



**FSE**

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DE  
ȘTIINȚE ECONOMICE**  
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## **PROCEDURE**

**regarding the organization, development and occupation  
through contest the teaching and research posts for an  
indefinite period,  
at the Faculty of Economic Sciences of the University of  
Oradea**

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## CHAPTER I. GENERAL ASPECTS

**Art. 1.** At the Faculty of Economic Sciences (FES) within the University of Oradea (U.O.), the vacant teaching and research positions are filled, for an indefinite period, only by public contest, in accordance with:

- National Education Law no. 1/2011, published in M.O. no. 18 / 10.01.2011, with subsequent amendments and completions;

- H.G. no. 457/2011 on the approval of the Methodology - contest framework for filling vacant teaching and research positions in higher education, published in M.O. part I, no. 371 / 26.05.2011, with subsequent amendments and completions;

- Emergency Ordinance no. 96 / 08.12.2016 for the amendment and completion of some normative acts in the fields of education, research, profesional 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 minimum necessary and obligatory standards for conferring the didactic titles in higher education, of the professional degrees of research - development, of the quality of doctoral supervisor and of the habilitation certificate from 20.12.2016;

- Own contest methodology for filling vacant teaching and research positions at the University of Oradea, approved in the Senate of the University of Oradea on November 21, 2018;

- this procedure, hereinafter referred to as the own Procedure of the Faculty of Economic Sciences and other normative acts in effect at the date of the contests.

**Art. 2. (1) The public contest** for the indefinite occupation of a teaching or research position is organized only if it is vacant, respectively if it is provided so in the list of positions, drawn up annually, or if it is vacant during the academic year. , depending on the strategy of the faculty and in compliance with the *Criteria regarding the contest for vacant teaching and research positions* at the level of the University of Oradea, for each department.

**(2)** The positions proposed to be put up for contest shall be submitted by the department

director, in whose structure the position is located, within a maximum of 15 calendar days from the beginning of each semester of the academic year, to the FES Council, as follows (with the following documents):

- Forwarding address;
- Extract from the list of positions containing the positions put up for contest;
- Report justifying the need and the unique character of the vacancies, respecting the criteria for removing the vacancies to public contest and the financial resources for the support of the position, endorsed by the Department Council;
- Documents justifying the fulfillment at department level, of the Criteria regarding the contest for the vacant teaching and research positions in force at the level of the University of Oradea.

**(3)** The list of positions proposed for filling by public contest, endorsed by the Faculty Council, is approved by the dean and submitted to the Board of Directors of the University for approval, according to art. 213, paragraph (13) of the National Education Law (Law no. 1/2011).

Art. 3. The teaching and research positions that the Faculty of Economic Sciences can put up for contest are:

- a) university assistant;
- b) university lecturer;
- c) associate professor;
- d) university professor;
- e) research assistant;
- f) scientific researcher;
- g) scientific researcher degree III;
- h) second degree scientific researcher;
- i) first degree scientific researcher.

## **CHAPTER II. PREPARATION FOR JOB CONTEST**

**Art. 4.** Following the publication in the Official Gazette of the vacancies put up for contest, the following information regarding the respective positions is requested from the FES departments:

- Description of the position put up for contest;
- Duties / activities related to the position put up for contest, including the teaching norm and the types of activities included in the job description;
- The topic of the contest tests, including lectures, courses or other similar or the topics from which the contest committee can choose the topic of the tests actually held, indicating the indicative bibliography;

**Art. 5. (1)** The information mentioned in art. 4, presented by the departments, are centralized at the FES level and are subject to the approval of the Faculty Council, which will establish:

- Contest procedure, in accordance with the Rector's Decision on the Guide for conducting contests for teaching and research positions;

- The calendar of the contest, including the date, time and place of the tests;

**(2)** The centralized information at FES level, the contest procedure and the timetable for the FES contest shall be supplemented by information on:

- The minimum salary for the position at the time of employment;
- The list of documents that candidates must include in the contest file;
- The address to which the contest file must be submitted.

**(3)** All this information is submitted to the UO Management, for publication on the specialized website administered by the ministry, on the first page of the website [www.uoradea.ro](http://www.uoradea.ro), in a visible place and in the Official Gazette of Romania, with the at least 2 months before the date of the first contest test.

**(4)** The announcements regarding the positions of associate professor and university professor, second degree scientific researcher and first degree scientific researcher, will be sent for publication in English as well.

**(5)** All information regarding the contest (public announcement regarding the positions put up for contest; the topic of the positions put up for contest; date, time and place of

the contest; the topic for the practical test and the topic of the didactic / scientific lecture, the topic of the public lecture) will be published on the web page of the University of Oradea, [www.uoradea.ro](http://www.uoradea.ro), the Job Contests button. Responsible for publishing this information is the vice-rector who manages the academic management.

### **CHAPTER III. REGISTRATION FOR THE CONTEST**

**Art. 6. (1)** The registration for the contest for a teaching or research position at the FES starts on the day of the publication of the position put up for contest in the M.O. of Romania and ends at least 15 calendar days before the first contest test.

**(2)** In order to register for the contest for a teaching and research position, the candidate draws up a file (described in the contest file - ANNEX 2 to this Procedure), which contains the following documents:

- The application for registration in the contest, registered at the University of Oradea, signed by the candidate, accompanied by a declaration on his own responsibility (handwritten) regarding the veracity of the information presented in the file - model type ANNEX 1 to this Procedure.

The candidate's curriculum vitae in written and electronic format must include information on: studies completed and diplomas obtained, professional experience and jobs, research and development projects he has led as project director and grants obtained (if there are such projects or grants, indicating for each source of funding, the volume of funding and the main publications or patents resulting), awards or other elements of recognition of the candidate's scientific contributions.

- The list of works of the candidate, in written format and in electronic format, which will be structured as follows:

- a list containing a maximum of 10 papers considered by the candidate to be the most relevant for his / her professional achievements, which are included in electronic format in the file and which can also be found in the other categories of papers provided for in this article;

- doctoral thesis or theses;

- patents and other titles of industrial and intellectual property;
- books and book chapters;
- articles / studies in extenso, published in journals from the main international scientific flow;
- extension publications, published in papers of the main specialized international conferences;
- other works and scientific contributions.

- The list comprising a maximum of 10 articles of the candidate in ISI rated journals with absolute influence score (AIS) non-existent and a maximum of 10 citations in ISI rated journals with absolute influence score (AIS) non-zero (excluding self-citations and semi-self-citations) used in the calculation the final score (S) according to Annex 27 to OMENCȘ. no. 6.129 / 20.12.2016 regarding the approval of the minimum necessary and obligatory standards for conferring the didactic titles in higher education, of the profesional degrees of research-development, of the quality of doctoral supervisor and of the habilitation certificate, with the subsequent modifications and completions;

- Form for verifying the fulfillment of the standards for submission to the contest and / or for filling the position according to the minimum standards in force established by the CNATDCU Committee: Committee of Economic Sciences and Business Administration (ANNEX no. 3 to this Procedure).

Copy of the doctoral diploma and, if the original doctoral diploma was obtained abroad, the certificate of recognition or its equivalence by the Romanian state.

- The abstract in Romanian and in a language of international circulation of the doctoral thesis, on a maximum of one page for each language.

- Declaration on the candidate's own responsibility indicating the situations of incompatibility provided by Law no. 1/2011 in which it would be in case of winning the contest or the lack of these situations of incompatibility - standard model provided by U.O. on the web page: <http://www.uoradea.ro/Concursuri+pe+Posturi>;

- Copies of other diplomas attesting to the candidate's studies: baccalaureate diploma or certificate of recognition, bachelor's degree or certificate of recognition, master's degree or certificate of recognition - the original documents will be presented for compliance.

