

UNIVERSITY OF ORADEA  
ART FACULTY

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

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## GENERAL ASPECTS

**1st Article.** At the University of Oradea (UO), the vacant teaching or research positions are occupied, for an unlimited period of time, only by public contest, in accordance with the Law no.1/2011 G.D. no. 457 on approving the contest methodology-framework for the vacant teaching and research job openings in higher education (published in M.O., part I, no. 371/26.05.2011) and this methodology, hereafter referred to as its own methodology.

**2nd Article. (1)** The contest for the employment on an indefinite period in a teaching or research position is provided only if it is vacant.

**(2)** A position is considered to be vacant if it is thus foreseen in the State of Functions, prepared annually, or if it becomes vacant during the academic year.

**(3)** The vacancy shall be performed in one of the following ways:

**(a)** cessation of employment, retirement, death, resignation, dismissal or other termination of the employment contract, in accordance with the law;

**(b)** the person occupying the position on another position within the same institution of higher education, as a result of winning a contest. 3

**(4)** Teaching and research positions **cannot** be made available by turning an occupied position into a superior ranked one.

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**3rd Article. (1)** The University of Oradea may organize a contest to fill a teaching or research position only with the approval of the Ministry of National Education which is requested during the first 30 calendar days from the start of each semester of the academic year.

**(2)** The request for obtaining the approving go-ahead of the Ministry of Education will have the following documents attached:

**(a)** a list of vacant positions that are proposed for contest, signed by the Rector and stamped.

**(b)** the extract from the Positions Roll containing the positions up for contest, signed by the Rector, the Economic Director, the Dean and the Head of Department or the Director of the CSUD and the Director of the Doctoral School.

© a Statement on One's Own Responsibility by the Rector, that attests to the fact that all the positions proposed have in their respective structure only disciplines of study pertaining to the educational plan of the legally established Degrees and Specializations, as regards both the form of education and the venue.

**(d)** its own contest methodology.

(3) The contest procedures can be only set into motion upon publication of the vacant position up for contest in the Official Gazette of Romania, Part III.

**4th Article.** Teaching or research positions that the University of Oradea presents as vacant in the contest are:

- a) Assistant Lecturer for an unlimited period of time;
- b) Senior Lecturer;
- c) Associate Professor;
- d) Professor;
- e) Research Assistant for an unlimited period of time;
- f) Researcher;
- g) Senior Researcher II;
- h) Senior Researcher II;
- i) Senior Researcher I.

**5th Article.** Teaching or research positions may be occupied by Romanian citizens or foreign nationals, without any discrimination, in accordance with Article 294 of Law No. 1/2011, and it's following modifications.

**6th Article (1)** The positions to be occupied are proposed by the Director of the Department which is responsible for the structure of the vacant positions through reports endorsed by the Council of the Department and/or the Faculty Council, as the case may be. The proposal of the Head of the Department will be accompanied by a report, which must contain explanations regarding the following of the general criteria national and university level, which allow the vacancy, and also the existence of financial resources to support the new position.

(2) The list of vacant proposed positions for the contest shall be approved by the Dean and forwarded to the University's Board for approval in accordance with art. 213, paragraph (13) of the Education Act (Law No. 1/2011).

(3) In the forwarding address, the positions will be individualized by indicating their position in the State of Functions of the Department, the disciplines of the position structure and the criterium according to which the position has been declared free, specifying whether the position is vacant.

**7th Article. (1)** Public announcement of competitions for filling vacant teaching or research positions, accompanied by related programs is done by the University of Oradea, at least two months before the date of the first contest. Notices shall be published *on the website administrated by MECS, visibly on the front page of the site [www.uoradea.ro](http://www.uoradea.ro) and in the Official Gazette of Romania.*

(2) Depending on the job profile and needs of university personnel, the public announcement is also made, at the proposal of the Faculty Council, in renowned national and international scientific publications in the field.

(3) On the website of the contest, within the period specified in paragraph (1), the following information (NEW POST ENTRY FORM, 3rd section from the Manual User's Manual for Completing the Information about the Competition for the Occupation of Indefinite Vacant Teaching and Research Positions in the Higher Education) will be published:

- a) description of the open position,
- b) tasks / activities for the open position, including teaching norm and types of activities included in the teaching norm, including the research norm,
- c) minimum wage classification of the position at the time of employment,
- d) contest calendar,
- e) competition topics, including of lectures, courses or other similar or themes that the competition commission may choose subjects from,
- f) a description of the competition procedure,
- g) complete list of documents that applicants must include in their contest file,
- h) the address where the contest folder should be sent to.

