

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

Associate Professor, the 11<sup>th</sup> position in the List of Positions of the Department of Law and Administration Sciences of Faculty of Law

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

The form will contain the following fields:

<b>Name</b>	<b>Information</b>
<b>University</b>	University of Oradea
<b>Faculty</b>	Faculty of Law
<b>Department</b>	Department of Law and Administration Sciences
<b>Position in the list of positions</b>	11 <sup>th</sup> position
<b>Position</b>	Associate Professor
<b>Courses in the curriculum</b>	<i>Public Policies and Strategies</i> <i>Theory of International Relations</i> <i>Consular Protection of Citizens</i> <i>Geopolitics and Geostrategy</i>
<b>Scientific Field</b>	<b>Administration Sciences</b>
<b>Description of the vacant position</b>	<p>Associate Professor, position 11 in the Department of Law and Administration Sciences of Faculty of Law, includes:</p> <ul style="list-style-type: none"><li>- The didactic teaching norm of minimum 8 and maximum 16 conventional hours;</li><li>- The normalized activities within the list of positions include teaching activities, seminars, practical and, laboratory activities;</li><li>- Research norm;</li><li>- Other activities-didactic preparation, students guidance, training, developing material - a limit of 40 hours/week, respectively 720 hours in the 1st semester and 920 hours in the second semester.</li></ul> <p>Occupying this position implies a degree in the fields of Juridical sciences or Administration sciences domain.</p> <p>The holder of this position is directly subordinated to the department director and collaborates with the colleagues within the department.</p>

	<p><b>Tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Conceives, plans and organizes didactic and scientific activities,</li> <li>- Didactic material usage</li> <li>- Conceives and applies students' evaluation instruments,</li> <li>- Use of proper methods of communication with students,</li> <li>- Publish didactic and scientific papers,</li> <li>- Participate in pedagogical and specialty field training activities</li> <li>- Guidance for students' preparation: consultation, scientific workshops, elaboration of final papers.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Standardized activities within staff position – teaching activities, seminars, practical and laboratory activities;</li> <li>- Study disciplines: <ul style="list-style-type: none"> <li>- <i>Public Policies and Strategies</i> - Activity type: lecture and seminar; study program: Public Administration; year of study: 1st;</li> <li>- <i>Theory of International Relations</i> - Activity type: lecture and seminar; study program: Public Administration; year of study: 2nd;</li> <li>- <i>Consular protection of citizens</i> - Activity type: lecture and seminar; study program: Public Administration; year of study: 2nd;</li> <li>- <i>Geopolitics and Geostrategy</i> - Activity type: lecture; study program: Law; year of study: IV;</li> </ul> </li> <li>• Other responsibilities: <ul style="list-style-type: none"> <li>- preparation of standardized activities within staff establishment</li> <li>- guidance regarding students' final papers</li> <li>- Evaluation within direct didactic activities</li> <li>- Evaluation and complementary activities within university final study commissions;</li> <li>- Consultations</li> <li>- Scientific workshop guidance</li> <li>- Students' guidance in choosing a professional career within the transferable credits system</li> <li>- Participate at meetings, committees and assemblies for education interest;</li> <li>- Methodic and scientific preparation activities- individual preparation (selfdevelopment) ;</li> <li>- Course audition or participating at course modules ;</li> <li>- Participate at conferences, symposiums, congresses organized within</li> </ul> </li> </ul>

