lecturer and clinical educator lecturer and up accumulate one sabbatical grant for each year of full-time work for the Technion and a third of a one-way plane ticket; part-time hospital staff on the clinical track accumulate partial rights in proportion to the scope of their position.

Applications for sabbatical leave beginning from the 1<sup>st</sup> semester (October 1<sup>st</sup>) must be submitted by the 1<sup>st</sup> of the preceding January; applications for sabbatical leave beginning in the 2<sup>nd</sup> semester (March 1<sup>st</sup>) must be submitted by the 1<sup>st</sup> of the preceding May.

Applications for sabbaticals in the summer semester must be submitted by the 1<sup>st</sup> of the preceding March. Sabbatical rights are realized in accordance with the Sabbatical Regulations.

Applications must be submitted through the faculty member's personal portal [(9) Sabbatical/Exemption from Teaching/Unpaid Leave].

For details regarding financial arrangements for sabbaticals, contact the Accounting Division:

- a. For transferring funds abroad and payment for plane tickets: Mrs. Miri Sade-Kalo and Mrs. Michal Sarig, Accounting Division, Senate Building, 3<sup>rd</sup> floor, room 320, tel. 077-887-2561.

- b. For sabbatical bills, including income tax and national insurance on sabbatical: Ms. Yael Liatim, Payroll Department, Senate Building, 3<sup>rd</sup> floor, room 326, tel. 077-887-.2552

Sabbatical, exemption from teaching, and unpaid leave regulations and guidelines for accumulating sabbatical rights can be found on the Office for Academic Staff website.

For details regarding sabbaticals, contact Mrs. Sherry Yitzhak Halevy, Head of Sabbatical, Professional Travel and External Work, Office for Academic Staff, tel. 073–378–1490.

### **Exemption from Teaching (EFT)**

The Technion Administration has decided to allow faculty members on the regular track to focus on their research and professional development and be fully exempt from teaching for approved periods. For every month of exemption, one sabbatical grant will be deducted from the faculty member's remaining sabbatical grant balance.

1. The EFT application and approval procedure is the same as the sabbatical and/or unpaid leave approval procedure (as stipulated in the Sabbatical Regulations).
2. Exemptions are granted for continuous periods of at least two months within a six-month period (for one semester) or 12 months (for two semesters), consisting of sabbatical or unpaid leave EFT months.
3. During EFT months, faculty members are subject to the rules for staff employment and external work.

During EFT months, faculty members receive their regular salary, including advanced study fund payments and added payment for research types A and B (if they are entitled to these) and accumulate International Science Relations Fund benefits and pension rights. However, faculty members do not accumulate sabbatical months for EFT months.

EFT months can be reported as devotion of time to the institution (if the faculty member's scope of work outside the institution entitles them to such a grant).

For EFT months, faculty members receive the relative portion of the Technion technological grant based on academic criteria. When reporting a Technion technological grant (via the Differential Grant form) for the EFT period in the academic year following the EFT period, the EFT period will be considered a sabbatical.

## **Unpaid Leave**

Applications for unpaid leave must be submitted through the personal portal according to the sabbatical application procedure (as stipulated in the Sabbatical Regulations).

## **16. The International Science Relations Fund**

**Full-time senior faculty members and hospital staff are entitled to an international science relations fund.**

The fund amount is determined by the faculty member's rank and scope of position and is updated annually.

The dean and EVPAA must approve use of the funds. Generally, travel for academic purposes during the academic year will not be approved other than for the purpose of participating in a conference for a short period of up to one week.

Faculty members seeking to use the funds to participate in conferences in Israel or abroad and for research and/or professional visits abroad are required to complete an e-form [(4) Travel Application] that can be found on their personal portal.

When completing the form, full details regarding the activity for which the funds are required and its exact dates must be stated.

Funds can be used for paying membership fees to professional associations. A Membership Fees form must be submitted to the Account Division to Orly Elkriaf, Senate Building, 3<sup>rd</sup> floor, room 318, [orly.e@technion.ac.il](mailto:orly.e@technion.ac.il), tel. 077-887-2949.

