

PROCEDURE

for organizing, conducting and occupying through teaching and research positions,

for an indemnity period at

FACULTY OF LAW

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I. General aspects

Art. 1. Law no. 1/2011, in H.G. no. 457/2011 amended by GD no. 36/2013 regarding the approval of the Competition Framework Methodology for filling the vacant teaching and research positions in higher education (published in the Official Gazette, Part I, no. 88 / 11.02.2013), Emergency Ordinance no. 96 / 08.12.2016 for the modification and completion of normative acts in the fields of education, research, training and health (published in the Official Gazette of Romania, part I, no. 1009 / 15.12.2016), Order of the minister of national education and scientific research no. . 6.129 / 2016 regarding the approval of the necessary and compulsory minimum standards for conferring the didactic titles of the higher education, the professional degrees of research and development, the quality of doctoral leader and the attestation of qualification of 20.12.2016, His own methodology of contest for the occupation for the period of the vacant teaching and research positions at the University of Oradea, approved in the Senate of the University of Oradea on April 22, 2013, of the present procedure, hereinafter referred to as the Own Procedure of the FACULTY OF RIGHT and other normative acts in force at the time of the contests. All the information regarding the contest (the public announcement regarding the positions removed from the competition; the topic of the positions removed from the contest; the date, time and place of the contest; the topic for the practical test, respectively the topic of the didactic / scientific lecture, the topic of the public lecture) will be published on the web page of University of Oradea, www.uoradea.ro, the button "Contests on positions".

Art. 2. Removal of teaching positions at the competition and registration of candidates

2.1. At the Faculty of Law, the vacant teaching and research positions in the Functioning States of the Department of Law and Administrative Sciences, approved by the Senate of the University of Oradea, can be competed according to the strategy of developing the faculty and the departments, respecting the pyramid of the teaching positions. within the department.

2.2. The removal of the positions to the public contest is proposed by the director of the department in whose structure the position is, by a report approved by the Department Council and the Faculty Council.

2.3. The proposal of the director of the department will be accompanied by a report that must contain explanations regarding the compliance with the criteria for removing vacancies for public competition.

2.4. The list of the positions proposed for occupation by public contest is approved by the dean and submitted to the University's Board of Directors for approval, according to art. 213, paragraph (13) of the Law of National Education (Law no. 1/2011).

2.5. Enroll in the competition for the occupation of teaching and research positions with titular staff. After publishing in the Official Monitor of the positions removed from the competition, the registration for the contest is made on the basis of the own methodology of competition for occupying the didactic and research vacancies, Annex 3 to the Charter of the University of Oradea, of the Calendar of competitions for the positions published in the Official Monitor transmitted the faculty that provides the deadlines for the stages of the competitions in the position.

2.6. Registration for the vacant teaching positions is done by submitting the competition file to the Human Resources Department of the University of Oradea. The contest file must be drawn up in accordance with the List of documents required for enrollment in the competition and the criteria for occupying the teaching functions provided in the own Competition Methodology for filling the vacant teaching and research positions, Annex 3 to the University Charter of Oradea.

II. Preparation of competitions on the job at the Faculty of Law

Art. 3. Following the publication in the Official Gazette, the following information regarding the positions removed from the competition is requested from the department of the Faculty of Law:

- Description of the position taken at the competition;
- Attributes / activities related to the position removed to the competition, including the didactic norm and the types of activities included in the job description;
- Minimum salary for hiring at the time of employment;
- Competition calendar;
- Themes of the competition tests;
- Guidance bibliography;
- Description of the competition procedure;
- List of documents that candidates must include in the competition file;
- The address to which the contest file must be submitted.

This information is centralized at the Faculty of Law level and is forwarded to the Management of the OU to be displayed on the web pages dedicated to the contest, administered by the OU and by the tutorial ministry, as the case may be.

Art. 4. The Department of the Faculty of Law will submit to the Faculty Council the commissions proposed for holding competitions on the job. These proposals will be centralized, endorsed in the council meeting. The nominal composition of the competition commission, together with the opinion of the Faculty Council, is transmitted to the university Senate and subject to its approval. Following approval by the University Senate, the competition commission is appointed by the Rector's decision.

Art. 5. Competition commission

5.1. The competition commission is made up of 5 members, including its president, specialists in the field of the position removed to the contest or in close fields.

5.2. In case of unavailability of the participation of a member in the work of the commission, that member is replaced by an alternate member, appointed by the chairman of the commission from the list of alternate members.

5.3. The decisions of the competition commission are made by a simple majority of the votes of the members.

5.4. The proceedings of the competition commission are led by a president.

5.5. The members of the commission can be from inside or outside the U.O., from the country or from abroad.

5.6. In the case of the competition for the position of university lecturer, university professor, 2nd grade scientific researcher or 1st grade scientific researcher, at least 3 members of the commission must be from outside the U.O., from the country and / or from abroad.

5.7. The members of the competition commission must have a didactic or research title higher or at least equal to that of the position taken at the contest.

