

**UNIVERSITY OF ORADEA
FACULTY OF LETTERS**

**THE VACANCY-FILLING CONTEST PROCEDURE
FOR UNLIMITED PERIOD OF TIME TEACHING POSITIONS
AT THE FACULTY OF LETTERS**

Valid beginning with 2019-2020 academic year

Approved by the Faculty Council on the 22nd of October, 2019

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I. GENERAL PROVISIONS

The present procedure regulates the organizing, carrying out and ending the public competitions for permanent teaching positions vacant at the Faculty of Letters, the University of Oradea.

REFERENCES

- National Education Act no. 1/2011, with its subsequent supplements and alterations
- GD no. 457 of 26 May, with its subsequent supplements and alterations
- Law no. 319/2003
- UO Methodology, approved by Senate Decision no. 41/26.11.2018

Art. 1.

At the Faculty of Letters, the University of Oradea, the vacant teaching and research positions are filled in for undetermined period only through open contest, organized in accordance with the Romanian Law of Education no. 1/2011, the Framework Methodology for teaching and research vacancy-filling in higher education, the Charter of the University of Oradea and the present methodology.

Art. 2.

- (1) The public contest for a permanent teaching position may be organized only if it is vacant.
- (2) A position is considered vacant if provided in the staffing / personnel structure, established annually, or is vacant during the academic year.
- (3) Teaching and research positions can not be vacanted by transforming a filled in position to a senior position.

Art. 3

- (1) The University of Oradea may organize a public contest for filling a vacant teaching or research position only with the approval of the Ministry of National Education, approval required during the first 30 days after the beginning of each academic year.
- (2) The request for the approval of the Ministry must be accompanied by the following documents:
 - (a) the list of the vacant positions and their structure, signed by the rector and stamped;
 - (b) the extract of the department scheme containing the vacant positions, signed by the rector, economic director, dean and head of department or director and head of Doctoral studies.
 - (c) the statement by the rector of the University of Oradea attesting that all the vacant positions for contest consist only of disciplines in the curricula of the specializations/study programmes legally established, including as form and place of education.
 - (d) own contest procedure.
- (3) The contest procedures may start only after the publication of the vacant position in the Official Gazette of Romania, Part III.

Art. 4

The teaching positions the Faculty of Letters, University of Oradea, can run contests for are the following:

- a) Assistant lecturer;
- b) Senior Lecturer;
- c) Associated Professor;
- d) University Professor;

Art. 5. Both Romanian and foreign citizens may apply for teaching positions, with no discrimination, according to art. 294 of Law 1/2011, with its subsequent supplements and alterations.

Art. 6 (1) The Director of the Department with the vacant position proposes the contest for the vacancy, by a report approved by the Department Council and the Faculty Council. The report must contain explanations

regarding compliance with the criteria for organizing a public contest for the vacancy and the financial resources for the position.

(2) The list of vacant positions to be filled in by public contest is approved by the Dean and forwarded to the Administration Board of the University for approval, according to art. 213, paragraph (13) of Law no. 1/2011 (NEL), with its subsequent supplements and alterations.

(3) In the forwarding address, the positions will be individualized by indicating their rank in the department scheme, of the disciplines they consist of, and of the criteria for organizing the contest, specifying whether the position is vacant or becomes vacant.

Art. 7 (1) Public announcements of vacancies by the University of Oradea shall be published at least 2 months prior to the first stage of the contest in the Official Gazette (Part III), on the specialized website administered by the Ministry, on the University website, as well as on the first page of the site www.uoradea.ro.

(2) The contest website will publish, within the deadline stipulated by paragraph (1), at least the following information:

- a) Description of the vacant position;
- b) Tasks / activities for the vacant position, including teaching load and the types of activities included in the teaching load;
- c) Minimum wage of the position at the time of employment;
- d) Contest calendar;
- e) Contest topics, including lectures, courses, or themes from which the contest commission may choose topics from;
- f) Description of the contest procedure;
- g) The complete list of documents that the candidates must include in their contest files;
- h) The address the contest file must be forwarded to;

(3) For the positions of associate professor and professor, the announcements will also be published in English.

