



Dear Staff Member,

Re: Signing a letter of appointment and information for a new staff member

Following the letter hereby attached regarding your appointment, I would like to emphasize that the appointment letter will take effect when you sign the copy attached thereof and deliver it to the Office for Academic Staff.

The signed appointment letter may be forwarded by e-mail to Ms. Daniel Levy:

ldaniell@technion.ac.il.

After signing the appointment letter, I would appreciate if you made sure to e-mail the following items:

1. A Word page that includes:
 - 3-4 lines that will summarize place and year of receiving the degrees, place and postdoctoral period, as well as notes on prizes, special excellences, etc.
 - 4-5 lines on research interests, special achievements and areas of interest.The above should be in both Hebrew and English.
A suitable Word file is available on the website of the Office for Academic Staff under Senior Academic Staff, New Staff tab. You can also review the examples - New Staff Members.
2. A jpg digital passport image is attached to the e-mail.

This summary will be published on/or will serve as the basis for publication in a brochure that will be distributed to intra-Technion entities, including the Business Unit.

Information for a new staff member, including a guide for new staff members, is available on the website of the Office for Academic Staff [here](#) .

In addition, I would like to refer you to the academic regulations, and other regulations and procedures, which are available on the [website](#).

Kind Regards,

Vered Raz, Adv.

Head Office for Academic Staff