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|  <p>מכון ויצמן למדע<br/>WEIZMANN INSTITUTE OF SCIENCE<br/>מדרשת פינברג<br/>FEINBERG GRADUATE SCHOOL</p> | Employment as a teaching assistant (TA)    |
|   | Category: Partial and temporary Employment |
|   | Compiled by: Dr. Ami Shalit                |
|   | Last updated: November 01, 2019            |

## Employment as a teaching assistant (TA)

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Masculine nouns and pronouns that are used herein refer to both genders equally.

### 1. Time dedication policy

As a matter of policy, the Feinberg Graduate School (FGS) does not allow its full-time students (hereinafter: "students") and postdocs at the Weizmann Institute of Science (hereinafter: "the Institute") to work during their studies or training. This limitation is based on the perception that students and postdocs in science are required to devote most of their time and energy to scientific studies and research. However, the FGS will allow students and postdocs to engage in part-time employment as TAs subject to the conditions detailed below.

### 2. Definitions

#### 2.1. Teaching assistant

An individual who assist students during reception hours; and/or conducts class tutorials; and/or marks assignments, exercises, and exams in the context of courses at the FGS.

#### 2.2. Teaching assistant – ancillary support


An individual who provides ancillary support to the course instructor (that is, not in conducting exercises, teaching, or marking exams, but rather, for example, building a course website and maintaining it).

#### 2.3. The employer

The employer is the Weizmann Institute of Science.

### 3. Searching for a TA position

A student or a postdoc may apply directly to a course instructor who is purported to teach a course in which he/she wishes to serve as a TA. The student or postdoc may also apply to the chair of the Board of Studies in the relevant field of study and offer his services. The chair of the Board of Studies will refer the applicant to the appropriate faculty member who teaches a course in which a TA may be required. It is also possible

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that a course instructor will contact an applicant (directly or through the Board of Studies) to propose that he/she serve as a TA in the course.

#### 4. Basic requirements

##### 4.1. Mentor's consent

The applicant must obtain his/her mentor's consent, following a thorough consideration of possible implications on the progress of the applicant's studies and research.

##### 4.2. Meeting study requirements

The progress of the applicant's studies or training must meet the academic requirements of the FGS.

##### 4.3. Special work permit in Israel

Students and postdocs who are not citizens of the State of Israel are allowed to work in Israel only as TAs in their institution of study, and only in courses directly related to the subject matter of their studies or training. To this end the FGS and the International Office apply to the Ministry of the Interior, on behalf of the international student, for a special work permit as a TA in the relevant semester.

#### 5. Conditions and Limitations

##### 5.1. The participation of a TA in the course in which he/she is employed

A TA is not permitted to participate as a student in a course in which he/she is employed for pay, and to receive a grade and credits as part of the degree program he/she is studying. An exception to this rule is a TA who provides only ancillary support to the course lecturer, that is, he/she does not participate in teaching in the course, does not conduct frontal or online exercises, and does not prepare or mark course assignments or exams (for example, a person who builds a course's website and provides maintenance for it).

##### 5.2. Number of courses per semester

A TA may be employed in only one course per semester.

##### 5.3. Concurrent employment

Employment in a body affiliated with the Institute (e.g. Davidson) concurrently with working as a TA at the FGS will not be allowed, since it is not possible to issue a payment order in the same month for the two employers.


##### 5.4. Canceling the FGS approval

The FGS reserves the right to cancel an approval provided to a student or a postdoc to be employed as a TA when it emerges that the employment impairs the TA's studies and progress. It is clarified that submitting a request for extending the due date for one of the progress reports or the thesis (except for reasons of sick leave, maternity leave, or military reserve duty) may result in the expiry of the student's external work approval.

#### 6. Employment Agreement

##### 6.1. Signing the agreement

The designated TA must sign the employment agreement.

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6.2. **Starting to work**

It is prohibited for anyone to start working as a TA before the he/she signs the employment agreement.

6.3. **Obtaining the authorized signature**

Once approval is granted, the FGS will obtain the signature of the Institute's Academic Secretary, who is authorized to sign the employment agreement on behalf of the Weizmann Institute.

6.4. **The Division of Human Resources**

The FGS will copy the Institute's Division of Human Resources on the signed employment agreement and supplemental documents as the need arises.

7. **TA's reporting**

The TA is required to submit a monthly report on the number of hours he/she dedicated to fulfil their assignments. The reporting is done via the FGS mobile App or Desktop App.

8. **TA's Hourly Wage**

The hourly wage is set according to the FGS's tariff at any point in time.