(4) Within maximum 5 working days from the registration deadline, for each of the registered candidates and protecting their personal data, the webpage of the contest and the webpage of the University shall publish their Curriculum Vitae and the record for the verification of the compliance with the minimal academic standards.

REGISTRATION FOR CONTEST

Art. 8

(1) Registration for the public contest for a teaching position starts the day of its publication in the Official Gazette of Romania, Part III.

(2) It ends 15 days before the first stage of the contest.

(3) The contest shall be organized within maximum 45 days after the end of registration period.

Art. 9

(1) Requirements for the registration for teaching vacancy filling contest are the following:

For the position of *Associate Professor* the following conditions are required:

- (a) A PhD title in the field of studies of the vacant position;
 - (b) Compliance with national minimum standards to fill an Associate Professor teaching position, approved by order of the Minister, according to art. 219, paragraph (1) letter a) in Law no. 1/2011.
- During the contest for the Associate Professor position, the candidate's professional skills are evaluated by the contest commission based on the contest file and, in addition, on a scientific/didactic lecture in the presence of the Commission.

Art. 10. (1) In order to register for the contest for a vacant teaching position, the candidate prepares a file containing the documents listed in Appendix 2 to the present procedure.

(2) The contest file should also contain a CD/DVD or other electronic format, with its entire content scanned, to be forwarded to the contest commission.

Art. 11. (1) Candidates for the positions of Associate Professor must include in the contest file at least 3 names and contact addresses of personalities in the field, in the country or abroad, outside the higher education institution with the vacant position, who have agreed to write letters of recommendation on the candidate's professional qualities

Art. 12. The candidate's *Curriculum Vitae* should include information on their:

- a) carried out studies and diplomas obtained;
- b) professional experience and relevant workplaces;
- c) research - development projects led as project manager and grants obtained, if there are such projects or grants, indicating for each the source and amount of funding and major publications or resulted patents;
- d) awards or other recognitions of the candidate's scientific contributions.

Art. 13. The candidate's list of publications will have the following structure:

- a) The complete list of papers, of which, an excerpt of not more than 10 works considered by the candidate to be the most relevant for his/her professional achievements, which are included in electronic format in the file and can also be found in the other types of works mentioned in this article.
- b) doctoral thesis or theses,
- c) patents and other intellectual and industrial property titles;
- d) books and chapters in books,
- e) articles / studies extensively published in leading international scientific journals
- (f) full content articles published in the proceedings of major international specialized conferences;
- g) other works and scientific contributions.

Art. 14.

(1) The contest file is put together by the candidate and, with the electronical support containing the scanned file, it shall be submitted to the U.O. address specified on the contest website, directly or through postal or courier services, allowing confirmation of receipt.

(2) The contest website administered by U.O. shall publish within 5 working days after the deadline for registering for the contest, for each of the registered candidates and observing the law on the protection of personal data, the following:

- (a) Curriculum Vitae;
- (b) The checklist for meeting the minimum standards;
- (c) The nominal composition of the contest commission.

Art. 15.

(1) To receive the endorsement of the legal department, each file should contain the resolution on the verification of information in the check sheet provided at art. 8, paragraph (2), letter b). This resolution is made by a commission appointed by decision of the rector, at the proposal of the Administration Council.

(2) Fulfillment by a candidate of the legal conditions to participate at the contest is certified by the legal department of U.O. based on the resolution in paragraph (1) and other documents required for registration to the contest.

(3) The approval is communicated to the candidate within 48 hours after it was issued, but no less than 5 working days prior to deployment of the first part of the contest.

III. CONTEST OVERVIEW

Art. 16.

(1) The contest commission members are established after the publication of the vacant position, for each vacancy.

(2) The commission must include at least 2 substitute members (one of which also capable of being the president of the contest commission, should the nominated president of the commission be unavailable)

- (3) The Council of the Department containing the vacancy makes proposals for the nominal composition of the contest commission.
- (4) The composition of the contest commission is presented by the Dean to the Faculty Council for endorsement, based on the propositions of the Department Council.
- (5) The nominal composition of the contest commission, with the endorsement from the Faculty Council, is forwarded to the University Senate and submitted for its approval.
- (6) After the approval by the University Senate, the contest commission is appointed by the Rector's decision.
- (7) Within 48 hours of the decision of the rector, the decision is sent to the Ministry of Education and published on the contest website. In the case of the positions of Associate Professor and Professor, the composition of the commission is published by the University of Oradea in the Official Gazette.