For questions related to financial matters and expenses involved in traveling abroad, contact Mrs. Odeya Welsh, Accounting Division, Senate Building, 3<sup>rd</sup> floor, [travel1@technion.ac.il](mailto:travel1@technion.ac.il), tel. 077-887-2768.

Health insurance for academic travel is covered by the Technion when the trip is paid for by the International Science Relations Fund. Faculty members are responsible for taking out the policy.

Faculty members must use the funds while working for the Technion. The funds cannot be used during unpaid leave.

**Any credit added to a faculty member's fund will be eliminated if it is not used within nine years.**

Faculty members who do not use the funds before the end of their appointment at the Technion will receive their accumulated funds in Israeli currency, after tax has been duly deducted.

### **17. Transfer of Sabbatical and International Science Relations Fund Rights**

Faculty members who stop working at the Technion and transfer to one of the seven research universities in Israel with which the Technion has a continuity of rights agreement can transfer their funds to their new place of employment.

Likewise, faculty members who transfer from an institute of higher education in Israel to the Technion can apply to have their sabbatical rights transferred.

Continuity of rights can only be applied if the faculty member has not received a severance package from the institution from which they are transferring and has not withdrawn their pension fund.

In addition, a faculty member's International Science Relations Fund can be transferred from one institution to another.

For further details, contact Mrs.Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077–887–2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

## **18. External Work**

The Technion Constitution and Bylaws stipulate that the Technion’s goals include serving “the State of Israel and its economy with counsel, research, and other appropriate means.” Faculty members who serve as consultants outside the Technion promote the dissemination of knowledge and professional experience accumulated at the Technion and expand their own knowledge and professional experience. Furthermore, this boosts the Technion’s reputation and improves its quality of teaching. Accordingly, the Technion encourages and enables this type of activity, at an appropriate scope and subject to certain limitations.

New faculty members are less encouraged to engage in external employment.

### **Scope of External Work**

Faculty members can engage in external work for no more than one day a week (Section 43.3 of the Academic Regulations).

Continuous engagement of a staff member by an entity outside the Technion requires submitting an application to the EVPAA. Teaching and serving in academic and administrative roles in colleges also require approval. Organizations and institutions affiliated with or academically sponsored by the Technion are not considered external entities.

If an application is denied, the staff member can appeal the decision before a committee comprising the president, senior executive vice president, and chairman of the Academic Staff Organization. Let it be clear that faculty members are solely responsible for any external work they perform.

Correspondences and reports are not to be written on Technion paper. Negotiations with external entities and any financial arrangements are handled by the faculty member directly and not through or on behalf of the Technion.

Faculty members are not permitted to use students, fellows, or postdoctoral fellows as part of their external work. Technical equipment and Technion personnel can only be used after an agreement is signed with the Technion. Faculty members are not permitted to conduct research or other Technion activity for a third-party to which they are providing consulting services, unless this has been preapproved by the EVPAA and the EVPR, to prevent a conflict of interest.

Applications must be submitted to the Office for Academic Staff on the appropriate form, to Mrs Pnina Iluz, [ipnina@technion.ac.il](mailto:ipnina@technion.ac.il). The form can be downloaded from the Office for Academic Affairs [website](#).

Applications are generally approved by the end of the academic year.

## **19. Awards and Recognition**

The Awards and Recognition Unit at the Office for Academic Staff strives to promote academic excellence and enhance Technion's research profile on the global stage.

The unit works to identify outstanding candidates for national and international awards, assists in preparing nomination packages, and submits the nominations to the relevant award agencies.

A database of national and international awards, constantly updated and available to all Technion faculty members, can be found on the Office for Academic Staff website: [/https://segelweb.technion.ac.il/awards](https://segelweb.technion.ac.il/awards).

Academic Leader: Distinguished Prof. Ilan Marek, Chairman of the Technion's President's Committee for Prizes and Awards.

Awards and Recognition Unit Head: Michal Meyer

Tel. 073–378–4984, Email: [MichalMeyer@technion.ac.il](mailto:MichalMeyer@technion.ac.il)



## **20. Exemption from Tuition**

Faculty members' family members (spouse and children) are entitled to an exemption from tuition fees for studying at the Technion and other universities in Israel, including the Hebrew University of Jerusalem, the University of Haifa, Tel Aviv University, Bar-Ilan University, Ben-Gurion University of the Negev, and the Weizmann Institute of Science.

