APPOINTMENT AND PROMOTION PROCEDURES

PREPARATION OF CANDIDATES' FILES

CURRICULUM VITAE

A. GENERAL

1.   On the first page, the name of the candidate should appear prominently, as well as the words "Curriculum Vitae" and the date on which the document was updated.

2.   In every section, entries should appear in chronological order, beginning with the earliest date.

B. SECTIONS OF THE CURRICULUM VITAE

All the section-headings specified in sec. B below should appear in the CV, even if no details are entered in one or more of the sections.

1.   Personal Details: Identity number, permanent address, home and work phone numbers, e-mail address.

2.   Higher Education: Date, name of institution, areas of study, degree (Bachelor's, Master's, Doctorate, Post-Doctoral Fellowship), name of supervisor (for a Master and Doctorate, and host for a Post-Doctorate). Please indicate which publications are derived from the candidate's Master's thesis, doctoral dissertation or Post-Doctoral research.

> e.g. Post-doctoral fellowship at Chicago University, Dept. of Economics. Host: Prof. Lawson, #7, 11 *[Explanation: Items number 7 and 11 in the List of Publications resulted from this research.]*

3.   Appointments at the Hebrew University: Date (date of appointment/promotion committee's decision [month/year]. For details please contact Faculty administration), rank, Faculty/School, field.

4.   Additional Functions/Tasks at the Hebrew University: Detail all the functions/tasks fulfilled, such as: committee member, student advisor, head of study program, head of department, chair or member of a university committee, etc.

5.   Service in other Academic and Research Institutions: (Date, name of institution, rank, function)

6.   a. <u>Awards and Fellowships</u> (Dates, details)

b. <u>Other Academic Activity</u>: Membership in editorial boards of academic journals, organization of conferences, etc. (Dates, details)

c. <u>Social impact/service</u>: any activity or public function in service of social or national institutions. (Dates, details)

7.   <u>Research Grants</u>: Period of grant, funding source, subject, collaborators, total amount and amount out of said total allocated to the candidate, articles resulting from the research (indicate the number of each article as listed in the List of Publications).

> e.g. 1998-2000: United States - Israel Bi-national Science Foundation (BSF), "Title of Research", John Doe and Jane Doe, $30,000/100,000 [*i.e. the candidate's share is $30,000 of the total allocation of $100,000*], # 47, 51 [*i.e. Items number 47 and 51 in the List of Publications resulted from this research*].

*Optional: grant applications that did not receive funding may be mentioned, but this should be done in a separate list, under a clear heading.

8.   <u>Teaching at the Hebrew University</u>:

a)   <u>Supervision of Master's and doctoral degree students</u> (separate lists should be compiled for each degree): Name of student, year of commencement and completion, name of co-supervisor. In fields in which the practice is co-authorship with the supervisor, the number of the publication as listed in the List of Publications should appear. In those fields in which the practice is independent authorship, the publication details should follow the name of the student.

> e.g.   <u>Master's degree student:</u>
> 1999 - 2000   Sarah Rebecca, co-supervisor - Prof. Reuben Simon, # 33.
>
> <u>Doctoral degree student:</u>
> 1997 - 2002   Levi Judah, <u>History of the Khazars</u> (2002), 372 pages, Magnes University Press, Jerusalem (in Hebrew).

b)   <u>Post-doctoral Fellows and Visitors (6 months or longer)</u>: Name of the post-doctoral student or visitor, year of commencement and completion, co-supervisor (in the experimental sciences: was the research undertaken in the laboratory of the supervisor or in another laboratory). In those fields in which the practice is co-authorship, the numbers of the publications resulting from the research, as listed in the List of Publications, should appear. In those fields in which the practice is independent authorship, details of publications resulting from the research should appear as specified above regarding Master's and doctoral students.

c)   <u>Courses Taught by Candidate</u> (in last five years or since the last promotion - whichever is later) - please specify for which degree (Bachelor's, Master's, Doctorate). (More complete details of each of the courses will appear in Hebrew in a separate document; For instructions please contact Faculty administration.)