Art. 17. (1) The contest committee consists of 5 members, including its president, specialists in the open position or in related fields.

- (2) In case of unavailability of participation of a member from the Committee, the member shall be replaced by substitutes, appointed by the same procedure as committee members.
- (3) The decisions of the contest committee are taken by secret ballot of the members.
- (4) A decision of the Commission shall be valid if the vote of at least three members of the committee.
- (5) The works of the competition are headed by the President.
- (6) The members of the contest commission may be from within or outside the U.O., from the country or abroad.
- (7) For a position of Associate Professor, at least 3 members of the commission must be from outside the U.O., from the country or abroad.
- (8) The contest commission members must have a teaching or research title superior or at least equal to that of the vacant position.
- (9) For the sole purpose of participating in the contest commission, the equivalence of teaching titles of the foreign members with those in the country is made by approval by the University Senate of the nominal composition of the commission.
- (10) The contest commission president can be the head of the department, the head of the doctoral school, the dean or vice-dean of the faculty, a tenured teaching staff member specialist in the field of the vacancy or in a related field, delegated for this purpose by the vote of the Department Council, or of the Council of the faculty organizing the contest. When the contest commission president is appointed, a substitute president (who may also be one of the substitute members of the contest commission) should also be appointed.

Art. 18. (1) The persons involved in the contest procedure are those who:

- (a) Participate in the decision process regarding the appointment of the contest commission;
- (b) Are members or substitute members of the contest commission;
- (c) Are involved in professional or administrative evaluation decisions in the contest;
- (d) Are involved in resolving appeals.
- (2) The contest procedure can not involve persons who
 - (a) Are spouses and relatives to the third degree with one or more candidates;
 - (b) Are employed in the same institution with a candidate holding a management position and are hierarchically subordinated to the candidate.

Art. 19. (1) The contest file is sent to the members of the contest commission beginning with the closing date of registration, but no later than 5 working days before the first stage of the contest is carried out.

- (2) The digital format file submitted by the candidate and multiplied in 5 copies is sent through the University Registration to the members of the contest commission. The file may also be submitted only in digital format, by e-mail.
- (3) The printed file, submitted by the candidate, shall be sent to the president of the commission.

Art. 20. (1) The contest commission assesses the candidate in terms of the following:

- a) relevance and impact of the candidate's scientific results;
- b) the candidate's ability to guide students or young researchers;
- c) the candidate's teaching skills
- d) the candidate's ability to transfer knowledge and its results to the economic or social environment, or to

disseminate his/her own scientific results,

e) the candidate's ability to work in teams and the effectiveness of his/her scientific collaboration;

f) the candidate's ability to conduct research and development projects;

g) the candidate's professional experience in other institutions than the University of Oradea;

(2) The contest commission must check and certify whether the candidate meets the national minimum standards.

Art. 21. (1) The contest commission assesses the candidate's professional competence based on the contest file as well as on one or more tests, including delivery of lectures or courses, according the present procedure.

For the position of Associate Professor, the candidate's professional skills are assessed by the contest commission based on the contest file and a didactic lecture. This test also includes a series of questions from the commission and the audience.

The topic of the didactic lecture is established by the president of the contest commission, with the consultation of its members, and is announced at least 3 working days before the test is carried out on the web page of the contest, together with the day, time and place of the contest, thus inviting the candidates to the contest.

Art. 22. (1) For each vacant position, the contest commission decides the candidates' hierarchy and nominates the candidate with the best results.

(2) The president of the contest commission writes a report on the contest, based on the assesment of each contest commission member and respecting the hierarchy of the candidates decided by the commission.

(3) The report on the contest is approved by decision of the contest commission and signed by each of its members and by its president. The contest result shall be published on the web page of the contest, within 2 working days after the end of the contest.