Since the 2014–2015 academic year, faculty members have been reimbursed for undergraduate and graduate studies in colleges, provided these colleges have been recognized and qualified by the Council for Higher Education and the study tracks have been approved by the council.

The amount of tuition reimbursement is proportionate to the faculty member's effective term of employment at the Technion throughout the entire year and the scope of their employment during this time, and is taxable by law.

The exemption is for tuition fees alone and does not include registration fees and additional payments.

For undergraduate and graduate studies at the Technion, faculty members and their family (spouse and children) studying toward a degree are exempt from tuition. Tuition exemption at the Technion applies to registration fees but not additional payments.

The School for Mature Engineers at the Technion: Faculty members are entitled to a 50% discount on tuition for family members (spouse and children).

Courses at the Continuing Education Unit: For individual courses, faculty members are entitled to a 50% discount and family members are entitled to a 25% discount.

Continuing education courses at the Technion: For graduate studies (accumulating credits toward a degree), faculty members and their family are exempt in proportion to the scope of their position.

Studies at the pre-academic preparatory course at the Technion: Family members are exempt from tuition fees. This does not apply to refresher/preparatory courses and supplementary courses.

For additional details, contact Mrs. Liat Mainzer, Head of the Academic Staff Department, Human Resources Division, Senate Building, 3<sup>rd</sup> floor, room 8, tel. 077-887-2733, [liatm@technion.ac.il](mailto:liatm@technion.ac.il).

## **21. Lab Construction**

The Construction and Maintenance Division is in charge of developing, constructing, and maintaining the Technion's physical research and teaching infrastructure, including buildings and facilities, labs, open areas, and systems such as the pedestrian and automotive traffic system, the electrical grid, air-conditioning and heating, the water infrastructure network (water, drainage, and sewage), and more.

In October 2021, a new unit headed by Mr. Avraham Edga, a senior project manager in the division, began working to establish and manage lab projects. The unit concentrates all the lab-building projects for both new and veteran researchers.

The unit's goal is to shorten lab preparation times, while meeting the researcher's and faculty requirements and complying with the safety standards and Mandatory Tenders Law.

The unit is responsible for all stages of construction, which include specifying the lab requirements, preparing an estimate, building a budget, planning, execution, timelines (Gantt charts), and of course, populating the lab in compliance with the Construction and Infrastructure Division's regulations.

According to the procedure for absorbing a new faculty member, the planning process for a new lab should begin about eight weeks prior to the researcher's arrival. The researcher must complete a detailed program specification form. If and to the extent that is needed, the faculty will work to designate an area for a temporary lab. Renovation/construction

work needs to be completed within about 14 months from the time the administration budgeted it.

Lab population begins about a month to a month and a half prior to the end of construction. The Safety Unit has the exclusive authority to recommend population.

For further details, contact the Construction and Maintenance Division, the Unit for Constructing and Managing Labs, Senate Building, 1<sup>st</sup> floor, tel. 077-887-2131.

## **22. Computer Services**

The Technion provides faculty members with comprehensive computer resources to support their academic research and teaching missions. These include central licensing for scientific software, advanced ICT services such as computerized mail and calendar management, communication services, storage and backup, server hosting services, and technical support.

The Division provides access to high-performance computers and consulting and information services regarding scientific software. The SAP ERP information system is also available to researchers to assist them in administrative research-related tasks.

Detailed and current information on these issues, as well as computer accounts, information security, means of communicating with the systems, and more, can be found at <https://cis.technion.ac.il/en#/>

## **23. Procurement and Tenders**

The Technion's Procurement and Tenders Division procures goods and services in Israel and abroad based on the requirements of clients on campus.

The division procures a broad range of products and services, from small devices and components to various computer equipment, biological and chemical materials, lab animals, and expensive research equipment.

The division teams are adept at making purchases in Israel and abroad, securing contracts, tenders, and framework agreements, cataloguing, invoicing, and more.

