

### 3<sup>rd</sup>-section. Completing the information

**Associate Professor, the 7<sup>th</sup> position in Staff Establishment of the Department of Food Engineering of the Faculty of Environmental Protection**

#### 3.3 FORM FOR THE INTRODUCTION OF A NEW POSITION

Formularul va conține următoarele câmpuri:

<b>Nume câmp</b>	
<b>Universitatea</b>	<b>University of Oradea</b>
<b>Facultatea</b>	<b>Faculty of Environmental Protection</b>
<b>Departamentul</b>	<b>Department of Food Engineering</b>
<b>Poziția în statul de funcții</b>	<b>7<sup>th</sup> position</b>
<b>Funcție</b>	<b>Associate Professor</b>
<b>Discipline din planul de învățământ</b>	<b>Foreign Language I, II, III, IV</b>
<b>Domeniul științific</b>	<b>Philology</b>
<b>Descrierea postului scos la concurs</b>	<p>The position includes 1 conventional working hour of course at discipline Foreign Language I, from the study programs CEPA and TPPA, year I, semester I, 1 conventional working hour of course at discipline Foreign Language II, from the study programs CEPA and TPPA, year I, semester II, 1 conventional working hour of course at discipline Foreign Language III, from the study programs CEPA and TPPA, year II, semester I, 1 conventional working hour of course at discipline Foreign Language IV, from the study programs CEPA and TPPA, year II, semester II, 1 conventional working hour of seminar/practical activities at discipline Foreign Language I, from the study programs CEPA and TPPA, year I, semester I, 1 conventional working hour of seminar/practical activities at discipline Foreign Language II, from the study programs CEPA and TPPA, year I, semester II, 1 conventional working hour of seminar/practical activities at discipline Foreign Language III, from the study programs CEPA and TPPA, year II semester I, 0.5 conventional working hour of seminar/practical activities at discipline Foreign Language IV, from the study program TPPA, year II, semester II, and 0.5 conventional working hour of seminar/practical activities at discipline Foreign Language IV, from the study program CEPA, year II semester II.</p> <p>The position of Associate Professor, occupying the 7th position in the Staff Establishment of the Department of Food Engineering, within the Faculty of Environmental Protection, includes:</p> <ul style="list-style-type: none"><li>○ The didactic teaching norm of minimum 8 and maximum 16 conventional hours;</li><li>○ The standardized activities within the Staff Establishment include teaching activities, seminars and practical activities;</li><li>○ Research norm;</li><li>○ Other activities -didactic preparation, coaching of students, continuing education, material elaboration, scientific research- up to a limit of 40</li></ul>

	<p>physical hours/week;</p> <ul style="list-style-type: none"> <li>○ The holder of this position is directly subordinated to the department director and collaborates with the colleagues within the department.</li> </ul> <p><b>Tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>○ Design, plan and organize didactic and scientific activities;</li> <li>○ Use didactic materials;</li> <li>○ Design and apply instruments for students` evaluation;</li> <li>○ Use proper methods of communication with students;</li> <li>○ Publish didactic and scientific papers;</li> <li>○ Participate in pedagogical and specialty field training activities;</li> </ul> <p>Coaching of students: consultations, scientific workshops, elaboration of graduation papers</p>
<b>Atribuții</b>	<ul style="list-style-type: none"> <li>● Activities standardized within the Staff Establishment– teaching activities, seminars, practical activities; <ul style="list-style-type: none"> <li>○ Study discipline: FOREIGN LANGUAGE, I, II, III, IV</li> <li>○ Activity type: course; seminar</li> <li>○ Study programs: CEPA and TPPA, years of study: I and II</li> </ul> </li> <li>● Other responsibilities: <ul style="list-style-type: none"> <li>○ preparation of activities standardized within the Staff Establishment;</li> <li>○ coordination of students` diploma papers</li> <li>○ evaluation within direct didactic activities;</li> <li>○ evaluation and complementary activities within the Commissions of students` graduation;</li> <li>○ consultations;</li> <li>○ coordination of scientific workshops;</li> <li>○ coaching of students in choosing the professional route within the transferable credits system;</li> <li>○ participation in meetings, committees and councils for education`s interest;</li> <li>○ methodic and scientific preparation activities- individual preparation (self-development) ;</li> <li>○ audition of courses or participating in some course modules;</li> <li>○ participation in conferences, symposia, congresses organized within the main activity field or interdisciplinary fields;</li> <li>○ participation in organizing conferences, symposia, congresses within the main activity field or collateral fields;</li> <li>○ participation in academic exchanges between universities from Romania and abroad;</li> <li>○ elaboration of manuals, support materials and other didactic materials;</li> <li>○ scientific research activities foreseen within the internal plan and the research center;</li> <li>○ elaboration of dictionaries, monographies and specialty books.</li> </ul> </li> </ul>

