

UNIVERSITY OF ORADEA
FACULTY OF GEOGRAPHY, TOURISM AND SPORT

THE VACANCY-FILLING CONTEST PROCEDURE
FOR UNLIMITED PERIOD OF TIME TEACHING POSITIONS AT THE
FACULTY OF GEOGRAPHY, TOURISM AND SPORT

Approved by the Faculty Council on the 7th of December, 2018

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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 Geography, Tourism and Sport, 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
- UO Methodology, approved by Senate Decision no. 41/26.11.2018

Art. 1.

At the Faculty of Geography, Tourism and Sport, 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) A position becomes vacant under the following circumstances:
 - a) Termination of the work contract by retirement, death, resignation, dismissal or other modality of contract termination according to the law;
 - b) Transfer of the person occupying the position to another position within the same higher education institution after winning a contest
- (4) Teaching and research positions **cannot** be vacated 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 semester of the 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 Geography, Tourism and Sport, University of Oradea, can run contests for are the following:

- a) Assistant Lecturer;
- b) Senior Lecturer;
- c) Associated Professor;
- d) University Professor;
- e) Research Assistant;
- f) Scientific Researcher;
- g) 3rd Degree Scientific Researcher;

- h) 2nd Degree Scientific Researcher;
- i) 1st Degree Scientific Researcher.

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, the disciplines they consist of, and 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, so as to be visible;

(2) According to the position type and the needs of the university's qualified staff, at the proposition of the Faculty Council, the announcement is also published in national and international scientific publications, renowned in the respective domain;

(3) The contest website will publish, within the deadline stipulated by paragraph (1) (NEW POSITION INTRODUCTION FORM, section 3 from the Manual for filling in the information regarding the occupation, for undetermined period of time, of vacant teaching and research positions from higher education), 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 / research 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;

(4) For the positions of associate professor, professor, 2nd degree researcher and 1st degree researcher, the announcements will also be published in English.

(5) 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 those mentioned in this article
- (2) For the Assistant Lecturer position, the following are necessary cumulatively:

- a) A PhD title
 - b) A minimum of 3 paper works (articles, studies) published in extenso or in abstract in specialty journals or in volumes of national or international scientific events.
- (3) For the Senior Lecturer position, the following are necessary cumulatively:
- a) A PhD title
 - b) A minimum of 5 paper works (articles, studies) published in extenso or in abstract in specialty journals or in volumes of national or international scientific events;
 - c) Elaboration, at least in electronic format, of a didactic specialty material for the use of students.
 - d) For the **Science of Sport and Physical Education** domain – accomplishing 50% of the total points mentioned in the national minimal standards for filling in teaching positions specific to the Associate Professor position
 - e) For the **Geography** domain – accomplishing minimum 15 points according to the assessment chart from Appendix 5 of the present Procedure.
- (4) For the Assistant Professor position, the following are necessary cumulatively:
- 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.
- (5) For the University Professor position, the following are necessary cumulatively:
- a) A PhD title in the field of studies of the vacant position;
 - b) The quality of doctoral thesis coordinator;
 - c) Compliance with national minimum standards to fill a University Professor teaching position, approved by order of the Minister, according to art. 219, paragraph (1) letter a) in Law no. 1/2011

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.

(1) 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 or 2nd degree researcher 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

- (2) Candidates for the position of University Professor or 1st degree researcher must include in the contest file at least 3 names and contact addresses of personalities in the field from abroad, who have agreed to write letters of recommendation on the candidate's professional qualities
- (3) In the case of national specific fields, the letters of recommendation for candidates for the University Professor position may be from personalities in the respective field from Romania outside the higher education institution with the vacant position.

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 no 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 electronic 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 UNFOLDING

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.
- (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 the president or 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 of abroad.

(7) For a position of Associate Professor, University Professor, 2nd degree Researcher or 1st degree Researcher, 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 assessment 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 commission cannot 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 Human Resources Department 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 analyzes 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 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. For the research positions, the provisions of the law 319/2003 are applied, by exceptions from the provision of art. 20 (alin. 1) and art. 11 (alin.3) from the present procedure

Art. 32. For the unfolding of contests for filling in vacant research positions at the University of Oradea, the attributes provisioned by the law 319/2003 are fulfilled as follows:

- a) Those provisioned for the unit's council, by the faculty council;
- b) Those provisioned for the unit's scientific secretary, by the director of the department, head of doctoral school, dean or vice-dean, according to case.

Art. 33 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 Geography 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

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:

No.	LIST OF DOCUMENTS	YES	NO
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 (art. 12)		
4.	The list of published works of the candidate (art. 13)		
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 (the original document will be presented for compliance).		
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.	Candidates for the positions of Associate Professor or 2 nd degree researcher must include in the contest file a list of 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 (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 by the U.O.		