- Registration sheets, diploma supplements or school statements issued for each study cycle - the original documents for compliance will be presented.
- Copy of the identity card or passport or other identity document drawn up for a purpose equivalent to the identity card or passport.
- If the candidate has changed his / her name, copies of documents attesting the name change - marriage certificate or proof of name change.
- Medical certificate showing that he is fit to carry out teaching activity.
- Maximum 10 publications, patents or other works of the candidate, in electronic format, selected by him and considered to be the most relevant for his own professional achievements.
- A proposal for the development of the candidate's university career, both from a didactic point of view and from the point of view of scientific research activities; the proposal is drafted by the candidate, comprises a maximum of 10 pages - in case the contest contains the public lecture test.

**(3)** A CD / DVD or other electronic format, with its entire scanned content, shall be attached to the contest dossier, in order to be sent to the contest committee. The CD / DVD shows all the documents in the file, scanned in PDF format, each document as separate file; The list of works, the CV and Annex 3 "Minimum standards verification sheet" are scanned as separate PDF files, with date, but - as the case may be - without CNP, without signature and without home address (documents printed in the file must be signed), and in total the 3 files will not be larger than 10 MB (restriction imposed by the website of the relevant ministry, dedicated to contests); in the printed and signed version of the file, these 3 documents - List of works, CV and Annex 3, "Minimum standards verification sheet" - will contain all data and information according to the model and requirements of the UO contest methodology and from this Procedure, but in the scanned version PDF on CD / DVD, the CNP, signature and home address will be missing.

**(4)** The contest file is constituted by the candidate and, together with the electronic support containing the scanned file, it is submitted to the U.O. specified on the U.O. website. dedicated to the contest, directly or through postal or courier services, which allow confirmation of receipt.

**Art. 7. (1)** Candidates for the positions of associate professor or second degree



scientific researcher 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 contest committee, from the country or from abroad. , and are not holders of the higher education institution whose position is put up for contest, who have agreed to draw up letters of recommendation regarding the profesional qualities of the candidate (List of references - ANNEX no. 4 to this Procedure).

(2) Candidates for the positions of university professor or first degree scientific researcher must include in the contest file at least 3 names and contact addresses of some recognized specialists in the respective field who are not part of the contest committee, from abroad, who have agreed to draw up letters of recommendation regarding the profesional qualities of the candidate (List of references - ANNEX no. 4 to this Procedure).

(3) In the case of fields with national specificity, the letters of recommendation for candidates for university professor positions may also come from recognized specialists in the respective field in Romania, and who are not holders of the higher education institution whose position is issued at contest.

#### **CAP.IV. CONDUCTING CANDIDATE SELECTION**

**Art. 8.** The contest takes place within 45 days from the end of the registration period.

**Article 9. (1)** The contest committee consists of 5 members, including its chairman, specialists in the field of the position put up for contest or in related fields, plus 2 substitute members.

(2) The chairman of the contest committee may be the director of the department, the head of the doctoral school, the dean or vice-dean of the faculty, where the position is located, a tenured professor in the university specialized in the field or in a close field, delegated the council of the department, respectively of the council of the faculty that organizes the contest. Upon the appointment of the chairman of the contest committee, an alternate chairman will also be appointed (who will also be able to fulfill the function of alternate member of the contest committee).

(3) In the event of the unavailability of a member's participation in the proceedings of the

committee, that member shall be replaced by an alternate member elected by the chairman of the committee.

(4) The members of the contest committee must hold the title of doctor and have a teaching or research title superior or at least equal to that of the position put up for contest.

(5) The members of the committee may be from inside or outside the U.O., from the country or from abroad.

(6) In order to hold the position of associate professor, university professor, second degree scientific researcher or first degree scientific researcher, at least 3 members of the committee must be from outside the U.O., from the country or from abroad.

(7) For the exclusive purpose of participating in the contest committee, the equivalence of the didactic titles of the members from abroad with the didactic titles from the country is made by the approval by the University Senate of the nominal composition of the committee.

**Art.10. (1)** The establishment of the nominal composition of the contest committee is made after the publication of the announcement of the contest, for each position put up for contest, at the proposal and with the favorable approval of the Department Council. FES Council. The Council of the Department will ensure the submission to the FES Dean's Office of the proposal of the nominal composition of the contest committee, accompanied by an extract from the minutes of the meeting of the Council of the Department in which the composition thus received received the favorable opinion. Alternates thus proposed in the composition of the contest committee, drawn up and signed in accordance with the standard format provided in ANNEX no. 8 to this Procedure. The original copy of these statements will be kept and archived at the department in whose structure the position is, being in charge of the members of the Council of the respective Department, as organizer of the contest.

(2) The Dean presents to the Faculty Council, for approval, the nominal composition of the contest committee proposed by the Department Council.

(3) The nominal composition of the contest committee, together with the opinion of the FES Council, is sent to the University Senate by the Dean or by a delegate thereof and is subject to its approval; Following the approval by the University Senate, the contest

committee is appointed by the decision of the rector.

**Art.11. (1)** After the legal approval of the candidates registered for the contest, the chairman of the contest committee will ensure the transmission to the members of the contest committee (including substitutes) the electronic files of the candidates registered for the contest, together with the needed documents, and will ensure that the members of the committee are not in a situation of incompatibility or conflict of interest provided by the normative acts in effect with any of the candidates; for this purpose, the chairman of the contest committee will request that each member of the contest committee will submit to the chairman a *Statement on one's own responsibility* drafted and signed in 1 original copy, in accordance with the standard format provided in ANNEX no. 9 of this Procedure. After the contest, the respective statements will be included as photocopies in the candidate's file, in order to be submitted to the Human Resources Service of the UO, together with the other documents of the candidate, and the original copies of above mentioned statements will be handed over by the Chairman of the contest committee to the Department within the contest took place, for storage and archiving, actions for which the members of the Council of the respective Department are in charge, as organizer of the contest.

**(2)** The decisions of the contest committee are taken by secret vote of the members.

**(3)** The works of the contest committee are led by the chairman.

**(4)** The decision of the committee is valid if it has gathered the vote of at least 3 members.

**Art. 12. (1)** The contest committee evaluates the candidate from the perspective of the following aspects:

- a) the relevance and impact of the candidate's scientific results;
- b) the candidate's ability to guide students or young researchers;
- c) the didactic competences of the candidate;
- d) the candidate's ability to transfer his/her knowledge and results to the economic or social environment or to popularize his own scientific results;
- e) the candidate's ability to work in a team and the efficiency of his scientific collaborations, depending on the specifics of the candidate's field;

f) the candidate's ability to lead research-development projects;

g) the profesional experience of the candidate in institutions other than U.O.

The contest committee has the obligation to verify and ascertain the candidate's compliance with the national minimum standards.

**(2)** The candidate of the contest for a teaching position within the Faculty of Economic Sciences of the University of Oradea must hold a diploma / scientific title of doctor in a field belonging to the Economic Sciences and have the topic of his/hers doctoral thesis in at least one of the disciplines in the target position. As an exception, the candidate of the contest for a teaching position at the Faculty of Economics of the University of Oradea, which consists of foreign language disciplines (eg, disciplines with the following generic names: Foreign language, Foreign language for business, Business Communication in Foreign Languages, Second Foreign Language, Third Foreign Language, Business Communication in English, Business Communication in Second Foreign Language, Business Correspondence in Foreign Language, Business Correspondence in English, Business Correspondence in the second foreign language, and similar ones), must hold the title / diploma of doctor in the field of Philology / Letters and also the diploma attesting the specialization of the candidate in a field belonging to Economic Sciences, through undergraduate studies and / or master's degree and / or doctorate.