5.8. For the exclusive purpose of participating in the competition commission, the equivalence of the didactic titles of the members from abroad with the didactic titles from the country is done by the approval by the university Senate of the nominal composition of the commission.

5.9. The chair of the competition commission may be the director of the department, the head of the doctoral school, the dean of the faculty, in which the position is found, a member of the department council, respectively of the faculty council, delegated for this purpose by the vote of the respective council.

III. Documents required to enter the competition

Art. 6. Entry to the competition for the occupation of teaching positions at the Faculty of Law, is performed according to the provisions of the own Competition Methodology for the occupation of teaching and research vacancies in the University of Oradea, by submitting the application file to the Human Resources Department within the University of Oradea. Oradea city. Thus, in order to register for the competition for the occupation of a teaching and research post, the candidate draws up a file containing the following documents:

- a) The application for registration to the contest, registered at the University of Oradea, signed by the candidate, accompanied by a declaration on his own responsibility regarding the veracity of the information presented in the file - type model.
- b) Curriculum vitae of the candidate in written and electronic format, according to the Framework Methodology with subsequent completions and modifications, art. 11. The CV will include information about:

- the studies carried out and the diplomas obtained;
- professional experience and jobs;
- the research and development projects that he has led as project director and the grants obtained, if there are such projects or grants, indicating for each source of financing, the volume of financing and the main publications or patents resulting;
- prizes or other elements of recognition of the candidate's scientific contributions.
- c) The list of works of the candidate in written and electronic format according to the Framework Methodology with the subsequent completions and modifications, art. 12; the list of works will be structured as follows:
- a list of maximum 10 works considered by the candidate to be the most relevant for their own professional achievements, which are included in electronic format in the file and which can be found in the other categories of works provided by this article.
- PhD thesis or theses;
- patents and other industrial property titles

IV. Conducting competitions on the job

IV.1. Competition for the position of university assistant

Art. 7. The position of university assistant can be filled by graduates with a bachelor's degree (4 years) and with a master's degree with the minimum general average 8.00 (formed from the simple arithmetic mean between the average of the study years and the average of the bachelor's exam / dissertation) and provided that they hold a doctoral degree; it is necessary to fulfill the criteria set out in the Grids for the evaluation of the candidates for the competition for the occupation of teaching positions of assistant and university lecturer at the Faculty of Law - point VII below. The exams for the assistant position include the written exam, the oral exam, the practical exam.

7.1. Written test - is carried out on the date established by the Calendar of competitions held at the level of the Faculty of Law, in the Department of Law and Administrative Sciences, by drawing up a paper written by the candidate. The candidate will have black examination sheets available and will draw the contest ticket. The contest tickets (minimum 4 tickets), will be prepared by the Competition Commission, according to the displayed theme and bibliography.

7.2. The practical test - holding a seminar - the theme of the seminar is displayed at the notices of the specialized department 72 hours before the contest is held and is posted on the UO web page and the Law Faculty page. The seminar is held in front of the competition committee and the invited students.

7.3. The public lecture on the topic “Perspectives in the university career” with reference to the individual career path of the candidate is of maximum 45 minutes, the candidate presenting the most significant previous professional results and the plan for the development of the university career. This sample also contains a session of questions from the commission and the public. The calculation of the score following the analysis of the candidate's competition file is based on the score provided in the Grid for the evaluation of the candidates for the competition for the occupation of teaching assistant at the Faculty of Law - point VII below.

7.4. Following the completion of the competition tests, the specialized commission will prepare the Evaluation Sheet; Assessment report on the competition for the occupation of teaching and research positions and Report on the competition for the occupation of teaching and research positions following the on-going competition (Annex no. 4. Evaluation sheet for the occupation of teaching and research positions; Annex 5. Report of assessment on the competition for the occupation of teaching and research posts; Annex 6. Report on the competition for the occupation of teaching and research positions). These documents will be attached to the candidate's competition file, file raised by the director of the Department of Law and Administrative Sciences and delivered to the chairman of the competition commission.

7.5. For each position, the competition committee decides the hierarchy of the candidates and nominates the candidate who has the best results.

IV.2. Competition for the position of university lecturer
Art. 8. The position of university lecturer - The candidates for the post of university lecturer must fulfill the conditions stipulated in the own Methodology of competition for the filling of the vacant teaching and research positions at the level of the OU, as well as those provided in the present procedure.

8.1. The competition for occupying a position of university lecturer at the Faculty of Law consists in analyzing the competition file, holding a teaching / scientific lecture, in the presence of the competition commission and a public lecture on the topic "Perspectives in the university career", with reference to the individual career path of the candidate.

8.2. The candidate who has not previously had the qualification as a senior lecturer in higher education will hold a didactic / scientific lecture before the competition committee. The topic of the didactic / scientific lecture is established by the commission and is announced to the candidates 72 hours before the web page of the UO and the web page of the Faculty of Law.

8.3. The public lecture on the topic “Perspectives in the university career” is of maximum 45 minutes and includes a presentation in which the candidate illustrates the most significant previous professional results and the plan for the development of the university career. This sample also contains a session of questions from the commission and the public.