(4) The president of the contest commission submits its report, approved by commission decision, the assessment reports and the candidate's original file to the head of the faculty/department, abiding by the deadline established for the contest proceedings.

Art. 23. (1) The contest files, including the report on the contest, shall be submitted to the faculty dean or vice-dean in charge, who submits them for discussion to the members of the Faculty Council and makes them available for consultation.

(2) To validate the contest, the presence of two-thirds of the Faculty Council members is required.

(3) The Faculty Council analyses the observance of the procedures and endorses or not the contest report with this in mind. Any vote against or abstention will have to be justified and have a veto right in case of proof of infringement of procedures in force.

(4) Hierarchy of candidates established by the contest commision can not be changed by the Faculty Council.

Art. 24. Based on the decision of the Faculty Council, a statement of the minutes of its meeting shall be drawn up, attaching a copy of the convening notice of the meeting (with the signatures of all those present). These documents are added to the file of each candidate and submitted to the General Secretariat of the U.O.

Art. 25. (1) The contest files shall be sent to the University Senate.

(2) A member of U.O. Senate leadership presents the way the contest was carried out, the conclusions of the contest commission and the Faculty Council, then the U.O. Senate analyzez the observance of the procedures established by U.O. own methodology and endorses or not the report on the contest. The hierarchy of candidates established by the contest commission can not be modified by the University Senate.

(3) The decision of the Senate shall be taken by a simple majority vote of the members present.

(4) For the meeting to be legally constituted the number of the Senate members present must be at least two thirds of its members.

Art. 26. (1) Appeals can be filed only for failure to comply to legal procedures.

(2) If a candidate can prove failure to comply to legal contest procedures, (s)he may appeal within 3 working days of notification of the result. The appeal shall be made in writing, registered at the Registration Office and solved by the contest appeal commission. The decision shall be announced within maximum 2 working days after the submission of the appeal, on the web page of the contest.

(3) The contest appeal commissions are established at the same time and according to the same procedure as the contest commissions. The members of the contest commission can not be members of the contest appeal commission. After approval by the university Senate, the contest appeal commission is appointed by the rector's decision.

(4) Failure to comply with the provisions of the present procedure by persons with attributions in organizing and carrying out of the contest constitutes a disciplinary misconduct and is sanctioned according with the provisions of Law 1/2011 or other legal provisions, depending on the type of misconduct.

Art. 27. (1) Appointment and granting of university title by the UO, following the approval of the contest outcome by the University Senate is made by the rector's decision, from the next semester.

(2) Decision of appointment and granting of the corresponding university title by the U.O. along with the contest report is sent by the U.O. to the Ministry of Education and to CNATDCU within 2 working days after the appointment decision was issued.

Art. 28. If the vacant position has not be filled, the contest may be resumed in full compliance with the contest procedure.

Art. 29. If after a candidate's winning a contest one or more U.O. employees are in a situation of incompatibility, according to art. 295, paragraph (4) of Law no. 1/2011, appointment and granting of the university title by the U.O. shall be made only after the situation of incompatibility is solved. The Ministry shall be notified of how the incompatibility situation was solved within 2 working days from solving the situation.

Art. 30. The University of Oradea shall draw up a report on organizing, carrying out and finalizing the vacant teaching positions filling contests. The report is sent for notification to the Ministry and to CNATDCU.

Art. 31. The present procedure comes into effect with its endorsement by the University Senate.

List of Annexes

1. Application form for the contest
2. List of documents in the contest file
3. Checklist for meeting the minimum standards of the Philology Commission
4. List of names of the personalities having agreed to write recommendation letters for the candidates
5. Assessment report of the candidate for the vacant position
6. Report on the contest for vacant teaching positions

Mr. RECTOR,

The undersigned....., born on (day, month, year) , in
....., residing in street.....
county..... block of flats apt..... floor..... telephone no....., ID
series..... no.....issued by the Police of at....., graduate of the Faculty
of study program promotion
....., general grade:..... and the grade of the university degree/master's
examination....., employee of
position please approve my registration in the contest for the position of
..... disciplines
.....
.....at the Department, Faculty of
.....