**(3)** The profesional competencies of the candidate shall be assessed by the contest committee on the basis of the contest file and, in addition, by one or more tests, including lectures, courses or similar, according to this FES Procedure. The University of Oradea announces on their website the day of the contest, time and place of the tests, following their approval by the FES Council and the transmission of the respective information to the U.O. Management, by the Dean or his delegate.

**Art. 13. (1)** An university assistant, research assistant and scientific researcher are employed through a public contest, from among the graduates of the accredited institutions of higher education, with the general average of the undergraduate years at least 9.00 (consisting of simple arithmetic average for each year of study) and with an average of the bachelor's exam of at least 9.00, if they cumulatively meet the following conditions:

- holds a diploma / scientific title of doctor according to the stipulations of Art. 12. (2) above;

- have published at least 4 papers (articles, studies) in extenso, in specialized journals indexed in at least 3 international databases or listed Web of Science, of which, in one article, has the quality of sole author, first author or corresponding author;
- have presented at least 4 scientific papers at international conferences in his/her field, of which at least 2 at conferences with a history of ISI-indexed Proceedings.
- meet the specific FES criteria stipulated in the Form for verifying the fulfilment of the minimum standards for teaching and research positions at the Faculty of Economic Sciences established by the CNATDCU Committee: Committee of Economic Sciences and Business Administration (ANNEX no. 3 to this Procedure).

**(2)** The tests/exams for the position of university assistant, research assistant and scientific researcher also include the written exam - oral - practical.

**a. The written exam** - takes place on the date established by the Calendar of contest for FES teaching contest, at the specialized department by submitting a written paper by the candidate. The candidate will be provided with exam papers with a black corner and will draw a ticket containing the subjects of the writing exam. The contest subject tickets (minimum 3 tickets) will be made by the contest committee, according to the announced theme and bibliography.

**b. The oral exam** - takes place on the date established by the Calendar of contest for FES teaching contest, at the specialized department, after taking the written exam. The candidate will allowed to participate in the oral exam only if he/she obtained at least a grade of 8.00 in the written exam. The oral exam is carried out by extracting the contest subject ticket, from the contest tickets (minimum 3 tickets), made by the contest committee, according to the announced topics and bibliography. The candidate must obtain at least 9.00 for this test.

**c. The practical exam - *holding a seminar*** - the topic of the seminar is announced 48 hours before the contest for the position, by posting on the web page of the U.O. and the FES page. The seminar is held in front of the contest committee and the invited students. This test must also contain a question and answer session from the committee and the public. The candidate must obtain at least 9.00 for this test.

**Art. 14. (1)** For the occupation of a position as university lecturer or scientific researcher degree III the candidates, whom previously graduated an accredited higher education institution, with the general average of the years of undergraduate studies of at least 9.00

(consisting of the simple arithmetic average of each year of study) and with an average of the bachelor's exam of at least 9.00, must cumulatively meet the following conditions:

- hold a diploma / scientific title of doctor according to the stipulations of Art. 12. (2) above;
- meet the minimum standards for teaching positions, specific to the teaching position of university lecturer, provided by the legislation in effect. These standards constitute a criteria for evaluating universities according to art. 193 of Law no. 1/2011;
- had published at least 1 article in extenso in the WoS indexed journal with absolute influence score (AIS) nonzero;
- had published at least 4 papers (articles, studies) in extenso, in specialized journals indexed in at least 3 international databases (BDI) or listed Web of Science;
- presented at least 4 scientific papers at international conferences in the field, of which at least 2 at conferences with a history of ISI-indexed Proceedings;
- meet at least 75% of the score related to the position of associate professor established by the CNATDCU minimum standards, respectively:

- P score (from publications of articles type in WoS indexed journals with non-AIS): minimum 0.5625;

- C score (from citations in WoS journals with non-AIS): minimum 0.375;

- $T = P + C$  score: minimum 1.125.

- meet the specific FES criteria provided in the Form for verifying the fulfilment of the minimum standards for teaching and research positions at the Faculty of Economic Sciences (ANNEX no. 3 to this Procedure), criteria that cannot fall below the level of national minimum standards.

**(2)** The contest exams for the position of university lecturer or scientific researcher degree III the candidates consist in the analysis of the contest file of the candidate and holding a didactic lecture for the position of university lecturer or scientific character for the position of scientific researcher degree III, in the presence of the committee.

**(3)** The program related to the contest is published on the web page of the U.O. and the FES page, once the vacancy notice has been published.

(4) The topic of the didactic / scientific lecture shall be established by the committee and shall be announced to the candidates 48 hours in advance on the website of the U.O. and the FES page.

**Art. 15.** In order to occupy the position of associate professor or second degree scientific researcher, the candidates, graduates of accredited higher education institutions, must cumulatively meet the following conditions:

- hold a diploma / scientific title of doctor according to the stipulations of Art. 12. (2) above;
- meet the national minimum standards for teaching positions, specific to the position of associate professor or second degree scientific researcher, approved by order of the Ministry;
- meet the specific FES criteria provided in the Form for verifying the fulfilment of the minimum standards for teaching and research positions at the Faculty of Economics (ANNEX no. 3 to this Procedure), criteria that cannot fall below the level of national minimum standards approved by order of the relevant minister.

**Art. 16.** In order to occupy the position of university professor or first degree scientific researcher, the candidates, graduates of accredited higher education institutions, must cumulatively meet the following conditions:

- hold a diploma / scientific title of doctor according to the stipulations of Art. 12. (2) above;
- meet the national minimum standards for teaching positions, specific to the teaching position of university professor or first degree scientific researcher, approved by order of the Ministry;
- hold the habilitation certificate or the qualification of doctoral supervisor in the branch of science Economic sciences, in the field of taught disciplines;
- meet the specific FES criteria provided in the Form for verifying the fulfilment of the minimum standards for teaching and research positions at the Faculty of Economics established by the CNATDCU Committee: Committee of Economic Sciences and Business Administration (ANNEX no. 3 to this Procedure), criteria that may not fall below the level of the national minimum standards approved by order of the Ministry.

**Art.17.** The contest for the position of associate professor or scientific researcher degree II and university professor or scientific researcher degree I consists at least in the analysis of the candidate file and holding of a public lecture.

**(1) The public lecture** is of minimum 45 minutes: the candidate presents the most significant previous professional results and the development plan of the university career. This exam must also contain a question and answer session from the committee and the public.

**(2)** For candidates who do not come from higher education, there is also a **didactic lecture** - for the positions of associate professor and university professor - **or scientific** - for the positions of second and first degree scientific researcher, in front of students and in the presence of the contest committee. The topic of the didactic / scientific lecture is announced to the candidates 48 hours before the presentation, by posting on the U.O. website and the FES page, following the transmission of the respective information to the U.O. Management, by the Chairman of the contest committee.

**Art. 18. (1)** For each position, the contest committee writes the Evaluation Form for the occupation of teaching and research positions at the Faculty of Economic Sciences (ANNEX no. 5 to this Procedure), decides the hierarchy of candidates and nominates the candidate who met the best results.