(4) Announcements related to the positions of Associate Professor and Professor, Senior Researcher II and Senior Researcher I will be also published in English.

(5) A curriculum vitae and a statement of verification of the accomplishment of the minimum standards for each of the applying candidates and with the protection of personal data, in the legal sense, will be published on the contest's website and on the university website at the latest within 5 working days of the closing date for entries to the competition.

## **4.2. CONTEST ENTRY**

**8th Article.** (1) Entry to the competition for a teaching or research position begins on the day of publication in the Official Gazette of Romania, Part III.

(2) Registration ends 15 calendar days before the deployment of the first contest.

(3) The competition takes place not later than 45 days after the end of the registration period.

**9th Article (1)** The conditions for entry the contest for filling a teaching position are those provided in this article.

**10th Article (1)** In order to enter the competition for a teaching or research position, the candidate prepares a dossier containing the documents mentioned in the 2nd Annex to this methodology.

1. The application for registration, signed by the candidate accompanied by a declaration on his own responsibility regarding the veracity of the information presented in the file - standard model (Annex 1A, 1B)

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. respectively art. 12, this procedure

4. List of works according to the Framework Methodology, art. 15. respectively art. 13 this procedure.
5. Form for checking the fulfillment of the standards for submission to the competition and / or for the position (Annexes 3A / 3B).
6. Copy of the doctoral degree in science 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 a university professor position, a copy of the order of the minister attesting the doctoral qualification / right 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 Methodology - framework issued at national level.
10. For a university professor position, the list of references containing at least 3 names and contact addresses of personalities in the respective field, from abroad, who agreed to draw up letters of recommendation regarding the professional qualities of the candidate (Annex 4A / 4B).
11. For a university lecturer position, the list of references containing at least 3 names and contact addresses of personalities from the respective field, from the country or abroad, who have agreed to draw up letters of recommendation regarding the professional qualities of the candidate (Annex 4A / 4B ).
12. 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.
13. Copies of transcripts, diploma supplements or school statements issued for each course of study - the original documents for compliance will be presented.
14. Copy of identity card or passport, or other document equivalent to identity card or passport - the original documents will be presented for compliance.
15. 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.
16. Medical certificate from which it results that he is able to carry out didactic activity.
17. Maximum 10 publications, patents or other works in electronic format, selected by the candidate and considered to be the most relevant for their own professional achievements.
18. The acceptance of the processing of personal data by the U.O.

**11th Article. (1)** Candidates for the positions of Associate Professor or Senior Researcher II must include in the contest folder at least 3 names and contact addresses of personalities in the field, in the country or abroad, outside the higher education institution whose position is brought to contest, who agreed to produce letters of recommendation regarding the candidate's professional qualities.

(2) Candidates for the positions of Professor or Senior Researcher I must include in the contest folder at least 3 names and contact addresses of foreign personalities in the field of higher education and research, who agreed to produce letters of recommendation regarding the candidate's professional qualities

(3) In the case of national specific domains, the credentials for candidates for teaching positions may come from some personalities in this field in Romania, outside the higher education institution whose position is put up.

(2) Should there be any work that cannot be saved in a digital format (dramatic or musical performances, paintings) there will be accepted films and photographs in the contest files.

(3) 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.

**12th Article.** The candidate's curriculum vitae should include information about:

a) studies and diplomas obtained,

b) professional experience and employment, 7

c) research and development projects led as project manager and grants obtained if there are such projects or grants, indicating for each the funding source, funding amount and major publications or patents results,

d) awards or other recognition of the candidate's scientific contributions.

**13th Article.** List of candidate published papers will be structured as follows:

a) list of publications, including the extras, the list of more than 10 works considered to be the most relevant by the candidate for their professional achievements, which are included in electronic files and which can be found in other types of work referred to in this article. For the position of Professor the publication list will specify the work carried out after obtaining the certificate of entitlement.

b) doctoral thesis or theses;

c) Exhibitions, concerts

d) books and book chapters;

e) articles / studies in extenso, published in representative journals at international and national level in the field;

(f) publications in extenso, published in papers of major international conferences;

g) other works and contributions in the field of artistic theory and creation:

h) patents for invention and intellectual property, innovation.

