

The Hebrew University of Jerusalem
Faculty of Dental Medicine
Tenure Track Position

The Institute of Dental Sciences in the Faculty of Dental Medicine calls for applications for a tenure track position that will be available starting October 2012. Ph.D. or Ph.D.-D.M.D. or Ph.D.-M.D. degrees and postdoctoral training are required. Excellence in research and teaching experience will be of prime importance for the search committee. Candidates are expected to develop independent research and take part in teaching commitments in dental sciences. The position holder will be a member of the Institute of Dental Sciences.

Applications including C.V., list of publications, outline of future research and three letters of recommendation should be sent to Prof. Dan Deutsch, Chairperson of the Committee for a Tenure Track Position.

Address: Faculty of Dental Medicine
POB 12272
Jerusalem 91120
Israel

Web site: <http://dental.huji.ac.il>

Email: dddan@cc.huji.ac.il

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 below.

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, *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. Appointments at the Hebrew University: Date (for academic purposes - not the date relevant for payment of salary), rank, Faculty/School, field.
4. Additional Functions/Tasks at the Hebrew University (in the last five years, or since the last promotion - whichever is later): All the functions/tasks fulfilled by the candidate, such as: head of department, chair or member of a central committee, etc.
5. Service in other Academic and Research Institutions: (Date, name of institution, rank, function)
6. 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.

7. 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*].

8. Teaching at the Hebrew University:

- a) Supervision of Master's and doctoral degree students in the last five years, or since the last promotion - whichever is later (separate lists should be compiled for each degree): Name of student, year of commencement and completion, name of co-supervisor, indicate whether the student finished *magna cum laude* [*behitzaynut*] or *summa cum laude* [*behitzaynut 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 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; instructions regarding preparation of that document are available from the personnel officer of each Faculty.)

PREPARATION OF CANDIDATES' FILES

LIST OF PUBLICATIONS:

A. GENERAL

1. The candidate's name and the date on which the List was last updated should appear at the top of the first page.
2. For the convenience of the reader, a key to symbols and abbreviations, as specified in sec. 5(c) in Part B below, should follow the heading.
3. The List will include only those publications actually published, or publications which have been accepted for publication, as confirmed by a signed letter from the publisher.
4. In every section, publications prior to and publications subsequent to the last appointment or promotion should be clearly demarcated.

In procedures for the granting of tenure (whether or not involving promotion), or for new appointments, or for the promotion of a teacher without tenure, it is not necessary to separate between publications prior to and those subsequent to the last promotion.

5. The name of the candidate should appear in bold-type in relation to every publication appearing in the List.
6. All the section-headings specified in Part B below should appear in the List of Publications, even if no details are entered in one or more of the sections.

B. SECTIONS IN THE LIST OF PUBLICATIONS

1. Doctoral Dissertation: Title of dissertation, name of supervisor, date of award of degree, was the dissertation published and in what form, when and where, the numbers of the publications in the general List resulting from the dissertation.
2. Books - published or accepted for publication after being refereed - title, year of publication, number of pages, name of publisher, place of publication. In the case of a joint publication - names of co-authors in the order in which they appear on the book cover. If the book is a translation, revision or later edition of an earlier work, this fact should be indicated at the end of the listing, and the number of the original work as appearing in the List should be marked.
3. Books Edited: details as above.
4. Chapters in Collections: details as above.
5. Articles:
 - a) Articles in refereed journals: articles that have appeared, or are in press, or have been accepted for publication in the peer-reviewed scientific literature. Year of publication, name of article, name of the journal (underlined) and number of pages; the fact that it is a review article and/or invited article should be indicated.
 - b) Names of the authors should appear according to the order in which they appear in the publication.

- c) In the list of publications since the last promotion,* the function of co-author/s of an article should be indicated by means of the addition of a letter in superscript (or in parentheses) after the name, as follows: Principal Investigator ^{PI}, student ^S, co-researcher ^C, technician/laboratory assistant ^T. More than one author may serve in a particular category, including Principal Investigator in multi-disciplinary works.

* For the purpose of future promotions, the letters inserted in superscript (or parentheses) should not be removed.

- d) If an article is published in a language other than English, the language of publication should appear at the end of the item if different from the English title by which the article is listed (e.g. "in Portuguese").
- e) The fact that an article is a translation or revised form of an earlier work should be indicated, together with the number of the original article as appearing in the List.
- f) Wherever possible, the following indices should be included: Impact Factor, ISI ranking (e.g. 3/156 - i.e. the journal appearing third in the inclusive list of 156 journals in the field - the name of the field may be added), the number of citations minus the number of own-citations, according to the following example:
- Ben-Joseph, B.** ^{PI} and Bat-Rachel, L.^C (1995). The future of stem cell research. Tas. J. Hum. Genet. 23:23-5. 1.365;3/156;27. [*Impact Factor - 1.365; the journal is placed third in the list of 156 journals in that field, and the article is cited 27 times by others*].
- (In those fields in which the Jerusalem Index (the ranking of the Hebrew University) has been completed, that ranking should be indicated on a separate page, attached to the list of Publications. The journals will be listed in alphabetical order in Hebrew and then in English. This ranking will not be attached to the material sent to the referees.)
- g) Indices and ranking will also be given to articles accepted for publication but not yet published.
6. Participation in Scientific Conferences, Lectures, and Other Activity: Indicate the subject, and in relation to conferences - indicate whether lecture (including whether key-note or invited, if relevant), presentation of a poster or abstract.
7. Patents

SCIENTIFIC BIOGRAPHY

1. This document should contain a description of the candidate's important scientific contributions to his/her field of research, of his/her important publications in this field, and an indication of future plans. In the non-experimental sciences, the biography will contain a separate paragraph relating to the relative contribution of the candidate to publications in which he/she is not the sole author. In the experimental sciences, this information will find expression in the information provided by the candidate in sec. 5(c) of the section relating to List of Publications.
2. The scientific biography should not exceed three pages.
3. As a rule, the scientific biography will be written in English.