**(2)** Each member of the committee writes his/her own Assessment Report on the contest for teaching and research positions at the Faculty of Economic Sciences, for each candidate (ANNEX no. 6 to this Procedure).

**(3)** The chairman of the contest committee writes a Report on the contest for teaching and research positions at the Faculty of Economic Sciences (ANNEX no. 7 to this Procedure), based on the assessment reports prepared by each member of the committee and in compliance to the hierarchy of candidates decided by the committee. The report on the contest is approved by decision of the committee and is signed by each of the members of the committee and by the chairman of the committee.

**(4)** The chairman of the committee sends the report (ANNEX no. 7 to this Procedure), approved by decision of the committee, Assessment report on the contest for teaching and research positions at the Faculty of Economic Sciences, for each candidate (ANNEX no. 6 to this Procedure) prepared by each member of the committee separately, Evaluation form for teaching and research positions at the Faculty of Economics



(ANNEX no. 5 to this Procedure) prepared by the committee, photocopies of statement on one's own responsibility of the members of the committee present at the contest regarding the avoidance of incompatibility or conflict of interests (ANNEX no. 9 to this Procedure), as well as the original file of the candidate, to the FES management, respecting the deadline for the established contest of UO Management and / or the FES Council.

**Art. 19. (1)** Following the contest for the position, the chairmen of the committee submit the documents referred to in Art.18 (4) to the FES Dean or Vice-Dean appointed by the Dean, who centralizes the results and prepares the Report on the contest for a teaching position at faculty.

**(2)** This Report on the contest held at the FES shall be presented by the Dean in the Council meeting which will validate the results of the contest for the teaching/research position, in order to request the approval of each result obtained by the candidates.

**(3)** For the validation of the contest it is necessary the presence of two thirds of the members of the Faculty Council. Students, members of the council, do not participate in the vote.

**(4)** The FES Council shall examine compliance with the procedures and whether or not to give its opinion on the contest report from this perspective. Any vote against or abstention will have to be justified and has the right of veto in case of proof of violation of the legal procedures in effect.

**(5)** The hierarchy of candidates established by the contest committee may not be modified by the FES Council.

**Art.20.** These results are recorded in the Report of the FES Council meeting. Following the approval in the Council of the results of the contest held by the Faculty of Economic Sciences, based on the reports, an extract of the reports of its meeting is drafted, to which is attached a copy of the meeting notice (with the signatures of all those present). These documents are added to the file of each candidate and are submitted to the General Secretary of the U.O, according to the FES Constat Procedure.

**Art. 21. (1)** The appeals may be filed exclusively for non-compliance with legal procedures.

**(2)** If a candidate has elements that can prove non-compliance with the legal contest

procedures, the candidate may file an appeal within 3 working days from the moment the results were displayed. The appeal is formulated in writing, is registered at the U.O. and shall be settled by the Appeals Committee. The solution is announced within 2 working days from the submission of the appeal, on the contest's website.

**(3)** Appeals committee are set up at the same time and go through the same procedure as the contest committee. The members of the contest committee may not be part of the appeals committee. Following the approval by the university senate, the committee for solving the appeals is appointed by decision of the Rector.

**(4)** The failure to comply to the provisions of the own methodology by the persons with attributions in the procedure of organization and development of the contest constitutes a disciplinary violation and is sanctioned in accordance with the provisions of Law 1/2011 or other legal provisions, depending on the deed.

**Art. 22.** In case the position put up for contest has not been filled, the contest may be resumed, in full compliance with the contest procedure.

**Art. 23.** The result of the contest is published on the web page of the contest and on the FES page, within the term provided by the calendar approved at the U.O. and / or the FES.

**Art. 24. (1)** The appeals may be filed exclusively for non-compliance with legal procedures.

**(2)** If a candidate has elements that can prove non-compliance with the legal contest procedures, the candidate may file an appeal within 3 working days from the moment the results were displayed. The appeal is formulated in writing, is registered at the U.O. and shall be settled by the Appeals Committee. The solution is announced within 2 working days from the submission of the appeal, on the contest's website.

**(3)** Appeals committee are set up at the same time and go through the same procedure as the contest committee. The members of the contest committee may not be part of the appeals committee. Following the approval by the university senate, the committee for solving the appeals is appointed by decision of the Rector.

**(4)** The failure to comply to the provisions of the own methodology by the persons with attributions in the procedure of organization and development of the contest constitutes a disciplinary violation and is sanctioned in accordance with the provisions of Law 1/2011

or other legal provisions, depending on the deed.

## **CHAPTER V. FINAL PROVISIONS**

**Art. 25.** (1) It is considered to be involved in the contest procedure, the persons who:

- a) participates in the decision-making process regarding the appointment of the contest committee;
- b) are members or substitute members of the contest committee;
- c) are involved in professional or administrative evaluation decisions within the contest;
- d) are involved in resolving appeals.

(2) The persons who:

- a) are spouses, relatives and relatives up to the third degree, including one or more candidates;
- b) are employed in the same institution with a candidate who holds a management position and are hierarchically subordinated to the candidate.

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This procedure was updated in January 2019, according to the regulations in effect and applies to contests organized after the date of its approval by the university senate.

DEAN,

Prof.univ.dr.habil. Alina BĂDULESCU





*Annex no. 1 - application for registration for the contest*

*To the Contest Procedure for filling teaching and research positions*

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

To,

Rectorate of the University of Oradea

RECTOR,

The undersigned ..... born on (day, month, year) ..... in  
the locality ..... , domiciled in the locality ..... str.  
..... County ..... block... .. sc... ..ap ..... floor... ..telephone...  
..... , Book of identity series ..... no ..... issued by the Police  
..... on ..... , graduate of the Faculty  
..... , study program ..... , Promotion  
..... , With general average ..... and average at the bachelor's / master's exam  
..... , employee of ..... in the position of .....  
..... , Please approve my registration for the contest for the position of  
..... , position ..... , disciplines... ..  
.....  
.....  
..... Department. ....  
..... Faculty .....  
.....

I mention that I am a doctor of science since (Order of the relevant minister) .....  
..... in the field ..... and in the

disciplines of the position put up for contest I obtained the following marks during the  
faculty .....  
.....

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

Note:

Candidates declared admitted will conclude a full-time employment contract with the  
university for an indefinite period.

Signature Date ..... ..

We certify the legality of the contest entry

LEGAL OFFICE

Date Signature ..... ..





*Annex no. 2 to the competition methodology*

*for filling vacant teaching and research positions*

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

**OPIS**

**CONTEST FILE**

**for teaching and research positions**

**CANDIDATE DATA:**

**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **CNP** \_\_\_\_\_

**Position for which he/she is applying** \_\_\_\_\_ **Position**  
\_\_\_\_\_

**Disciplines** \_\_\_\_\_

\_\_\_\_\_

**Department** \_\_\_\_\_

**Faculty** \_\_\_\_\_

**1. In order to register for the competition for filling a vacant teaching position, the candidate draws up a file containing the following documents:**

<i>Nr. crt.</i>	SUBMITTED DOCUMENTS	<i>YES</i>	<i>NO</i>
1.	The application for registration in the competition, signed by the candidate accompanied by a declaration on his own responsibility regarding the veracity of the information presented in the file - standard model.		