The procurement process is conducted through the SAP ERP software. First, the person making the order issues a procurement demand, then the Procurement Division prepares the order, the person who made the order confirms they have received the goods, and the Procurement and Administration Division types an invoice and pays the suppliers.

For further information, visit the Procurement Division website at

<https://rechesh.net.technion.ac.il>.

For details and assistance with procurement processes, contact Mr. Gil Keren, Head of the Procurement and Tender Division, tel. 077–887–5759/4154, [gilke@technion.ac.il](mailto:gilke@technion.ac.il).

## **The Tenders Unit**

Since 2010, the Mandatory Tenders Regulations have applied to institutes of higher education, including the Technion.

The Technion's Tenders Unit is responsible for a range of issues, including tenders and contracts. The regulations require holding a public tender for contracts over the amount of NIS 100,000 including VAT, subject to the list of exemptions defined in the regulations.

The Tenders Unit maintains ongoing work relationships and operates in collaboration with all Technion faculties, units, and faculty members. Unit employees are highly experienced in writing and editing tenders and are equipped with professional, legal, and economic expertise.

For further questions, contact Mr. Shalom Sapir, Head of the Tenders Unit, tel. 077–887–5865 or [shaloms@technion.ac.il](mailto:shaloms@technion.ac.il).

Additional information can be found on the Tenders Unit website at <https://michrazim.technion.ac.il/>.

## **24. The Center for Promotion of Learning and Teaching**

The Center for Promotion of Learning and Teaching operates in the spirit of the Technion's vision, guided by a commitment to promote excellence in teaching and research. Its goal is to train highly capable graduates with cutting-edge skills and the ability to think in groundbreaking ways. In recent years, the center has been implementing innovative approaches to teaching. These include active, independent, ongoing, and student-centered learning that incorporates technology to promote meaningful learning and the assessment of learning processes.

To ensure the quality of teaching at the Technion, the Center for Promotion of Learning and Teaching has developed a broad range of methods, tools, and infrastructure designed to support and assist teaching teams on campus. The center's professional team accompanies faculty members through the stages of planning and building courses, teaching and learning during the semester, and the learning assessment process. Thus, it provides a comprehensive pedagogic and technological support network. We encourage interested lecturers and teaching assistants to receive ongoing, completely confidential accompaniment that includes pedagogic counseling, lesson observations (online and/or frontal), and personal feedback.

The center holds seminars and workshops on a variety of topics based on changing needs. These gatherings feature lectures by content specialists and experts in the fields of pedagogy, technology in the service of teaching and learning, encouraging meaningful learning among students, increasing motivation to learn, and more. In addition, some gatherings are dedicated to open discussion around professional teaching and learning issues and challenges.

The center includes a camera room where lessons can be recorded by the center's video experts while students are present. It also includes two state-of-the-art recording studios equipped with the most advanced professional video and editing tools, to achieve the highest level of production. In addition, the center provides lecturers with classrooms where they can self-record asynchronous teaching content easily and conveniently using Lightboard technology. The center also offers a state-of-the-art multimedia classroom for active learning in full classes or small groups, with a unique and dedicated technological

layout that provides a convenient platform for this type of learning. The center invests in researching, choosing, testing, and implementing digital tools that promote meaningful learning and is open to examining unique requests by lecturers who wish to test and implement innovative tools.

**We invite you to an introductory meeting with the team:**

- Dr. Olga Chuntunov, Head of the Center for Promotion of Learning and Teaching
- Dr. Keren Sagi, Development and Project Manager
- Dr. Galit Botzer, Learning and Assessment Designer
- Dr. Aliza Malek, Learning Designer
- Dr. Irit Wertheim, Learning and Assessment Designer
- Ami Hartstein, Multimedia Specialist, Video Photographer and Editor
- Dafna Yellinek, Administration, Testing and Surveys

The Center for Promotion of Learning and Teaching website:

<https://promoteach.technion.ac.il/teaching-innovations-at-technion/>

## **25. The Technion Libraries**

In the “age of information”, we are exposed to vast and diverse quantities of content. The Technion libraries are crucial in being information centers, as well as providing many other vital functions.