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 SHEET OF ACCOMPLISHING THE MINIMAL STANDARDS
 for taking didactic and research positions** according to the stipulations specific to the committee from
 the *Geography domain*

I DATA ABOUT THE CANDIDATE

NAME_____FIRST NAME_____CNP_____

Position for which they candidate_____ Discipline_____

_____Position in staff establishment_____

Departament_____Faculty_____

Current didactic degree_____ Position in staff establishment

Discipline_____

Departament_____

Faculty_____University_____

II DATA REGARDING THE ACCOMPLISHMENT OF CONTEST CONDITIONS**1. Bachelor and Master Academic studies**

Nr. crt.	Higher education institution	Domain	Period	Granted title

2. Doctoral Academic studies

Nr. crt.	Doctoral studies organizing institution	Domain	Period	Granted title

3. Postdoctoral studies and scholarships

Nr. crt.	Organizing institution	Domain	Period	Obs.

4. Didactic/professional degrees

Nr.	Institution	Domain	Period	Title/didactic
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crt.				function/prof essional degree

IV. Data regarding the accomplishment of national and compulsory minimal standards according to the National Education and Scientific Research Ministry' Order n° 6129/2016

1. Associate professor

Criterion 1: Scientific articles

Associate professor/CS II: 4 articles as main author in journals with impact factor in Web of Science data base, with cumulated AIS ≥ 3 ; 2 articles in IDB (BDI) journals.

Criterion 2: Visibility of scientific articles

Associate professor/CS II: $H_i \geq 3$

Criterion 3: Capacity to support research activities

Associate professor/CS II: National project/grant director/leader in one project/grant or project/grant responsible in 2 national research projects/grants or participant as a working member in 2 international projects/grants.

Specifications for the associate professor and professor positions:

- The minimum criteria must be fulfilled by cumulatively.
- The main authors are the first author, the corresponding author or another author with a contribution equal with that of the first author, if this is specified in the article.
- AIS = Article Influence Score from ISI Web of Science on the article publishing date. For the articles published in journals included in Arts & Humanities Citation Index data base, it is considered an AIS equivalent with 0.8 per published article.
- Accepted international data bases (IDB/BDI): Web of Science, Master Journal List, ERIH PLUS, Scopus, EBSCO, ProQuest, CEEOL, Ulrichsweb, Index Copernicus, GEOREF, Genamics Journal Seek, Library of Congress Online Catalog.
- Hirsch index from ISI Web of Science, self-citations are excluded.
- Projects and grants won through competition, minimum value of 100,000 RON or equivalent in EURO.

The candidate accomplishes/does not accomplish the national and compulsory minimal standards

I confirm through this document that the data mentioned above are real and they refer to my own professional and scientific activity.

Date_____

Candidate_____

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						
....					

**ASSESSMENT REPORT of the candidate for taking the position
of lecturer/ Associate professor/professor****DATA ABOUT THE CANDIDATE**

NAME _____ FIRST NAME _____
 CNP _____ Position they candidate for _____ Position
 number _____ Discipline _____
 Departament _____
 Faculty _____.

I. ASSESSMENT OF DIDACTIC AND SCIENTIFIC ACTIVITY**The candidate should obtain:**

- minimum **15 points** for the **lecturer** position
- minimum **30 points** for the **Associate professor** position
- minimum **50 points** for the **professor** position

Nr. crt.		Unitary score	Self-assessment (Total = Nr. x unitary score)	Committee member's assessment
A. RELEVANCE AND IMPACT OF SCIENTIFIC RESULTS				
1	Articles in extensor in ISI indexed journals – Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SCCI), Web of science	4+F _i Per article		
2	Articles in extenso in ISI indexed journals in Arts & Humanities Citation Index (Data base without impact factor, each article is equivalent with AIS=0,8)	4+0,8 Per article		
3	Articles in extenso published in ISI indexed journals and proceedings	1 / Per article		
4	Articles in extenso published in journals indexed in the international data base (IDB/BDI)	1/ Per article		
5	Articles published in abstract at international congresses, in abstract volumes with ISBN - author/coauthor	0.5/ Per article		
6	Articles published in abstract at national scientific events, in abstract volumes or journal supplements with ISBN - author/coauthor	0.5/ Per article		
7	Other articles in extenso published as author/coauthor in nationally recognized scientific journals (with ISSN or eISSN)	1/n Per article		