**14th Article. (1)** The contest file is made by the candidate and, with the electronical support containing the scanned file, it shall be submitted to the UO address specified on the contest website, directly or through postal or courier services, allowing confirmation of receipt.

(2) On the contest web pages managed by UO and at the latest within 5 working days of the closing date for entries to the competition, for each of the candidates registered and respecting the protection of personal data for the purposes of law, the following will be published:

- a) curriculum vitae,
- b) check sheet meeting the minimum standards
- c) the nominal composition of the competition commission.

**15th Article.** (1) To obtain the positive legal notice, each candidate file will contain the resolution of the University's Legal Office regarding the verification of the information in the check-form as it appears at Art. 17th (2)-(b). This resolution will be formulated by a commission officially assigned at the proposal of the Administrative University Council and by decree of the Rector.

(2) Fulfillment by a candidate of the legal conditions to participate at the contest is certified by the legal department of UO, based on the resolution mentioned at the paragraph (1) and on other documents required for the contest entry.

(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.

### **4.3. CONTEST UNFOLDING**

**16th Article (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.

**17th Article** (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 or 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.

**18th Article** (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.

**19th Article** (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.

**20th Article** (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.

**21th Article** (1) The professional competences of the candidate are evaluated to the competition commission based on the competition file and, additionally, through one or more tests as specified, detailed on fields and teaching degrees in art. 23, 25, 27 of Chapter III of this document.

**22th Article** The assistant lecturer, the research assistant and the scientific researcher may be hired through a public competition among the graduates of the accredited institutions of higher education, if they meet the following minimum conditions.

A. Minimum requirements for the candidate for the position of assistant professor, research assistant and scientific researcher at the Music Department:

- holds a bachelor's degree in Music according to the legislation and the job description;
- holds a doctorate in the field of Music according to the legislation and the job description;
- proves the psycho-pedagogical training.
- has an average of years of university studies greater than or equal to 8.00;
- **theorists**: has published at least 3 papers (articles, studies), in extenso or in summary, in specialized journals or in volumes of national or international scientific events;
- **performers**: minimum 5 recitals or concerts as a soloist or in chamber ensembles up to 10 members.
- meets the minimum requirements set out in Annex 3.A.1. - theorists and 3.A.2 interpreters.

B. Minimum requirements for the candidate for the position of assistant lecturer, research assistant and scientific researcher at the Visual Arts Department:

- holds a bachelor's degree in the field of Visual Arts according to the legislation and the job description;
- holds a doctorate in the field of Visual Arts according to the legislation and the job description;
- proves the psycho-pedagogical training.
- has an average of years of university studies greater than or equal to 8.00;
- meets the minimum requirements set out in Annex 3.B.1.

**23th Article** The competition for the position of university assistant consists of three tests in both departments.

For the practical test, the bibliography is announced on the university's website once the announcement of the vacancy is published. The topic of the practical test is established by the president of the competition commission, in consultation with its members, and is announced at least

3 working days before test on the contest website, together with the day, time and place of the competition, thus inviting all candidates to take the competition tests.

A.Exams for the position of assistant lecturer at the Music Department:

1. Evaluation of the competition dossier: it is done taking into account the fulfillment of the score obtained on the Form for fulfilling the minimum standards. For test 1 the score is calculated by dividing the score obtained on the Minimum Standards Check Form by the required minimum score and multiplying by ten.

2. Written test: for theorists and interpreters the subject of the written paper will be established by the commission based on the topic displayed on the site. The written test will be completed within 3 hours of the competition. The evaluation is done by awarding points from 1 to 10. The minimum score for passing the test is 8 points.

3. The practical test: consists, both for theorists and for practitioners, in holding a seminar or some practical works in front of the students and in the presence of the competition commission. The competition committee sets the topic for the practical test 48 hours before its presentation and is published on the U.O. website. The evaluation is done by awarding points from 1 to 10. The minimum score for passing the test is 8 points.

All the tests are scored by each member of the commission, then the scores from each test are averaged and the fulfillment of the minimum criterion on the test is verified. The final result is the sum of the scores on the tests.