The Technion’s libraries include the Elyachar Central Library and 14 faculty libraries that serve as learning and information hubs. The libraries provide quick and accurate access to databases and a range of advanced and convenient academic services to support the study, teaching, and research needs of the Technion community.

**The Technion’s research and teaching library services include:**

- **Advanced information searches** for research purposes, including standard and patent searches
- **Training for research groups and courses** on searching databases, information management, and assessment
- Professional assistance with **citation management tools** (Mendeley)

- Acquisition and access to **research writing and management tools** (OverLeaf, BioRender, and more)
- Support for publishing on **Open Access**
- **Scientific assessment:** preparing citation reports, checking a journal's scientific impact (IF)
- Support with managing **researcher profiles** such as ORCID
- Support and assistance with managing researcher profiles and publication lists on **CRIS**
- **Loan and acquisition of educational and research material** from other libraries in Israel and around the world, free of charge

### **The Library as a Space**

- The libraries provide a range of study areas for groups and individuals as well as e-books and auxiliary material that can be borrowed.
- The learning and information center at the central library offers cutting-edge IOT SmartTouch technology, and encourages the “bring your own device” approach. The center provides knowledge enriching areas; spaces that promote inspiration, culture, and leisure; small study rooms for groups that can be booked in advance; a multipurpose area; a social library; and a children's library. In addition, the gallery at the entrance regularly features temporary exhibitions.
- The central library building also houses the Yehoshua Nessyahu Technion Historical Archive, which contains a complete collection, rare in scope, of the history and development of technological education in Israel since the late 19<sup>th</sup> century, including the history of the Technikum and the Technion.
- **For information, various services, locations, and opening hours**, visit the library portal (also available on smartphones): <http://library.technion.ac.il>.

\* We recommend following us on social media, YouTube and reading about us on Wikipedia (under “Technion Libraries”)

## Technion Libraries

<b>The Elyachar Central Library</b>		
<b>Circulation Department</b>	077-887-2504/2521	<a href="mailto:cir@technion.ac.il">cir@technion.ac.il</a>
Reference and Information Department	077-887-2520/2513	<a href="mailto:reflib@technion.ac.il">reflib@technion.ac.il</a>
<b>Inter-library Loan Department</b>	077-887-2509	<a href="mailto:cenill@technion.ac.il">cenill@technion.ac.il</a>
Office	077-887-2503	<a href="mailto:libraries@technion.ac.il">libraries@technion.ac.il</a>
<b>Faculty libraries</b>		
Civil and Environmental Engineering	077-887-2731	<a href="mailto:civlib@technion.ac.il">civlib@technion.ac.il</a>
Architecture and Town Planning	077-887-4010	<a href="mailto:arclib@technion.ac.il">arclib@technion.ac.il</a>
Mechanical Engineering	077-887-2082	<a href="mailto:meclib@technion.ac.il">meclib@technion.ac.il</a>
Industrial Engineering & Management	077-887-2038/2721	<a href="mailto:ielib@ie.technion.ac.il">ielib@ie.technion.ac.il</a>
Education in Science and Technology	077-887-3109	<a href="mailto:tlib@technion.ac.il">tlib@technion.ac.il</a>
Electrical & Computer Engineering	077-887-4772/4773	<a href="mailto:library@technion.ac.il">library@technion.ac.il</a>
Computer Sciences	077-887-4870	<a href="mailto:cslib@cs.technion.ac.il">cslib@cs.technion.ac.il</a>
Mathematics	077-887-4283	<a href="mailto:mathlib@technion.ac.il">mathlib@technion.ac.il</a>
Biomedical Engineering	077-887-4126	<a href="mailto:bmlib@technion.ac.il">bmlib@technion.ac.il</a>



Aerospace Engineering	077-887-2310	<a href="mailto:aelend@technion.ac.il">aelend@technion.ac.il</a>
Chemical Engineering, Biotechnology & Food Engineering	077-887-3075	<a href="mailto:foodlib@technion.ac.il">foodlib@technion.ac.il</a>
Chemistry and Biology	077-887-3734	<a href="mailto:chemlib@technion.ac.il">chemlib@technion.ac.il</a>
Physics	077-887-3535	<a href="mailto:physlib@technion.ac.il">physlib@technion.ac.il</a>
Medicine	077-887-5350/5351	<a href="mailto:medill@technion.ac.il">medill@technion.ac.il</a>

## 26. The Security and Emergency Unit

The Security and Emergency Unit is charged with saving lives and safeguarding information, property, public order, and integrity in Technion facilities and during off-campus Technion activities. It does so while taking into consideration the Technion's academic mission and maintaining its open and pluralistic approach, subject to the Law for the Regulation of Security in Public Bodies.