8.4. The lecture is scored with ratings: satisfactory, good, very good, excellent. In order to promote, the candidate must obtain at least the Good qualifier. The calculation of the score following the analysis of the candidate's competition file is based on the score provided in the Grid for the evaluation of the candidates for the competition for occupying the teaching posts of university lecturer at the Faculty of Law - point VII below.

8.5. Following the completion of the competition tests, the specialized commission that will prepare the Evaluation Sheet; Assessment report on the competition for the occupation of teaching and research positions and Report on the competition for the

occupation of teaching and research positions following the contest on the job (Annex no. 4. Evaluation sheet for the occupation of teaching and research positions; Annex 5. Report for appreciation of the competition for the occupation of teaching and research posts; Annex 6. Report on the competition for the occupation of teaching and research positions). These documents will be attached to the candidate's competition file, a file raised by the Human Resources Department of the OU and delivered on the day of the contest by the chairman of the specialized commission.

8.6. For each position, the competition committee decides the hierarchy of the candidates and nominates the candidate who has the best results.

IV.3. Competition for the positions of associate professor-scientist-researcher degree II, professor-scientist-researcher degree I

Art. 9. The competition for the position of university lecturer or scientific researcher grade II and university professor or scientific researcher grade I consists of analyzing the competition file and holding a public lecture on the topic "Perspectives in the university career" in which the candidate presents the most significant previous professional results and the plan for the development of the university career (maximum 45 minutes) This sample also contains a session of questions from the commission and the public.

Art. 10. Candidates who do not come from higher education will also hold a teaching / scientific lecture, in the presence of the competition commission. The theme of the lecture is announced to the candidates 72 hours before the presentation, by posting on the web page of the U.O. and the Faculty of Law.

Art. 11. The competition commission for the occupation of a post of university lecturer or scientific researcher degree II, or university professor or scientific researcher degree I, formed according to art. 17 of the Competition Methodology for filling the vacant teaching and research positions at the University of Oradea, proceeds to the ranking, taking into account the provisions of art. 19 and 20 of the same methodology, as well as the provisions of the MECS Order no. 6129 of 2016 regarding the approval of the necessary and compulsory minimum standards for conferring the didactic titles of the higher education and the professional degrees of research-development, of the quality of doctoral leader and of the certificate of qualification published in the Official Gazette, part I, no. 123 and 123 bis of February 15, 2017. The candidates' score will be calculated on the basis of the annex related to the field to which the job disciplines belong: Annex 24 - Legal Sciences, respectively Annex 25 - Administrative Sciences.

Art. 12. The definitions, specifications, criteria, procedures, notes, as well as the conditions contained in the annexes to the Order of MECS no. 6129 of 2016, previously invoked, are compulsory when calculating scores.

Art. 13. Candidates for the positions of university lecturer or scientific researcher, the second degree must include in the contest file at least 3 names and contact addresses of recognized specialists in the respective field who are not part of the competition commission, from the country or from abroad, and they are not holders of the higher education institution whose position is removed from the competition, who have agreed to elaborate letters of recommendation regarding the professional qualities of the candidate.

Art. 14. Candidates for the positions of university professor or scientific researcher, the first degree must include in the competition file at least 3 names and contact addresses of recognized specialists in the respective field who are not part of the competition commission, from abroad, who they agreed to elaborate letters of recommendation regarding the professional qualities of the candidate.

Art. 15. The chairman of the competition commission draws up a report on the contest, based on the appraisal reports drawn up by each member of the competition commission and with respect for the hierarchy of candidates decided by the commission.

Art. 16. The report on the contest is approved by decision of the competition commission and is signed by each of the members of the competition commission and by the chairman of the commission.

Art. 17. The president of the competition commission sends the report on it, approved by decision of the commission, the appraisal reports and the original file of the candidate to the management of the faculty / department, respecting the term foreseen for conducting the contest.

Art. 18. The contest files are transmitted, through the chief secretary of the university, to the university Senate.

Art. 19. The contest report and the original file of the candidate are sent by the U.O. Ministry of Education and Research and CNATDCU, within the deadline for the contest.

V. Filing and resolving appeals

Art. 20. Appeals may be filed exclusively for non-observance of legal procedures.

Art. 21. In the event that a candidate has elements that can demonstrate the non-observance of the legal tender procedures, the candidate can file an appeal within 5 working days from the communication of the result.

Art. 22. The appeal is formulated in writing, is registered with the U.O. and is solved by the competition commission.

Art. 23. Failure to comply with the provisions of the own methodology by the persons with attributions in the procedure of organizing and conducting the competitions constitutes a disciplinary deviation and is sanctioned in accordance with the provisions of Law 1/2011 or other legal provisions, depending on the fact.

VI. Final provisions

Art.24. The annexes 1 to 7 are an integral part of the present procedure.

Art.25. The competition commission will be able to adapt the forms provided by the present procedure, according to the requirements, criteria and concrete aspects of the specific field of the post disciplines, as they result from the MENCŞ Order no. 6129 of 2016.