2.	Proposal for the development of the candidate's university career, both from a didactic point of view and from the point of view of scientific research activities - if applicable.		
3.	Curriculum vitae according to the Framework Methodology, art. 14.		
4.	List of works according to the Framework Methodology, art. 15.		
5.	Checking the fulfillment of the minimum standards for the occupation of the position (Annex 3).		
6.	Copy of the doctoral degree in sciences and, if it was obtained abroad, the certificate of recognition or equivalence of it by the Romanian state - the original document will be presented for compliance		
7.	For the positions of university professor, a copy of the order of the minister attesting the habilitation / right to conduct a doctorate and, in case it was obtained abroad, the attestation of its recognition or equivalence by the Romanian state.		
8.	Summary of the doctoral thesis and, as the case may be, of the habilitation thesis, on a maximum of one page each, in Romanian and English.		
9.	Declaration on one's own responsibility that it is not in any situation of incompatibility provided in Law 1/2011 (National Education Law) and the Framework Methodology issued at national level.		
10.	For the positions of university professor, the list of references containing at least 3 names and contact addresses of personalities from the respective field, from abroad, who agreed to draw up letters of recommendation regarding the profesional qualities of the candidate (Annex 4).		

11.	For the positions of associate professor, the list of references containing at least 3 names and contact addresses of personalities in the field, from the country or abroad, who have agreed to draw up letters of recommendation regarding the professional qualities of the candidate (Annex 4).		
12.	In order to fill the positions in higher medical education as head of works or associate professor, except for the positions from the disciplines that do not have a correspondent in the network of the Ministry of Health and those from the preclinical disciplines, the condition of holding the title of specialist doctor must be additionally fulfilled.		
13.	Copies of other diplomas or certificates of recognition attesting to the candidate's studies: baccalaureate diploma, bachelor's degree, master's degree - the original documents for compliance will be presented.		
14.	Copies of transcripts, diploma supplements or school statements issued for each course of study - the original documents for compliance will be presented.		
15.	Copy of identity card or passport, or other document equivalent to identity card or passport - the original documents will be presented for compliance.		
16.	If the candidate has changed his / her name, copies of the documents attesting the name change - marriage certificate or proof of the name change - the original documents will be presented for compliance.		
17.	Medical certificate from which it results that he is able to carry out didactic activity.		

18.	Maximum 10 publications, patents or other works, selected by the candidate and considered to be the most relevant for their own profesional achievements.		
19.	Copy of the document / documents proving the psycho-pedagogical training according to art. 238 of Law no. 1/2011 - the original documents for compliance will be presented.		

2. If there are works that are not available in print or cannot be scanned (theatrical or musical performances, paintings, etc.), recordings or photographs will be submitted.

3. A CD / DVD or other electronic format, with its entire scanned content, shall be attached to the contest dossier, in order to be sent to the contest committee and uploaded to the website. The list of works, the CV and the Verification Form (Annex 3) will be scanned as separate files, without exceeding 10 MB together. The personal data of the candidate (CNP, home address and signature) will not appear on the scanned documents.

Verified when submitting the Candidate file

S.R.U.

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***Annex no. 3 - minimum standards verification sheet***

***To the Contest Procedure for teaching and research positions***

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

**CHECKING SHEET**

**A MINIMUM OF MEETING THE STANDARDS**

**for teaching and research positions**

**I. DATE ABOUT THE CANDIDATE**

1. Undergraduate and master's degree studies

Nr. crt.	Higher education institution	Domain	Period	The title granted

2. Doctoral university studies

Nr. crt.	Higher education institution	Domain	Period	The title granted

### 3. Postdoctoral studies and scholarships

Nr. crt.	The organizing institution	Domain	Period	Obs.

### 4. Teaching / professional degrees

Nr. crt.	The institution	Domain	Period	Title / teaching position / professional degree

## II. DATA ON MEETING SPECIFIC STANDARDS

### 1. University assistant, research assistant, scientific researcher

- is a graduate of an accredited higher education institution with a general average of undergraduate years of study at least 9.00 (consisting of the simple arithmetic average of the average of each year of study) and with an average of the undergraduate exam of at least 9.00;

- holds a diploma / scientific title of doctor according to the provisions of Art.

12. (2) above;

- published at least 4 papers (articles, studies) in extenso, in specialized journals indexed in at least 3 international databases or listed Web of Science, of which, for one article, has the quality of sole author, first author or corresponding author;

- presented at least 4 scientific papers at international conferences in the field, of which at least 2 at conferences with a history of ISI-indexed Proceedings.

- meets the specific FES criteria provided in the Form for verifying the fulfillment of the minimum standards for teaching and research positions at the Faculty of Economics established by the CNATDCU Committee: Committee of Economic Sciences and Business Administration (ANNEX no. 3 to this Procedure).

- meets other ESF-specific requirements, as follows:

Evaluation criteria	Performance indicator	Minimum average / no. minimum
1. Diploma attesting the candidate's specialization in a field belonging to the Economic Sciences, by undergraduate and / or master's and / or doctoral studies - this criterion is valid only for the positions put up for contest that are composed of foreign language disciplines , according to the provisions of Art. 12. (2) of the Procedure regarding the organization, development and occupation by contest of teaching and research positions, for an indefinite period, at the Faculty of Economic Sciences of the University of Oradea	University / Faculty / Specialization	Minimum 1  License/  master /  doctorate

Evaluation criteria	Performance indicator	Minimum average / no. minimum
2. Dissemination of the results of scientific research:	<p>For each WoS item a score is awarded = 2 / no. by authors</p> <p>For each item indexed in at least 3 BDI (other than WoS) a score is awarded = 1 / no. by authors</p> <p>For each conference paper with a history of Proceeding WoS = 2 / no. by authors</p>	<p>Total minimum 8 works.</p> <p>Separation of candidates it is done in function of the individual score</p>

### Realized / unrealized

## 2. University lecturer, scientific researcher degree III

- is a graduate of an accredited higher education institution, with the general average of the bachelor's years of study of at least 9.00 (consisting of the simple arithmetic average of the average of each year of study) and with the average of the bachelor's exam of at least 9.00;

- meets the national minimum standards for teaching positions, specific to the position of university lecturer / scientific researcher grade III, according to the legislation in force, if applicable;

- holds a diploma / scientific title of doctor according to the provisions of Art. 12. (2) above;

- published at least 1 article in extenso in WoS indexed journals with absolute influence score (AIS) nonzero;

- developed, at least in electronic form, a specialized teaching material for student use;

- have published at least 4 papers (articles, studies) in extenso, in specialized journals indexed in at least 3 international databases (BDI) or listed Web of Science;

- presented at least 4 scientific papers at international conferences in the field,



of which at least 2 at conferences with a history of ISI-indexed Proceedings;

- meets at least 75% of the score related to the position of associate professor established by the CNATDCU minimum standards, respectively:

- P score (from publications of articles type in WoS indexed journals with non-AIS): minimum 0.5625;

- C score (from citations in WoS journals with non-AIS): minimum 0.375;

- S = P + C score: minimum 1.125.

- meets the specific FES criteria provided in the Form for verifying the fulfillment of the minimum standards for teaching and research positions at the Faculty of Economics (ANNEX no. 3 to this Procedure), criteria that cannot fall below the level of national minimum standards.