The unit is also responsible for emergency preparedness and professional operations during emergencies.

### Unit tasks include:

- Maintaining security and order on campus
- Security checks for those entering the campus
- Handling and enforcing traffic and parking regulations
- Issuing permits
- Manning a security call center 24 hours a day
- Security at gates
- Public activity on campus
- Security at events and conferences on campus
- Managing security personnel
- Initial response during emergencies

- Managing weapons in compliance with government regulations
- Security in Technion branches
- Security at barriers on campus
- Approval and control of the security camera system on campus

For your convenience Video tutorials for emergency situations are provided in the link below:

[Security and Emergency Unit Technion - YouTube](#)

**Entrance permits can be ordered through the Security and Emergency Unit website: [Online Form - Entrance Permit](#)**

Prepared permits are given on Sun.–Thu., 9:00–12:00 (permits are not issued on-site).

The Entrance Permit Office is located in the Churchill Building, ground floor (-1) in the inner courtyard (patio). Please arrive with an identity card. For inquiries, call 077–887–3590, email: [SecurityTav@technion.ac.il](mailto:SecurityTav@technion.ac.il).

## **27. The Safety and Radiation Unit**

The Technion's Safety and Radiation Unit is a professional statutory unit charged with providing consultation and recommendation services to the entire Technion and its administration regarding various safety and hygiene issues, in an aim to prevent work accidents and occupational diseases. The unit promotes a culture of safe science.

The unit seeks to establish positive and proactive communication to benefit, improve, and assist the administration, faculty members, employees, and students in all matters related to safety and hygiene at work, with an emphasis on the various Technion labs and their diverse needs and activities. To that end, the unit performs a range of activities, including providing support for research and development; publishing internal Technion regulations

and work protocols; surveying risks and hazards in buildings and labs; issuing permits vis-à-vis government bodies; occupational-environmental monitoring; updating the administration regarding safety legislation and its implications, accompaniment, follow-up, counseling, and assistance on the Technion's various construction projects; issuing safety guidelines and accompanying various events in the Technion; safety in the surroundings of Technion labs; laser safety; ionizing and non-ionizing radiation safety; investigating events and accidents in order to draw conclusions and improve procedures; and more.

The unit uses many digital interfaces as part of its commitment to ongoing improvement and providing excellent service.

We recommend every new faculty member undergo training by the dean and/or the faculty safety engineer regarding their lab safety responsibilities.

## **28. The Academic Staff Organization**

The academic faculty organization is a union of the members of the Technion's academic faculty from the rank of lecturer and above, including clinical faculty members from the Faculty of Medicine, academic appointees who hold teaching or research positions at the Technion, at least half-time, and faculty members who have retired, for the purpose of attending and nurturing their professional matters related to their work at the Technion and their representation before the Technion institutions and other establishments and protecting academic freedom.

**The organization's goals include representing its members through the institution on matters of wages and social benefits, professional matters related to their work at the Technion, protecting academic freedom, and representing them before Technion institutions in personal (as opposed to academic) matters and general welfare issues.**

- The organization insures active faculty members (aside from hospital staff) with supplementary medical insurance. This requires the completion of a form; family members can be added at a cost.
- The organization's secretariat provides various welfare services, including coupons for various supermarket chains, tickets to plays, and subscriptions to the theater, orchestra concerts, and the Israeli opera.
- The organization conducts regular social and cultural gatherings that feature lectures on social, economic, cultural, and spiritual topics, and organizes tours to historic sites and/or museums with professional tour guides. Members are notified about these activities via email.
- The organization maintains the Academic Staff Club (see below).
- The organization handles ongoing management of the Forchheimer guest house.

For further details, visit the Academic Staff Organization website at <http://www.segeltechnion.org.il>.