I mention that I hold a PhD title (MECTS Order) from the in the field of
..... and I had the following grades during the faculty years at the disciplines for
the position I am applying for:.....

The contest was published in the Official Gazette and in the
newspaper of.....

Note:

The candidates which are admitted will sign a full-time work contract with the University of Oradea for an unlimited period of time.

Date.....

Signature.....

To,

The Rectorate of the University of Oradea

We certify the legality of the contest

JURIDICAL OFFICE

Date.....Signature.....

OPIS

CONTEST FILE
for vacant teaching positions

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____ Position to
apply for _____ Position _____
Disciplines _____
Department _____
Faculty _____

1. In order to enter the competition for a teaching or research position, the candidate prepares a dossier containing the following documents:

<i>No.</i>	LIST OF DOCUMENTS	<i>YES</i>	<i>NO</i>
1.	Application for the contest, registered at the University of Oradea, signed by the candidate, accompanied by a statement on the veracity of the information provided in the file (Annex 1).		
2.	A proposal for the development of the University career of the candidate, both in terms of teaching and scientific research;		
3.	Curriculum vitae of the candidate		
4.	The list of published works of the candidate		
5.	Checklist of compliance with the minimum standards of entering the contest		
6.	A copy of the PhD Diploma and, if the original PhD Diploma was obtained abroad, the attestation of equivalence or recognition by the Romanian State.		
7.	Summary of PhD thesis in maximum one page in English and Romanian.		
8.	Statement that he/she is not in a situation of incompatibility provided by Law 1/2011 (National Education Law) and the Methodology framework issued at a national level.		
9.	List of referents who agreed to write letters of recommendation on the candidate's professional qualities (Annex 4)		
10.	Copies of other diplomas proving the candidate's studies: Baccalaureate Diploma, University Degree Diploma, Master's Degree Diploma – the original documents shall also be presented for conformity		
11.	Transcripts or diploma supplements or school sheets issued for each study cycle – the original documents shall also be presented for conformity		
12.	A copy of the identity card or passport, or other identity document drawn up for a purpose equivalent to the identity card or passport – the original documents shall also be presented for conformity		
13.	If the candidate has changed his/her name, copies of documents proving the name change - marriage certificate or proof of name change – the original documents shall also be presented for conformity		
14.	Medical certificate which shows that they are suited to carry out the teaching task.		

15.	No more than 10 publications or other works of the candidate, considered to be most relevant for their professional achievements.		
16	Consent for personal data processing		

2. A CD / DVD or other electronic format will be attached to the contest file with all its contents scanned for its sending to the contest commission and uploading on the site. The list of publications, CV and Checklist (Annex 3) shall be scanned as separate files, without all of them exceeding 10 MB. The scanned documents shall have no personal data of the candidate (PNC, home address, signature etc.)

Verified at the file submitting
D.R.U.

Candidate

**VERIFICATION OF COMPLIANCE
with the minimal standards
for the filling of teaching positions**

I. CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____ Position _____
 Discipline _____ Position in the Function _____
 State _____ Department _____ Faculty _____
 Present teaching position _____ Position in the Function State _____
 Discipline _____
 Department _____
 Faculty _____ University _____

II. DATA RELATED TO THE COMPLIANCE WITH THE CONTEST CONDITIONS

1. University studies and Master's Degree

No.	Higher Education Institution	Field	Period	Title

2. PhD Studies

No.	PhD Organizing Institution	Field	Period	Scientific title

3. Studies and post-doctoral scholarships

No.	Organizing Institution	Field	Period	Obs.