8	Citations of the candidate's publications (except self-citations) in articles published in journals indexed ISI, Arts&Humanities Citation Index) (including proceedings)	0,4/na/citation		
9	Citations of the candidate's publications in articles published in journals indexed ISI, in books/chapters of books/volumes published at international publishing houses (except self-citations)	0,3/na/citation		
10	Citations of the candidate's publications in articles published in journals indexed IDB/BDI, in books/volumes published at CNCS recognized publishing houses (except self-citations)	0,2/na/citation		
11	Hirsch index value from ISI Web of Science	Hirsch index x 2		
	Score A			
<i>B. CAPACITY TO COORDINATE STUDENTS OR YOUNG RESEARCHERS</i>				
1	Finalized/coordinated doctoral theses	2/1 Per coordinated PhD candidate		
2	Member in the doctoral students' coordination committee	0,5/committee		
3	Coordination of students' scientific clubs	1/year		
4	Coordinated bachelor/master theses (last 3 years)	0,25/coordinated thesis		
5	Carrying on scientific activities in research teams with involving students/master students/doctoral students/young teaching staff (researchers) proven by: a. Joint publications: ISI articles/IDB/BDI articles/book chapters/atlas chapters/courses published at CNCS recognized or international publishing houses; b. Grants/ contracts/ projects/ research programs (international/national)	a. 3/2/1 b. 2/1		
6	Other action/activities of coordinating students or young researchers	1/activity in the past 3 years		
	Score B			
<i>C. DIDACTIC COMPETENCES</i>				
1	Teaching activities (course/practical works) – during the last academic year	1/0,5/ discipline		
2	Published books, manuals, guide books for students or other published materials to support students' learning	2/course		
3	Elaboration in electronic format of a didactic specialty material for the use of students	1/material		
	Score C			
<i>D. CAPACITY TO TRANSFER THE CANDIDATE'S RESULTS TOWARDS THE SOCIO-ECONOMIC ENVIRONMENT AND TO POPULARIZE THE SCIENTIFIC RESULTS</i>				

1	Books/ atlases published as unique author or coauthor at international publishing houses	8x3/na/ book		
2	Coordinated books/ atlases/ maps, published at international publishing houses	6x3/na/ book		
3	Chapters in collective volumes published at international publishing houses and found in at least 6 libraries registered in Worldcat	4x3/na/ chapter		
4	Books/ atlases/ maps published at CNCS recognized, national publishing houses	2x1,5/na/book		
5	Chapters in collective volumes published at CNCS recognized publishing houses	1,5x1/na/ chapter		
6	Doctoral thesis published at a CNCS recognized publishing house	2		
7	Other actions/ activities which prove the candidate's capacity to transfer their knowledge and results towards the economic or social environment or to popularize their own scientific results	1 Per action/ activity		
	Score D			
<i>E. CAPACITY TO WORK IN A TEAM AND EFFICIENCY OF SCIENTIFIC COOPERATION</i>				
1	Editor-in-chief/Member in editorial teams of A, ISI journals	2/1		
2	Editor-in-chief/Member in editorial teams of IDB/BDI journals	1/0,5		
3	Scientific reviewer for journals with scientific committee and peer review (Web of Science indexed journal/ IDB/BDI indexed journal)	0,5/0,25		
4	Elaboration of institutional files of authorization/ accreditation	0,25/ file		
5	Other actions/activities which prove the candidate's capacity to work in a team and the efficiency of their scientific cooperation, according to the specifics of the candidate's domain	1 Per action/ activity during the last 3 years		
	Score E			
<i>F. CAPACITY TO MANAGE RESEARCH-DEVELOPMENTAL PROJECTS</i>				
1	Project director/manager/ Responsible of an international research project/grant	6/3		
2	Project director/manager/ Responsible of an national research project/grant	4/2		
3	Member in the team of international/national research projects/grants	2/1		
4	Other actions/activities which prove the candidate's capacity to manage research-development projects or projects with the socio-economic environment	1 Per action/ activity		
	Score F			
<i>G. PROFESSIONAL EXPERIENCE IN OTHER INSTITUTIONS</i>				
1	Invited/associate teaching staff in other universities from abroad/own country	2/1		

2	Improvement internships in institutions from abroad: under 3 months/over 3 months	2/1		
3	Other actions/activities which prove the candidate's professional experience in institutions other than U.O.	1 Per action/ activity		
	Score G			
	Total score (sum of intermediary scores)			
	Relative total score (total score/ minim score)x10			

Minimal standard: *Accomplished / unaccomplished*

II. DIDACTIC LECTURE

Granted points: minim (mandatory to obtain) – 8 points, maxim – 10 points

Final score assessment II _____

FINAL SCORE_____ (sum of scores obtained at assessments I, II)

Committee 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 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, with _____ 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 _____