The organization offices are located in the Forchheimer Building and are open to the public Sun.–Thu., 7:30–15:00, tel. 077–887–2429, 077–887–2582, fax. 04–823–2058, email: [segel@technion.ac.il](mailto:segel@technion.ac.il).

## **29. The Academic Staff Club**

The Academic Staff Club is located in the Forchheimer Building and features a restaurant, VIP rooms, and other facilities for faculty members to use, as well as a guest house for Technion guests.

Club services are only provided to faculty members who join the club as members. To join the club, contact the Academic Staff Organization Secretariat to sign an order form to have membership fees deducted from your salary.

## **30. The Sports Center**

The Technion's Sports Center includes an indoor heated Olympic pool, two semi-Olympic outdoor pools, a toddler pool, Jacuzzi, wet sauna, dry sauna, cafeteria and sports shop, gym, and tennis and squash courts.

The facilities can be used at a charge, through separate subscriptions to the pool area, the gym, and the courts. Faculty members and their families are invited to register at the pool offices, Sun.–Wed., 8:00–18:30, Thu., 8:00–15:30 & Fri., 8:00–12:00, tel. 077–887–3300, 8235944, 8324945, 8123950.

### 31. List of Phone Numbers

Executive Vice President for Academic Affairs <b>Prof. Naama Brenner</b>	073-378-2594/3175	<a href="mailto:vpa@technion.ac.il">vpa@technion.ac.il</a>
Head, Office for Academic Staff <b>Adv. Vered Raz</b>	073-378-2207 073-378-2401	<a href="mailto:varditrt@technion.ac.il">varditrt@technion.ac.il</a>
Head of Academic Affairs <b>Mrs. Danielle Levi</b>	073-378-1494	<a href="mailto:ldaniell@technion.ac.il">ldaniell@technion.ac.il</a>
Executive Vice President for Research <b>Prof. Noam Adir</b>	077-887-2527 077-887-2588	<a href="mailto:evpr@technion.ac.il">evpr@technion.ac.il</a>
The Office of the Executive Vice President for Research <b>Mrs. Pazit Karouby Gil</b>	077-887-2527	<a href="mailto:pazitkg@technion.ac.il">pazitkg@technion.ac.il</a>
Deputy Senior Executive Vice President <b>Prof. Anat Fischer</b>	077-887-3131	<a href="mailto:dsvp@technion.ac.il">dsvp@technion.ac.il</a>
Deputy Senior Vice President Office <b>Mrs. Kofman Nelly</b>	077-887-2543	<a href="mailto:dsvp@technion.ac.il">dsvp@technion.ac.il</a>

Head of the Academic Staff Department, Human Resources Division <b>Mrs. Liat Mainzer</b>	077-887-2733	<a href="mailto:liatm@technion.ac.il">liatm@technion.ac.il</a>
Head of the Payroll Department <b>Mr. Eyal Golani</b>	077-887-2685	<a href="mailto:eyalg@technion.ac.il">eyalg@technion.ac.il</a>
Payroll Department <b>Mrs. Yael Liatim</b>	077-887-2500	<a href="mailto:lyael@technion.ac.il">lyael@technion.ac.il</a>
International Science Relations Fund (to check the balance) <b>Mrs. Welsh Odeya</b>	077-887-2768	<a href="mailto:travel1@technion.ac.il">travel1@technion.ac.il</a>
Research Authority Director <b>Mrs. Rita Bruckstein</b>	077-887-2570 077-887-2576	<a href="mailto:ritab@trdf.technion.ac.il">ritab@trdf.technion.ac.il</a>
General Manager, T3 <b>Mrs. Rona Samler</b>	073-378-4851	<a href="mailto:rona.samler@trdf.technion.ac.il">rona.samler@trdf.technion.ac.il</a>
<b>The Academic Staff Organization</b>	077-887-2429/30 077-887-2582	<a href="mailto:segel@technion.ac.il">segel@technion.ac.il</a>

## **Dear Faculty Member,**

The Technion campus offers many services to support faculty members and provide a pleasant and comfortable work environment. The contact details below are not intended for publication and are presented for informational purposes only.