Salariul de încadrare	-
Data publicării anunțului în monitorul oficial	<b>10.05.2016, OG no. 571, Part III</b>
Perioada de început și sfârșit de înscriere	<b>10.05.2016 - 29.08.2016, on Monday, Time: 16:00</b>
<b>Data, ziua din săptămână și ora susținerii prelegerii</b>	<b>16.09.2016, on Friday, Time: 10:00</b>
<b>Locul susținerii prelegerii</b>	<b>University of Oradea, Faculty of Environmental Protection, 26 General Magheru street, 2nd floor, S 203</b>
<b>Datele de susținere a probelor de concurs, inclusiv a prelegerilor, cursurilor etc.</b>	a) <b>Didactic /scientific lecture</b> - only for the candidates that do not come from Higher Education - <b>16.09.2016, on Friday, Time: 12:00</b> b) <b>Public lecture on "Perspectives regarding the academic career"</b> - <b>16.09.2016, on Friday, Time: 10:00</b>
<b>Data de comunicare a rezultatelor</b>	<b>16.09.2016, on Friday, Time: 16:00</b>
<b>Perioada de început și sfârșit de contestații</b>	<b>19.09.2016-23.09.2016</b>
<b>Tematica probelor de concurs</b>	The theme of the competition tests: sending separate document, signed, scanned, PDF
<b>Descrierea procedurii de concurs</b>	<p><b>1. Contest committee (for Associate Professor)</b></p> <ul style="list-style-type: none"> <li>○ The composition of the Contest Committee is decided after the publication of the contest announcement.</li> <li>○ The Contest Committee includes two alternate members.</li> <li>○ The Council of the Food Engineering Department within which the position is included, will make proposals on the nominal composition of the Contest Committee.</li> <li>○ The composition of the Contest Committee is presented by the Dean to the Council of the Faculty in order to be approved according to the proposals of the Department Council.</li> <li>○ The nominal composition of the Contest Committee together with the approval of the Faculty Council will be submitted to the Senate of the University to be approved.</li> <li>○ After the approval of the Senate, the contest committee will be named by the Rector`s decision.</li> <li>○ Within 48 hours from the release of the Rector`s decision, the decision will be sent to the Ministry of National Education and Scientific Research, and published both on the contest website and within the Official Gazette.</li> <li>○ The Contest Committee is made up of five members, including its president and specialists in the field of the open position or similar fields.</li> <li>○ In case of unavailability of a member's participation in the works of the Committee, the respective member shall be replaced by an</li> </ul>

alternate member named after following the same procedure as for the Committee.

- The Committee decisions are made by the secret vote of its members.
- At least three members of the Committee must be from the outside of the U.O., from universities within the country or abroad.
- The members of the Contest Committee must have a superior didactic or scientific title or at least to be equal with the position placed in the contest.

## **2. Candidate`s Evaluation (for Associate Professor)**

- The professional competencies of the candidate are evaluated by the Contest Committee based on the contest file and the public lecture of minimum 45 minutes within which the candidate presents the most significant previous professional results and the development plan of the university career. This examination includes a session of questions coming from the Contest Committee and audience that is compulsory.
- For the candidates that do not come from Higher Education, a lecture will be delivered in front of the students, in the presence of the Contest Committee. The theme of the lecture will be announced to the candidates with 48 hours before the lecture, on the web page of the U.O.

The Contest Committee for the position of *Associate Professor / Scientific Researcher – degree II*, made up according to the *Own Contest Methodology for the occupation of a vacancy didactic or scientific position in the University of Oradea*, proceeds to hierarchy, taking into account the provisions of Annex 29, Commission of Philology, published in MO, Part I, Nb. 890bis/27.12.2012 modified in Annex 11 according to the Ministry Order nr. 6560/2012

- The Committee president draws up a report concerning the contest based on the appreciation reports edited by each member of the committee, respecting the hierarchy of the candidates decided by the committee.
- The report on the contest will be approved by the Committee's decision and signed by each of its members and the president.
- The president of the Committee will forward the contest report, approved by the decision of the Committee, the appreciation reports of the Committee and the original file of the candidate to the management of the faculty/department/center complying with the deadline foreseen for the development of the contest.
- The contest files will be sent to the Senate of the University by the Head Secretary of the University
- The contest report and the original file of the candidate will be sent to The Ministry of National Education and Scientific Research and CNATDCU by the U.O., within the term foreseen for the development of the contest.

	<b>3. Appeals</b> <ul style="list-style-type: none"> <li>○ Appeals will be exclusively submitted for the non-compliance with the legal procedures.</li> <li>○ If a candidate holds elements that can prove the non-compliance with the contest's legal procedures, he/she can formulate an appeal within five working days from the communication of the results.</li> </ul> <p>The appeal is addressed in written form, is recorded at the U.O. record office and is solved by the contest committee.</p>
<b>Lista de documente</b>	<b>Do NOT fill in here, We have it</b>
<b>Adresa unde se trimite dosarul de concurs</b>	<b>Human Resource Department, University of Oradea, University street no. 1, Oradea, no room I102a.</b>
Comisie	<b>The Contest Committee consists of five members, including its <u>chairman</u>, specialists in the open position or in related fields.</b> <b>The Contest Committee will also include at least 2 alternates membres.</b>
Metodologie	<b><a href="http://www.uoradea.ro">http://www.uoradea.ro</a></b>