4. Teaching/professional degrees

No.	Institution	Field	Period	Title/teaching function/ professional degree

III. SPECIFIC DATA ON THE PERFORMANCE STANDARDS

Activity field	Type of activities	Categories	Titles/Activities	Points	Achieved
1. Didactic and professional activity (A1)	1.1. Books and chapters in specialized works. Publishing houses from abroad (a); from the country (b)	1.1.1. Sole author book based on the PhD thesis 30 p/book			
		1.1.2. Sole author/co-author of monography, synthesis, linguistic study, philologic study, scientific dictionary, critical edition of a text written in an ancient language (a) author 40 p/co-author 20 p each book; (b) 30 p author; 15 p coauthor each book			
		1.1.3. Coordinator/ co-author of fundamental/reference works (dictionaries, encyclopedias, treatise) (a) coordinator 30 p/co-author 20 p each book; (b) coord. 25/co-author 15 p /book			
		1.1.4. Editing of a scientific/literary work (including anthologies) with text(s) belonging to another author than that of the (a) author 25 p/co-author 15 p /book; (b) author 20 p/co-author 10 p /book			
		1.1.5. Editing volumes of proceedings of symposia, conferences, congresses, workshops on scientific topics organized by Universities, the Romanian Academy, its Institutes; editing collective volumes and thematic issues of specialized publications (a) coordinator (editor) 20 p /co-editor 10 p each volume; (b) coordinator (editor) 10 p /co-editor 7 p each volume			
	A1.2. Translations	1.2.1. Translation of a scientific work/work of fiction by famous authors; -author 15 p /co-author 10 p / book			
		1.2.2. Adding critical notes to a translation (bio-bibliographical notes, notes and comments) - author 15 p /co-author 7 p /book			
	A1.3. Didactic material	Academic course/textbook with ISBN - author 20 p/co-author 10 p /book			
	A1.4. Supervision	PhD supervisor 10 p			
TOTAL (points relevant indicator 1)					
2. Research activity (A2)	A2.1. Articles, studies, reviews	2.1.1. published in scientific journals indexed ISI/Thomson Reuters, Elsevier/Scopus, Ebsco – author of article 25 p/co-author of article 15 p. /article; review 10 p/review			

		2.1.2. published in scientific journals indexed ERIH Plus or indexed simultaneously in at least 3 IBD, others than at 2.1.1. (excluding Google Scholar / Academic) - author of article 15 p./co-author 7 p; 5 p/review			
		2.1.3. published in Annals / Bulletins of Universities / Academy, occasional, anniversary, in memoriam collective volumes; in proceedings of internal and international conferences with scientific boards: (a) abroad: author 15 p/co-author 7 p; review 5 p; (b) in the country - author 10 p/ co-author 5 p, review 5 p / article or review			
		2.1.4. studies, essays, articles on literary topics published in specialized, not indexed journals, with ISSN 2 p/article (up to max. 50 p)			
	2.2. Editorial activity	2.2.1. Member of a specialized journal editing board with peer review, abroad (a) 15 p/attribution or in the country (b) 10 p/attribution			
		2.2.2. Scientific reviewer and collection coordinator for accredited publishing houses/journals, abroad (a) 7 p / in the country (b) 5 p / attribution			
	2.3. Scientific grants	2.3.1. institutionally financed, obtained in international/national competition, based on a research project director 30 p ; member 15 p / project			
		2.3.2. institutionally financed, individual, obtained in competition, based on a research project 10 p / proiect			
	2.4. Papers presented	At scientific events (conferences, congresses, symposia, workshops) with scientific committees or peer review selection system (a) abroad 4 p, (b) in the country 2 p / communication			
TOTAL (relevant indicator 2 score)					
3. Acknowledgement and impact of activity (A3)	3.1. Translations	Scientific author book published abroad, after having already been published in Romania or in R. of Moldova 20 p / book			
	3.2. Academic prizes and distinctions	Given by universities, research institutes, Academies, national professional associations 10 p / prize			
	3.3. Quoting, bibliographic references, reviews	3.3.1. Quoting, bibliographic references except self-quotation (clear mention of the contribution of the author) 1 x ISBN or ISSN work) 2 p / work			
		3.3.2. Recenzii în publicații cu ISBN / ISSN 5 p / recenzie			
	3.4. Keynote	At colloquia, symposia, conferences,			