	<p>the main activity field or interdisciplinary fields;</p> <ul style="list-style-type: none"> <li>- Participate at organizing conferences, symposiums, congresses within the main activity field or collateral fields;</li> <li>- Participate in academic exchanges between universities in the country and abroad</li> <li>- Elaborate books, guidelines and other didactic materials;</li> <li>- Scientific research activities foreseen within the internal plan and research center;</li> <li>- Treaties elaboration, monographies and specialty books.</li> </ul>
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Date of publication in the Official Monitor	<b>MO, no. 571 from 10th of May 2016, part III</b>
The beginning and end of registration	<b>10.05.2016-29.08.2016 at 16.00</b>
<b>Date, day of week and time of the lecture</b>	<p><b>a) Didactic /scientific lecture</b> - only for the candidates that do not come from Higher Education – <b>16.09.2016, 11 o'clock</b></p> <p><b>b) Public lecture</b> on "Perspectives regarding the academic career" - <b>Wednesday, 16.09.2016, 12.30 o'clock</b></p>
The place for the lecture	University of Oradea, Faculty of Law, General Magheru Street, no. 26, the 3-rd floor, S2
The dates for the competition, including lectures, courses, and so on.	<p><b>a) Didactic /scientific lecture</b> - only for the candidates that do not come from Higher Education – <b>16.09.2016, 11 o'clock</b></p> <p><b>b) Public lecture</b> on "Perspectives regarding the academic career" - <b>Wednesday, 16.09.2016, 12.30 o'clock</b></p>
The date for the communication of results	<b>16.09.2016</b>
The beginning and end of appeals	<b>16.09.2016-23.09.2016</b>
<b>Themes of the contest</b>	<p><b>1. Public lecture</b>— presenting the most significant professional results and the development plan of the academic career (10 pages maximum)</p> <p><b>2. Didactic /scientific lecture</b> sustained in front of the specialty commission and of students- only for the candidates that do not come from Higher Education</p>
<b>Description for the contest procedure</b>	<p><b>1. Contest committee</b></p> <p>- The establishment of the contest committee structure is decided after the publication of the contest announcement.</p>

- The contest committee component includes substitute members.
- The council of the Law and Administration Sciences Department in which the position is encountered, will make proposals concerning the nominal component of the contest committee.
- The contest committee component is presented by the Dean to the Faculty Council in order to be approved according to the Committee Department proposals.
- The nominal component of the contest committee together with the approval of the Faculty Council will be submitted to the Senate of the University to be approved.
- After the University's Senate approval, the contest committee will be named through the Rector's decision.
- Within 48 hours from the release of the Rector's decision, the decision will be send to the Ministry of Education and Research, and published both on the contest site and within the Official Monitor.
- The contest committee is formed of 5 members, including its president, specialists in the opened position's field or similar fields.
- In case of unavailability of a member in the committee work, the respective member will be replaced by the substitute member named after following the same procedure as for the committee.
- The committee decisions are taken through the secret vote.
- At least 3 members of the committee must be outside U.O., from universities within the country or abroad
- The contest committee members must have a superior didactic or scientific title or at least to be equal with the position in the contest.

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

- The professional competencies of the candidate are evaluated by the contest committee according to the contest file and according to the 45 minutes public lecture in which the candidate presents the most significant professional anterior results and the development of the university career plan. This examination includes, in a compulsorily manner, a session of questions coming from the contest committee and from the audience.
- For the candidates that do not come from Higher Education there will be also a lecture in front of the students, in the presence of the contest committee. The lecture theme will be announced to the candidates with 48 hours before the lecture, through the web page of U.O.

