

Outside Employment Procedure for Staff Members in Full Time Employment

Academic staff members should regard the Technion as their main place of employment and devote most of their time and energy to their work there. Nevertheless, the Technion regards positively consulting activities undertaken by its staff members. Such activities could contribute to the country and its economy and enrich the staff members' professional experience, as long as there is no conflict of interests and the consult is done in accordance with pre-set limits and rules.

In accordance with paragraph 43 of the Academic Regulations, a staff member's long-term obligation to an outside agent requires an explicit permission, by way of submitting an application for it to the EVPAA.

Organizations and frameworks belonging to the Technion, or are under its academic auspices, will not be considered as outside factors in this regard.

Request for Outside Employment Permission

Staff members asking permission for outside employment should fill out an "Outside Employment" form and email it to: lpnina@technion.ac.il.

When all clauses are affirmed, then the process is fast and simple.

When some of the clauses are denied, a deeper examination will be required before affirmation of the request.

Specifically, when the request pertains to companies linked to the Technion / TRDF, the Technion's Commercialization Unit will look into the request to make sure it's in accordance with the existing agreements with said company.

In cases where the standard form does not suit the type of employment requested (e.g., teaching outside the Technion, membership in a board of directors, etc.), you should submit a request by email to the Office for Academic Staff at lpnina@technion.ac.il.

Scope of Outside Employment:

The scope of a staff member's outside employment should usually not exceed one work day (up to 8 hours) a week.

- When examining a request for outside employment, the following guidelines will be usually followed:
- Staff members could consult to, or be employed by, one or two companies simultaneously, provided the entire employment, in all companies together, does not exceed one day a week. A request for outside employment in more than two companies will require a special

reasoning and an explanation of how the entire employment will not exceed one day a week. The EVPAA will decide in the matter and could approve it partially or under terms.

- A request for an outside employment of a staff member who is not yet tenured will require a special reference from the dean of the faculty, regarding the ramifications of the required outside employment on the staff member's academic development in research and teaching. The EVPAA will decide on the matter and could also approve the request partially or under terms.
- A staff member will not hold a senior position (Officer) in the consulted company, including Chief Scientist, unless the EVPAA separately approves it in writing.

Random employments do not require permission.

Responsibility for and Execution of Obligation:

- An obligation for private consult will be solely under the staff member's responsibility.
- Negotiations with the factors ordering the consult and all monetary agreements will be direct, and not via the Technion or on its behalf.
- When executing the obligation, the staff member will not use Technion resources, nor its technical equipment and manpower, unless the staff member has signed an agreement with the Technion, which regulates the use of above mentioned resources and in accordance with the terms set in said agreement. In any case, use of graduate students will not be permitted.
- Correspondence and reports will not be done on official Technion letterhead paper.

The Permission's Validity:

The permission will be valid for the academic year in which the request was submitted. Should the request be submitted after July 1st, permission will be valid until the end of the academic year in which it was submitted and for the following academic year.

Should the obligation continue further, a new request must be submitted before the permission expires.

Teaching Outside the Technion:

- Teaching outside the Technion is outside work and requires permission as per academic regulations.
- In accordance with the management's decision of July 18, 2022, teaching in other universities or in colleges in the scope of one course – two weekly hours – will be permitted if the EVPAA is convinced that the staff member fulfills his/ hers teaching duties as required in their faculties. A broader scope of outside teaching will be permitted only in exceptional cases and will require extra teaching hours at the Technion. In any case, teaching outside the Technion will not exceed 4 weekly hours.

- Membership in standing academic committees, organizational or administrative activities and performance of executive roles in other higher education institutions will not be approved, unless they are during a full and approved Leave of Absence, as per Sabbatical regulations.

Appeal:

In case a request is denied, the staff member could appeal the decision in front of a committee, as specified in paragraph 43.4 in the Academic Regulations.