	speaker	congresses (a) international 10 p / (b) national 5 p / conference			
	A3.5. Periods abroad	3.5.1. Research period abroad (excluding Erasmus – staff mobility) minimum 1 month 5 p / period			
		3.5.2. Visiting professor with contract or invitation of at least 1 months 15 p / period			
	3.6. Presence in databases and libraries in the country and abroad	Thomson Reuters/Web of Science, Scopus, ProQuest Central, Ebsco, Wiley Online, CEEOL, JSTOR, Oxford Journals, Ulrichs, ISSN, ERIH (exclus Google Scholar/Academic); KVK, worldcat.org, lib.washington.edu, in catalogues of B.C.U. București, Cluj, Iași, Timișoara, B.A.R. (2 p / presence up to 100 p.)			
	A3.7. Member in expert commissions	Commissions of project evaluations, of PhD thesis defence, or of contest for a vacant teaching position 2 p / member			
T O T A L (score relevant indicator 3)					

Minimum standards

Associate Professor

Field of activity	Associate Professor	Candidate's score
	PhD thesis publication	
A.1. Didactic and professional activity	minimum 100 points, of which minimum 60 for A 1.1.1. – 1.1.2.	
A.2. Research activity	minimum 300 points	
A.3. Acknowledgement and impact of activity	minimum 100 points	
Total	minimum 500 puncte	

Achieved / Not achieved

I hereby confirm that the above-mentioned data are real and pertain to my own professional and scientific activity

Date _____

Candidate _____

Verified:

Commission President _____

Commission members

REVIEWERS LIST
for the positions of Associate Professor and Professor

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____
Position to apply for _____
Position _____ Discipline _____
Department _____ Faculty _____

No .	Name and surname	Univ. title	Specialization/ Field	Institutional affiliation (university, faculty, department)*	Address	E-mail address
1						
2						
3						
4						
....					

* For the position of professor, those included in this list must have institutional affiliation to one of the higher education and research institutions in the list approved by the Minister of Education, Research, Youth and Sports issued under Art. 216, paragraph 2, item f of Law 1/2011, Law of Education.

ASSESSMENT STATEMENT
for filling teaching and research positions

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____
 _____ Position to apply for _____
 Position _____ Discipline _____
 Department _____ Faculty _____

I. EVALUATION OF TEACHING AND SCIENTIFIC ACTIVITY

No.		Single score	Selfevaluation (Total = No. x single score)	Evaluation of the commission (total grade)
A. RELEVANCE AND IMPACT OF SCIENTIFIC RESULTS				
1	Articles published in extenso in ISI journals as first-author/co-author	20/19		
2	Articles published in extenso in B+/BDI journals as first-author/co-author	15/14		
3	Articles published in extenso in B journals as first-author/co-author	10/9		
4	Number of citations in the ISI system	5		
5	Number of citations in the B+/BDI journals	2		
6	Holding ability	30		
7	Articole publicate în extenso în Proceedings cu cotare ISI - autor/coautor	15/14		
8	Articles published in extenso in Proceedings with ISBN - author/co-author	10/9		
9	Summary of articles published at international congresses, in ISI indexed journal supplements - author/co-author	14/13		
10	Summary of articles published at international congresses, in ISBN volumes - author/co-author	9/8		
11	Summary of articles published at national congresses, in ISBN volumes or journal supplements - author/co-author	7/6		
12	Conferences, invitations at international/national Congresses – oral presentations, lectures	10/9		
	Score			
B. ABILITY TO GUIDE STUDENTS OR YOUNG RESEARCHERS				
1	Manger /coordinator of research projects	5		
2	Finalized/coordinated PhD theses	5/1		