### **Post Office**

Central Library Building

Tel. 8327968

Opening hours: Sun.–Thu., 8:00–12:30

### **Synagogue**

Adjacent to the staff club

Tel. 4533

Open at prayer times

### **The Security Unit**

Churchill Building

Tel. 2222 (for emergencies), 4242 (routine), 2494 (office), 3590 (for tags and entrance permits)

The security call center is active 24 hours a day.

### **Michlol – Office Supply Store and Equipment**

Churchill Building

Tel. 2672 / 8322970

Sun.–Thu., 8:00–18:00, Fri., 8:00–12:30

### **The First International Bank of Israel (branch with an ATM)**

New Students House

Tel. 04-8871200

Sun., Tue. & Thu., Closed.

Mon. & Wed., 8:30–13:30

Closed on Fridays and holiday eves.

Foreign currency can only be withdrawn from the ATM by customers of the bank, Bank Otsar Ha-Hayal, and Bank Massad.

### **Central Library**

The Central Library Building (adjacent to the Senate Building)

Tel. 2504 / 2521

During the academic year: Sun.–Thu., 8:00–20:45

In the summer: Sun.–Thu., 8:00–17:30 | Books can be ordered online

### **Sports Center and Pool**

Near the front gate

Tel. 8235944, 8293300

Pool opening hours:

Sun., Tue. & Thu., 5:30–23:00

Mon. & Wed., 5:30–20:00

Mon., 9:00–10:00 & Tue., 20:00–21:30 – women only

Mon., 8:00–9:00 & Tue., 21:30–23:00 – men only



Fri. and holiday eves, 5:30–18:00

Sat., 6:00–18:00

### **Gym**

Tel. 8293300, 8295184

Sun.–Wed., 6:00–00:00

Thu., 6:00–23:45

Sun. & Tue., 23:00–00:00 – women only

Mon. & Wed., 23:00–00:00 – men only

Fri., 7:00–17:30

Sat., 8:00–17:30

### **Clalit Clinic**

Ulman Building

Tel. 8807515

Sun. Mon. Tue. & Thu., 7:30–15:00

Wed., 7:30–12:00

Friday. Sat. - Closed

### **Issta Travel Agency**

Horev Center

Tel. 8129999

Sun.–Thu., 9:00– 17:30

Friday 9:00-13:00

**Day Care Facility**

Near the east gate

Tel. 8221379

Sun.–Thu., 7:00–16:00

Fri., 7:00–13:00

**Junior Faculty Day Care Facilities**

From the Neve Sha'an'an gate under the pool

Tel. 8224706 | 8292919

Sun.–Thu., 7:00–16:00

Fri., 7:00–13:00

[PLEASE INSERT MAP—LOCATION NAMES ARE PROVIDED BELOW]

Neve Sha'anani Main Gate

Neve America Dorms

Ha'amim Dorms

Sports Center

The Psychological Service

Canada Dorms

Rifkin Dorms

Dorms Office

Senate Dorms

Computer Sciences

Civil and Environmental Engineering

Architecture & Town Planning

Mathematics

International School

Churchill Building

Michloli

Campus center

Amphitheatre

Ecological Garden

Foot of the mountain

Lokey Garden

Senate Building

Central Library

Bank

Student House

Obelisk

Ulman Building

Clinic

Humanities and Arts

Aerospace Engineering

Kislak Park

Fischbach Building

Electrical & Computer Engineering

Physics

Chemistry

Biotechnology and Food Engineering

Chemical Engineering

Mechanical Engineering

Industrial Engineering & Management Materials Science and Engineering

Biomedical Engineering

Biology

Education in Science and Technology

School of Practical Engineering

Perach

Pre-academic preparatory course

The Neshar gate

Eastern dorms

### Important Units

<b>Ulman Building</b>	Registration and Candidate Admission Center Student Consultations and Support Center Student Department Teaching Department Student Accounting Department
<b>Student House</b>	Student Union
<b>Fischbach Building</b>	Dean of Students Excellence Program
<b>Churchill Building</b>	Graduate School

<https://segelweb.technion.ac.il/en/>

**TECHNION – ISRAEL INSTITUTE OF TECHNOLOGY**