- meets the specific requirements of the FES, as follows:

Evaluation criteria	Performance indicator	Minimum average / no. minimum
1. Diploma attesting the candidate's specialization in a field belonging to the Economic Sciences, through undergraduate and / or master's and / or doctoral studies - this criterion is valid only for the positions put up for contest that are composed of foreign language disciplines , according to the provisions of Art. 12. (2) of the Procedure regarding the organization, development and occupation by contest of teaching and research positions, for an indefinite period, at the Faculty of Economic Sciences of the University of Oradea	University / Faculty / Specialization	Minimum 1 License/ master / doctorate

Evaluation criteria	Performance indicator	Minimum average / no. minimum
2. Dissemination of the results of scientific research:	<p>Minimum 1 specialized teaching material for student use, at least in electronic form;</p> <p>Minimum 1 article in extenso, in WoS indexed journals with absolute influence score (AIS) nonzero;</p> <p>Minimum 4 papers (articles, studies) in extenso, in specialized journals indexed in at least 3 international databases (BDI) or listed Web of Science;</p> <p>Minimum 4 scientific papers at international conferences in the field, of which at least 2 at conferences with a history of Proceedings indexed by ISI;</p> <p>Meets at least 75% of the lecturer's score established by the CNATDCU minimum standards</p>	
3. Individual scores P, C, S:		The individual score of the candidates is calculated according to Annex 27 to the O.M.E.N.C.Ş. no. 6.129 / 20.12.2016 regarding the approval of the minimum necessary and obligatory standards for
<p>P indicator = <math>\sum P_i</math> for maximum 10 ISI items with AIS non zero</p> <p>Indicator C = <math>\sum C_j</math> for maximum 10 citations in ISI journals with AIS non zero</p>	<p>Minimum 0.5625</p> <p>Minimum 0.375</p>	

Evaluation criteria	Performance indicator	Minimum average / no. minimum
Indicator S=P+C	Minimum 1.125	conferring didactic titles in higher education, of the profesional degrees of research-development, of the quality of doctoral supervisor and of the habilitation certificate

According to Annex 27 to the O.M.E.N.C.Ş. no. 6.129 / 20.12.2016 on the approval of the minimum necessary and mandatory standards for conferring teaching degrees in higher education, profesional degrees of research and development, the quality of doctoral supervisor and the certificate of qualification, **the values of scores** for participation in contests for positions and obtaining teaching and scientific degrees and granting the certificate of qualification are the following:

Didactic / scientific title for which he is applying	S		P		C	
	Minimal	Calculate d by the candidate	Minimal	Calculat ed by the candidat e	Minimal	Calculat ed by the candidat e
Lecturer	≥ 1,125		≥ 0,5625		≥ 0,375	

*Realized / unrealized*

#### IV. DATA ON COMPLIANCE WITH NATIONAL MINIMUM AND FES-SPECIFIC STANDARDS

Associate Profesor, University Profesor, Grade II Scientific Researcher or Grade I Scientific Researcher:

- holds a diploma / scientific title of doctor according to the provisions of Art. 12. (2) of the Procedure regarding the organization, development and occupation by contest of teaching and research positions, for an indefinite period, at the Faculty of Economic Sciences of the University of Oradea;

- meets the national minimum standards for teaching positions, specific to the position of associate professor, university professor, second degree scientific researcher or first degree scientific researcher, established by CNATDCU Committee: Committee of Economic Sciences and Business Administration, as appropriate, according to current legislation ;

- holds the certificate of habilitation / quality of doctoral supervisor in the branch of economics (this criterion applies only to candidates for the position of university professor / scientific researcher grade I);

- meets - where appropriate - other FES-specific requirements set out in point V below.

**4.1. Compulsory criterion according to LEN 1/2011, with subsequent amendments and completions, valid only for candidates for the position of university professor / scientific researcher degree I:**

**Holding the certificate of habilitation / quality of doctoral supervisor in the branch of science Economic sciences, in the field of taught subjects**

**Fulfilled / Unfulfilled**

**4.2. Minimum required and mandatory standards set by the CNATDCU Committee: Committee for Economic Sciences and Business Administration**

**4.2.1.** According to Annex 27 to the O.M.E.N.C.Ş. no. 6.129 / 20.12.2016 on the approval of the minimum necessary and mandatory standards for conferring teaching degrees in higher education, professional degrees of research and development, the quality of doctoral supervisor and the certificate of qualification, **the values of scores** for participation in contests for positions and obtaining teaching and scientific degrees and granting the certificate of qualification are the following:

Nr. crt.	Didactic / scientific title for which he is applying	S		P		C	
		Minimal	Calculate d by the candidate	Minimal	Calculate d by the candidate	Minimal	Calculat ed by the candidat e
1.	Associate professor	≥ 1,50		≥ 0,75		≥ 0,50	
2.	Scientific researcher II	≥ 1,50		≥ 0,75		≥ 0,50	
3.	University professor	≥ 4,00		≥ 2,00		≥ 1,20	

4.	Scientific researcher I	$\geq 4,00$		$\geq 2,00$		$\geq 1,20$	
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4.2.2. Minimum conditions, according to Annex 27 to the O.M.E.N.C.Ş. no. 6.129 / 20.12.2016 regarding the approval of the minimum necessary and obligatory standards for the conferment of didactic titles in higher education, of the professional degrees of research-development, of the quality of doctoral supervisor and of the habilitation certificate:

#### 4.2.2.1. University professor / scientific researcher I

Nr. crt.	For a university professor / scientific researcher I, one of the following conditions must be met:	Accomplished	
		YES value fulfilled	/ NO
a).	of the maximum 10 articles, the candidate must be the author or co-author of at least two articles published in ISI-rated journals with an absolute influence score (AIS) greater than 0.15		
b).	to have won in national or international contests at least 2 research projects / grants, except for projects funded by operational programs such as SOP-DRU, SOP-EEC or similar, one of which as project director or partner manager		
c).	of the maximum 10 articles, the candidate must be the author or co-author of at least one article published in ISI rated journals with an absolute influence score (AIS) higher than 0.15 and have won at least 1 project in national or international contests / research grant, except for projects financed by operational programs such as SOP-DRU, SOP-EEC or similar, as director		

#### *Realized / unrealized*

In addition, the candidate for the title of university professor / scientific researcher I must have a minimum of 4 ISI articles with AIS non zero, of which at least 2 from the Core Economics and / or Infoeconomics categories, according to Annex 27 to the O.M.E.N.C.Ş. no. 6.129 / 20.12.2016 regarding the approval of the minimum necessary and obligatory standards for conferring didactic titles in higher education, professional

research and development degrees, the quality of doctoral supervisor and the habilitation certificate, established by the CNATDCU Committee: Committee of Economic Sciences and Business Administration.

Nr. crt.	Name of the criterion	Accomplished	
		YES / value fulfilled	No
1.	The candidate for the title of university professor / scientific researcher I must have a minimum of 4 ISI articles with AIS non zero, from which:		
	- at least 2 of the Core Economics and / or Infoeconomics categories		

*Realized / unrealized*

#### 4.2.2.2. Associate Professor / Scientific Researcher II

Nr. crt.	For Associate Professor / Researcher II, one of the following conditions must be met:	Accomplished	
		YES / value fulfilled	NO

<b>a).</b>	of the maximum 10 articles, the candidate must be the author or co-author of at least one article published in ISI-rated journals with an absolute influence score (AIS) greater than 0.15		
<b>b).</b>	have been a director / responsible partner / member of a research project / grant won in national or international competitions, except for projects funded by operational programs such as SOP-DRU, SOP-EEC or similar		

*Realized / unrealized*

In addition, the candidate for the title of Associate Professor / Scientific Researcher II must have a minimum of 2 ISI articles with AIS non zero, of which at least 1 from the Core Economics and / or Infoeconomics categories, according to Annex 27 to the O.M.E.N.C.Ş. no. 6.129 / 20.12.2016 regarding the approval of the minimum necessary and obligatory standards for conferring didactic degrees in higher education, professional research and development degrees, the quality of doctoral supervisor and the habilitation certificate established by the CNATDCU Committee: Committee of Economic Sciences and Administration business.