3	Coordination of scientific clubs	1/year		
4	Coordinator/counsellor of residents	3/2/year		
5	Coordinated University Degree Diplomas/ Master's Degree Diplomas	3		
	Score			
C. TEACHING COMPETENCES				
1	Teaching activities (lecturer)	5/lecture/univ. year		
2	Lectures for students – first author-co-author	10/9		
3	Practical work supervisor for the students – first author-co-author	9/8		
4	Post-university lectures - director/lecturer	5/4/lecture		
5	Participation in the central commission of the entrance examination (subject elaboration)	3/session		
6	Participation in the university degree examination (subject elaboration /commission for the graduate diploma paper presentation)	3/session		
7	Participation at the entrance examination (supervisor, chief of room, commission secretary)	1/session		
8	Participation at the university degree examination (supervisor, chief of room, commission secretary)	1/session		
9	Member in contest commissions for the teaching job openings	2/session contest		
	Score			
D. TRANSFER ABILITY OF THE CANDIDATE'S RESULTS TOWARDS THE SOCIO-ECONOMIC ENVIRONMENT AND THE SCIENTIFIC RESULTS POPULARIZATION				
1	Specialty books published by international publishing houses – editor or first author/co-author	15/14		
2	Specialty books published by CNCSIS acknowledged publishing houses - editor or first author/co-author	10/9		
3	Chapters in collective volumes published by international publishing houses, first author/co-author	10/9		
4	Chapters in collective volumes published by CNCSIS acknowledged publishing houses – first author/co-author	5/4		
5	Patents/innovations	20/10		
	Score			
E. WORK TEAM ABILITY AND THE SCIENTIFIC COLLABORATIONS EFFICIENCY				
1	Expert in national organizations (CNCSIS, ACPART, ARACIS), CNATDCU member	10/organization		
2	Chief Editor/Member in A, ISI editorial boards	15/10		
3	Chief Editor / Member in B, B+ CNCSIS editorial boards	10/5		
4	President of some national or international scientific	10/15		

	societies			
5	Member in the leadership of some national or international scientific societies	5/7		
6	Distinctions, awards, medals awarded by scientific institutions or national or international scientific societies	5/7		
7	Institutional dossiers for licensing / accreditation	10		
8	Team member of the research project	3		
	Score			
<i>F. ABILITY TO LEAD RESEARCH-DEVELOPMENT PROJECTS</i>				
1	Institutional contract - coordinator/member	10/5		
2	Contract/international / national grant-project manager/partner	10/5		
3	Contract/international / national grant – research team member	5/3		
4	Development/research contract between economic agents/institutions, through the University, having an over 25.000 EURO value - manager/member	10/8		
	Score			
<i>G. PROFESSIONAL EXPERIENCE IN OTHER INSTITUTIONS</i>				
1	Invited/associated teacher at universities abroad	10/15		
2	Training courses in foreign institutions: under 6 months / more than 6 months	20/30		
	Score G			
	Total score (sum of intermediary scores)			
	Relative Total Score (total points/minimum points)x10			
	Minimum standard: Achieved / not achieved			

PUBLIC LECTURE

Content of the topics presented, means and methods, teaching skills and valences etc..

Points awarded: minimum (required to obtain) - 7 points, maximum - 10 points score

FINAL SCORE _____ (sum of points at evaluations)

Commission member

REPORT
on the contest for vacant teaching positions
Session _____

Members of the contest commission (surname, name, teaching title, institutional affiliation):

President: _____
Member: _____
Member: _____
Member: _____
Member: _____

Designated by the decision of the University of Oradea Rector no. _____ on the _____,
for the evaluation of the candidates for the vacant position of
_____, rank _____, Disciplines _____

Department of _____,
Faculty of _____, after the carrying out the competition in
compliance with the methodology of the faculty, prepared the following report:

I. DATA OF THE CANDIDATES

1. Candidates:

2. Candidates present in the contest:

a. written – oral- practical examination / teaching/scientific lecture:

b. Public lecture:

II. OBTAINED RESULTS

(candidates in descending order of final score obtained)

No.	Candidates	Accomplishment of minimum standards		President and commission members' score					Final score
		YES	NO	P	1	2	3	4	
1									
2									
3									

III. OBTAINED RESULTS

Results of the contest were made public on the _____, time _____, by

_____.

IV. DECISION OF THE CONTEST COMMISSION

After the evaluation of the professional, scientific activity and of the examinations, the commission proposes, cu _____ votes „for”, _____ votes „against” and _____ „abstentions”, that Mrs./Mr. _____ should occupy the position for which the contest was organized.

Date: _____.

Commission President _____

Commission Members _____

V. APPEALS

There were no appeals / The following appeal was registered (appealing person, reason)

_____.

APPEAL COMMISSION DECISION

Handling of the appeal _____

Date _____

Commission President _____

Commission Members _____