	<ul style="list-style-type: none"> <li>- The contest committee for the position of Associate Professor / Scientific Researcher - II degree, composed according to <i>The contest Methodology for the occupation of a vacancy didactic or scientific position in the University of Oradea</i>, proceeds to hierarchy, keeping into account the foresight of Annexes no. 1-35 (Annex - The Commission of Political and Administration Sciences) of The order concerning minimal approved necessary and compulsory standards for giving didactic titles in the superior education and of conferring professional research- development degrees, no. 4204/2013, published in MO, no. 499 from 8.08.2013 (rectified version).</li> <li>- The committee president draws a report concerning the contest based on the appreciation noted by each member of the committee, respecting the candidates hierarchy decided by the committee.</li> <li>- The report concerning the contest will be approved through committee's decision and signed by each of its members and the president.</li> <li>- The committee president will communicate the contest report, the appreciation reviews of the committee and the original file of the candidate to the faculty/department/center management respecting the previewed deadline for the contest.</li> <li>- The contest files will be sent, through the university head secretary, at the University Senate.</li> <li>- The contest report and the original file of the candidate will be sent by U.O. to The Ministry of Education and Research and CNATDCU, within the term previewed in the contest enrollment.</li> </ul> <p><b>3. Appeals</b></p> <ul style="list-style-type: none"> <li>- Appeals may be filed only for failure to comply with legal procedures.</li> <li>- In case a candidate has elements that can demonstrate failure to contest the legal proceedings, the applicant may appeal the decision within 5 working days of the communication of the result.</li> <li>- The appeal shall be in writing, it shall be recorded at the registry of UO and is settled by the competition commission.</li> </ul>
<b>List of documents</b>	<ul style="list-style-type: none"> <li>a) <b>The contest application form</b>, registered at the University of Oradea, signed by the candidate, accompanied by an affidavit concerning the authenticity of the information presented in the file (standard form);</li> <li>b) The candidate's <b>Curriculum vitae</b> in written and in electronic format in accordance with the Methodology framework including its subsequent amendments and additions, art. 11. The CV will include information on: <ul style="list-style-type: none"> <li>• education level and diplomas;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• work experience and working places;</li> <li>• research-development projects managed as project manager and grants received, in case there have been such projects and grants, with details in each case on the funding source, amount of funding and the most important publications or patents that resulted from the projects;</li> <li>• Awards or other acknowledgments of the scientific contributions of the candidate.</li> </ul> <p>c) The candidate's <b>list of papers</b> in written and electronic format in accordance with the Methodology framework including its subsequent amendments and additions, art. 12; the list of papers will be structured as follows:</p> <ul style="list-style-type: none"> <li>• a list of no more than 10 papers considered by the candidate to be the most relevant for their professional achievements, and which are included in electronic format within the file and which can be also found in the other works categories mentioned in the current article</li> <li>• PhD thesis or theses;</li> <li>• Patents and other industrial or intellectual property rights</li> <li>• Books and book chapters;</li> <li>• Articles/studies in extenso published in major international scientific journals;</li> <li>• Papers in extenso included in publications of the main international professional conferences;</li> <li>• Other papers and scientific contributions, or works of art, as the case may be.</li> </ul> <p>d) <b>The checklist regarding standards` fulfillment</b> in order to be accepted for the contest and/or to take the position in accordance with the minimal standards</p> <p>e) <b>The legalized PhD copy diploma</b> and if the original PhD diploma has been obtained abroad, the certificate of recognition or its validation by the state of Romania;</p> <p>f) <b>The summary</b> in Romanian and English <b>of the PhD thesis</b>, of maximum one page;</p> <p>g) <b>The candidate's statutory declaration</b> in which they present the situations of incompatibility as stipulated by Law no. 1/2011, situations the candidate might be in case of winning the contest or the absence of</p>
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	<p>these situations of incompatibility;</p> <ul style="list-style-type: none"> <li><b>h) Copies of other diplomas</b> that testify the candidate's studies: baccalaureate diploma or validation certificate, bachelor diploma or validation certificate, masters diploma or validation certificate – the original documents will be presented for conformity.</li> <li><b>i) Transcripts</b>, diploma supplements or other school records issued for every study cycle - the original documents will be presented for conformity.</li> <li><b>j) Copy of identity card or passport</b> or of another identity document as an equivalent for the identity card or the passport;</li> <li><b>k) If the candidate changed his or her name, copies of the documents that testify the change of the name</b> - marriage certificate or name changing proof;</li> <li><b>l) Medical certificate</b> from which results that he or she is able to sustain didactic activity;</li> <li><b>m) Maximum 10 publications</b>, patents or other papers of the candidate, in electronic format, selected by the candidate and considered to be the most relevant for his or hers professional accomplishments;</li> <li><b>n) List of recommenders</b>, for the associate professor and full professor positions.</li> </ul> <p>If there are papers that are not available in an electronic format or cannot be scanned (theatrical or musical interpretation, paintings, etc.) photos or recordings will be submitted.</p> <p>The contest file will also contain a CD/DVD or other electronic form, with the whole content scanned, so it would be send to the contest committee.</p> <p>The legal department of the University of Oradea issues a notification that certifies that the candidate fulfills the legal conditions required to attend the contest.</p>
<b>The address where to send application file</b>	Human Resource Department, University of Oradea, University street no. 1, Oradea
Committee	
Methodology	<a href="http://www.uoradea.ro/Facultatea+de+Drept+-+info+posturi+-+2013-2014+sem.II&amp;structure=8">http://www.uoradea.ro/Facultatea+de+Drept+-+info+posturi+-+2013-2014+sem.II&amp;structure=8</a>