<b>Nr. crt.</b>	<b>Name of the criterion</b>	<b>Accomplished</b>	
		<b>YES value fulfilled</b>	<b>NO</b>
<b>1.</b>	The candidate for the title of Associate Professor / Scientific Researcher II must have a minimum of 2 ISI articles with AIS non zero,  from which:		
	- at least 1 of the Core Economics and / or Infoeconomics categories		

*Realized / unrealized*

## V. DATA ON MEETING THE FES SPECIFIC MINIMUM CRITERIA

Associate Professor, University Professor, Grade II Scientific Researcher or Grade I Scientific Researcher:

Clarification: This criteria is valid only for the positions put up for contest that are composed of foreign language disciplines, according to the provisions of Art. 12. (2) of the Procedure regarding the organization, development and occupation by contest of teaching and research positions, on indefinite period, at the Faculty of Economic Sciences of the University of Oradea, in addition to the minimum necessary and mandatory Standards established by the CNATDCU Committee: Committee of Economic Sciences and Business Administration:

- holds a diploma attesting to the candidate's specialization in a field belonging to the Economic Sciences, through undergraduate and / or master's and / or doctoral studies in the field of Economic Sciences

## VI. SELF-EVALUATION OF TEACHING AND SCIENTIFIC ACTIVITY

This self-assessment is carried out with the observance of the minimum necessary and obligatory standards for the conferment of didactic titles in higher education, of the professional degrees of research-development, of the qualification of doctoral supervisor and of the habilitation certificate.

Self-assessment for the position of assistant professor

Score calculation:

Nr. crt.	Bibliographical references	Journal / conference type and indexing category (eg WoS journal, BDI journal, conference with WoS Proceedings, international conference without WoS proceedings)	No. of authors	Individual score per item
1				
2				
3				
4				
5				
6				
7				
8				



9				
10				
Total score				.....

For each WoS item a score is awarded = 2 / no. of authors

For each item indexed in at least 3 BDI (other than WoS) a score is awarded = 1 / no. of authors

For each conference paper with a history of Proceeding WoS = 2 / no. of authors

For each paper at the international conference without proceedings indexed WoS = 1 / no. of authors.

### Self-assessment for the positions of lecturer, associate professor, professor

#### A. P-score calculation: list of the maximum 10 ISI items with AIS non-zero

Nr. crt.	Bibliographical references	AIS	Nr. of N authors with RO affiliation	Multiplier M	Score $P_i = M \times [1 - (N-1) \times 0,1] \times AIS$
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
TOTAL P score					

Equivalences performed (with ISI books / chapters / proceedings - if applicable:

#### B. Calculation of C points: list of maximum 10 citations in ISI-rated journals with AIS non zero (self-citations and semi-self-citations are excluded).

<b>Nr. crt.</b>	<b>Bibliographical references</b>	<b>The quartile after AIS of the magazine in which art. quoting</b>	<b>Score</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			
<b>TOTAL C score</b>			

**C. Calculation of points  $S = P + C = \dots$**

**D. Other conditions (valid for conf / prof.):**

Articles published in ISI-rated journals with an absolute influence score (AIS) greater than 0.15 / projects or research grants of which at least 1 as director or head:

- 1.
- 2.

Minimum 4 points prof./ 2 points according to ISI articles with AIS non zero, of which minimum 2 for prof./1 for conf. in Core Economics and / or Infoeconomics.

- 1.
- 2.
- 3.
- 4.

**E. Score centralizer**

<b>Indicator / Score</b>	<b>Calculated score</b>	<b>Minimum lector score</b>	<b>Minimum associated professor score</b>	<b>Minimum university professor score</b>
<b>P Indicator</b>		0,5625	0,75	2,00

C Indicator		0,375	0,50	1,20
S=P+C Indicator		1,125	1,50	4,00

I declare on my own responsibility that I meet / do not meet the minimum standards related to the position held, as follows:

1. Meet the minimum score, by categories and total (P, C, S)
2. Meet the additional conditions regarding: maximum number of articles used to calculate the P and C score, minimum AIS of the articles, replacement and maximum weight of 25% of the P score obtained based on books and ISI Proceedings, topics and themes specific to the economic field treated in published articles, minimum number of articles with AIS greater than 0.15 / projects or research grants, the minimum number of 4 (respectively 2 for associate professor) ISI articles with AIS non zero, of which 2 (respectively 1 for associate professor) ISI articles with non-associate AIS published in the Core Economics categories and / or Infoeconomics et. according to the standards in effect at the date of signing.

*I hereby confirm that the above data are real and refer to my own professional and scientific activity.*

Date \_\_\_\_\_

Candidate \_\_\_\_\_

Checked by:

Chairman of the committee \_\_\_\_\_

Members of the committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*To the Contest Procedure for filling teaching and research positions*

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

**LIST OF REFERENCES**

**for the positions of associate professor and university professor**

**DATA ABOUT THE CANDIDATE**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
CNP \_\_\_\_\_

The position for which he/she applies \_\_\_\_\_

Position \_\_\_\_\_ Disciplines \_\_\_\_\_

Department \_\_\_\_\_

Faculty \_\_\_\_\_

Nr. crt.	Last name and first name	Univ. title	Specialization / Field	Institutional affiliation (university, faculty, department) *	Address	Email address
1						
2						
3						
4						
....	.....					

Date \_\_\_\_\_

Candidate \_\_\_\_\_

***Annex no. 5 - appraisal report on the contest for the positions to the***

***Contest Procedure for filling teaching and research positions***

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

**APPRECIATION REFERENCE**

**on the contest for teaching and research positions**

*(to be completed by each contact person / member of the contest committee, including its chairman, for each of the candidates registered for the contest)*

The undersigned \_\_\_\_\_, didactic degree \_\_\_\_\_, Institution \_\_\_\_\_, Department \_\_\_\_\_, appointed committee member regarding the contest for the position of \_\_\_\_\_ position \_\_\_\_\_, Discipline \_\_\_\_\_, Department \_\_\_\_\_, Faculty \_\_\_\_\_ within the University of Oradea, session \_\_\_\_\_ by the decision nr. \_\_\_\_\_ and date \_\_\_\_\_ of the University of Oradea's Rector, following the evaluation of the presented data in the contest file and of the evidence presented by the candidate \_\_\_\_\_, I found the following:

**I. EVALUATION OF THE DIDACTIC AND SCIENTIFIC ACTIVITY**

*It is made on the basis of the Candidate Self-Assessment Form, the CV, the List of scientific papers and professional achievements, the content of the contest file of each candidate).*

**A. Relevance and impact of scientific results**

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**B. Ability to guide students or young researchers**

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**C. Teaching skills**

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**D. The ability to transfer the candidate's results to the socio-economic environment**

**and to popularize the scientific results**

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**E. Ability to work in a team and the efficiency of scientific collaborations**

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**F. Ability to lead research and development projects**

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**G. Professional experience in other institutions**

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Score obtained (according to the Evaluation Sheet - Annex 6) \_\_\_\_\_.

Total score of test I \_\_\_\_\_

The candidate **meets** / **does not meet** the criteria for the position and **has** / **does not have** a didactic / professional and scientific activity corresponding to the position.

