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.

3. In general, the file should contain a CV (and list of publications and scientific biography) in English only.

4. 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.

5. Personal material relating to the candidate for promotion or appointment will contain - in addition to the CV - a list of publications and a scientific biography, as specified in a separate appendix.

B. SECTIONS OF THE CURRICULUM VITAE

1. Personal Details: Date of birth, country of birth, date of immigration, identity number, *nationality, *family status, *number of children and their birth dates*, *military service (or national service), permanent address, home and work phone numbers, fax number, e-mail address.

    * Optional

2. Higher Education: Date, name of institution, areas of study, degree (Bachelor's, Master's, Doctorate, Post-Doctoral Fellowship), name of supervisor (for a doctorate, and host for a post-doctorate).   In the case of a candidate for a first appointment at the Hebrew University, 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. Academic Appointments: Date (for academic purposes - not the date relevant for payment of salary), rank, University, Faculty/School, field.

4. Other Activity: Membership in editorial boards of academic journals, organization of conferences, prizes awarded, other activity or public functions in the academic field, etc. Dates and places should be specified.

5.   Research Grants: 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*].

6.   Teaching at Academic institution
   a)   Supervision of Master's and doctoral degree students in the last three years,: Name of student, year of commencement and completion, name of co-supervisor, indicate whether the student finished *magna cum laude [behitztaynut]* or *summa cum laude [behitztaynut yetera]* - in the case of a Master's student, or "with distinction" - in the case of a doctoral student, list of articles resulting from the Master's thesis or doctoral dissertation.   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.   Master's degree student:
>   1999 - 2000   Sarah Rebecca, co-supervisor - Prof. Reuben Simon, degree completed *summa cum laude*, # 33.
>
>   Doctoral degree student:
>   1997 - 2002 Levi Judah, degree completed "with distinction", History of the Khazars (2002) 372 pages, Magnes University Press, Jerusalem (in Hebrew).

   b)   Post-doctoral Fellows and Visitors (6 months or longer): 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)   Courses Taught by Candidate (in last three years) - please specify for which degree (Bachelor's, Master's, Doctorate).

7. Languages