**II. EVALUATION OF THE WRITTEN EXAM - ORAL - PRACTICAL** (only for the position of assistant professor) / **DIDACTIC / SCIENTIFIC / PUBLIC LECTURES**

Grades awarded: minimum (mandatory to be obtained) - 8, maximum - 10 (respectively minimum 7 in case of public lecture)

- Written exam \_\_\_\_\_

- Oral exam \_\_\_\_\_

- Practical exam \_\_\_\_\_

- Didactic / scientific / public lecture \_\_\_\_\_

Grade II exams score (average of maximum 4 exams) \_\_\_\_\_

**FINAL SCORE** \_\_\_\_\_ (sum of scores obtained in assessments I and II)

**The candidate has / does not have the necessary knowledge to fill the position.**

Following the evaluation of the candidate \_\_\_\_\_,  
whom entered in the contest for the position of \_\_\_\_\_, position  
\_\_\_\_\_, Department \_\_\_\_\_,  
Faculty \_\_\_\_\_, by ranking the  
results of the candidates (if applicable), he/she occupies the position \_\_\_\_\_ and I  
propose the **occupation / non-occupation** of the position for which he/she applied.

Date \_\_\_\_\_

Signature \_\_\_\_\_





***Annex no. 6 - evaluation sheet to the Contest Procedure***

***For filling teaching and research positions***

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

**EVALUATION SHEET**

**for teaching and research positions**

**DATA ABOUT THE CANDIDATE**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
\_\_\_\_\_ CNP \_\_\_\_\_ The position he/she is  
applying for \_\_\_\_\_ Position \_\_\_\_\_  
Disciplines \_\_\_\_\_  
Department \_\_\_\_\_  
Faculty \_\_\_\_\_.

**I. EVALUATION OF THE DIDACTIC AND SCIENTIFIC ACTIVITY**

For the positions of lecturer, associate professor, professor::

Score	Calculated by the candidate	Granted by the committee (average of the 4 evaluations)
P		
C		
S		

For the assistant function:

Score calculated by the candidate \_\_\_\_\_

Score granted by the committee \_\_\_\_\_

## **II. WRITTEN - ORAL - PRACTICAL EXAM (only for assistant positions) / PUBLIC / TEACHING / SCIENTIFIC LECTURE**

Grades awarded: minimum (mandatory to be obtained) - 8, maximum - 10 (respectively minimum 7 in case of public lecture)

- Written exam \_\_\_\_\_
- Oral exam \_\_\_\_\_
- Practical exam \_\_\_\_\_
- Didactic / scientific / public lecture \_\_\_\_\_

Grade II exams score (average of maximum 4 exams) \_\_\_\_\_

**FINAL SCORE** \_\_\_\_\_ (sum of scores obtained in assessments I and II)

**Chairman of the committee**

\_\_\_\_\_

**Members of the committee**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Contest Procedure for filling teaching and research positions*

**UNIVERSITY OF ORADEA**

**FACULTY OF ECONOMIC SCIENCES**

**REPORT**

**on the contest for teaching and research positions**

**Sesiunea** \_\_\_\_\_

Members of the contest committee (name, first name, teaching title, institutional affiliation):

Chairman:

\_\_\_\_\_

Member:

\_\_\_\_\_

Member:

\_\_\_\_\_

Member:

\_\_\_\_\_

Member:

\_\_\_\_\_

appointed by the decision of the Rector of the University of Oradea no. \_\_\_\_\_ date \_\_\_\_\_, for the evaluation of the candidates registered for the contest for filling the vacancy of \_\_\_\_\_, position \_\_\_\_\_,

Disciplines \_\_\_\_\_,

Department \_\_\_\_\_,

Faculty \_\_\_\_\_, following the contest procedure in accordance with the Faculty's own Procedure, the following report results:

**I. DATA ABOUT REGISTERED CANDIDATES**

1. Candidates enrolled:

\_\_\_\_\_

\_\_\_\_\_

2. Candidates present in the contest:

a. Written - oral – practical exams

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b. Public / didactic / scientific lecture

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## II. OBTAINED RESULTS

( candidates will be placed in descending order of the final score obtained )

Nr. crt.	Enrolled candidates	Meeting national and specific standards		Final score in exam I [points /%]	Final score in exam II [average/%]	Final score [points /%]
		YES	NOT			
1						
2						
3						
4						
5						
....	.....					

## III. OBTAINED RESULTS

The results of the contest were made public on \_\_\_\_\_, time \_\_\_\_\_, by \_\_\_\_\_

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## IV. APPEALS

There were no complaints / was filed appeal (contesting, motivation)

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How the appeal was solved

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## **V. DECISION OF THE CONTEST COMMITTEE**

Following the evaluation of the professional, scientific activity and the contest's exam held, the committee proposes, with \_\_\_\_\_ votes "for", \_\_\_\_\_ votes "against" and \_\_\_\_\_ abstentions ", as Ms. /Mr \_\_\_\_\_ to occupy the position for which the contest was organized.

Date: \_\_\_\_\_.

**Chairman of the Committee** \_\_\_\_\_

**Members of the committee** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Annex no. 8 - statement on own responsibility for the agreement*

*To participate in the contest committee to the contest procedure for filling*

*Teaching and research positions*

**STATEMENT ON OWN RESPONSIBILITY**  
**on the agreement to participate in the Contest Committee**  
**for a teaching position, for an indefinite period,**  
**at the Faculty of Economic Sciences within the University of Oradea**

I, the undersigned \_\_\_\_\_,  
teacher at the University of Oradea \_\_\_\_\_, Faculty  
\_\_\_\_\_,  
in the didactic function of \_\_\_\_\_,  
having CNP \_\_\_\_\_ and being legitimized with CI / BI series \_\_\_\_\_, no  
\_\_\_\_\_, issued by \_\_\_\_\_ on \_\_\_\_\_, I hereby declare, on  
my own responsibility, the following:

1. I have taken note of and agree to be a member of (Chair /  
Member / Substitute) \_\_\_\_\_ from the contest committee for the  
indefinite occupation of the teaching position of \_\_\_\_\_, position \_\_\_\_\_,  
from the Status of functions for the academic year of 20... -20... of the Department of  
\_\_\_\_\_ at the Faculty of Economics Sciences.
2. I am available to be present at the headquarters of the  
Faculty of Economic Sciences within the University of Oradea, on \_\_\_\_\_, at  
\_\_\_\_\_, in order to carry out the specific activities of the contest committee for the  
indefinite occupation of the above-mentioned teaching position.

Date: \_\_\_\_\_

signature, \_\_\_\_\_ Name, surname and

**APPROVED**

**(hierarchically superior head of the institution where the declarant is titular)**

function<sup>1</sup> \_\_\_\_\_,

Name, surname and signature.

\_\_\_\_\_

<sup>1</sup> Department Director, Dean or Rector, as appropriate.

***Annex no. 9 - Declaration on own responsibility regarding the avoidance of incompatibility or conflict of interest to the Contest Procedure for filling teaching and research positions***

**DECLARATION ON AVOIDANCE OF INCOMPATIBILITY  
AND THE CONFLICT OF INTEREST**

The undersigned, ..... univ. dr. ...., titular within  
....., appointed by the  
decision of the Rector of the University of Oradea no. .... from ....., as a  
referent / member in the contest committee for the evaluation of the candidates registered for the  
contest for filling the vacancy of ..... university, position .....,  
Disciplines.....  
.....

The Department of .....,  
Faculty of Economic Sciences, University of Oradea, I declare on my own responsibility that I  
am not in situation of incompatibility or conflict of interests provided by the normative acts in  
effect with Mr. / Mrs. Dr. ....  
candidate entered this contest.

Date: .....

Teaching degree, first name and last name:

.....

Signature:

.....