B. Exams for the position of assistant lecturer at the Visual Arts Department

1. The competition dossier shall be evaluated by each member of the commission taking into account the fulfillment of the score obtained on the Form for meeting the minimum standards. For test 1 the score is calculated by dividing the score obtained on the Minimum Standards Check Form by the required minimum score and multiplying by ten.

2. Written test: for theorists and practitioners the subject of the written paper will be established by the commission based on the topic displayed on the site. The written test will be completed within 3 hours of the competition. The evaluation is done by awarding points from 1 to 10. The minimum score for passing the test is 8 points.

3. Practical test: The practical test consists, both for theorists and practitioners, in holding a seminar or practical work in front of students and in the presence of the competition committee. The competition committee sets the topic for the practical test 48 hours before its presentation and is published on the U.O. website. The evaluation is done by awarding grade points from 1 to 10. The minimum score for passing the test is 8 points.

All the tests are scored by each member of the commission, then the scores from each test are averaged and the fulfillment of the minimum criterion on the test is verified. The final result is the sum of the scores on the tests.

**24th Article** In order to occupy a position of university lecturer or degree III scientific researcher, the candidates, graduates of the accredited higher education institutions, must cumulatively meet the following conditions:

A. Minimum conditions required of the candidate for the position of university lecturer / chief of works or scientific researcher degree III at the Music Department:

- holds a bachelor's degree in Music according to the legislation in force and the job description;
- holds a doctorate in Music;
- proves the psycho-pedagogical training.
- meets the minimum standards for teaching positions, specific to the teaching position of university lecturer, provided by its own procedure Annex no. 3.A.2.

**Theorists:** has published at least 5 papers (in extenso or in summary) in specialized journals or in volumes of national or international scientific events, for theorists;

- has elaborated at least one specialized book, published under the aegis of a nationally or internationally recognized edition;
- elaborated, at least in electronic form, a specialized didactic material for the students' use;

**Performers, conductors:** performed at least six recitals or concerts as a soloist with the orchestra, conductor, member of a chamber ensemble with up to 10 artists in the country and abroad;

- has elaborated at least one specialized book, published under the aegis of a nationally or internationally recognized edition;
- has developed, at least in electronic form, a specialized teaching material for the use of students;

B. Minimum conditions for the position of university lecturer or third degree scientific researcher at the Visual Arts Department:

- holds a bachelor's degree in Visual Arts according to the legislation and the job description.
- holds a doctorate in the field of Visual Arts according to the legislation and the job description.
- proves the psycho-pedagogical training according to.
- has an average of years of university studies greater than or equal to 8.00;
- meets the minimum conditions set out in Annex 3.B.2.

**25th Article** (1) The competition for a position of university lecturer or scientific researcher degree III consists in the analysis of the competition file and the holding of lectures / recital with didactic / scientific character, as the case may be, in the presence of the competition commission.

(2) The program related to the competition is published on the U.O. website, once the announcement of the vacancy for the competition is published.

(3) The topic of the teaching lecture is established by the chairman of the competition commission, in consultation with its members, and is announced at least 3 working days before the test on the competition website, together with the day, time and place of the competition. candidates to take the competition tests. This test must also contain a question and answer session from the committee and the public.

*Exams of the competition for the position of university lecturer or degree III scientific researcher:*

A. Music Department

1. The competition dossier is evaluated taking into account the fulfillment of the score obtained on the Minimum Standards Compliance Form. For test 1 the score is calculated by dividing the score obtained on the Minimum Standards Check Form by the required minimum score and multiplying by ten.

2. Recital / lecture

- **for performers** (I) (Music Department): recital of at least 30 minutes with at least 2 works from two different stylistic epochs and presentation of their own interpretive conception in the form of a didactic lecture of at least 20 minutes, held in front of the commission and students. The candidate can combine the lecture with the interpretation of the musical repertoire. The repertoire will be chosen by the candidate and proposed to the commission 52 hours before the competition.

- **for theorists**, the holding of a didactic / scientific lecture (course) on a topic chosen by the commission based on the topic displayed on the UO web page. The duration of the didactic lecture will be 50 minutes.

The evaluation is done by awarding points from 1 to 10. The minimum score for passing the test is 8.

All the tests are scored by each member of the commission, then the scores from each test are averaged and the fulfillment of the minimum criterion on the test is verified. The final result is the sum of the scores awarded by the members of the commission.

B. Visual Arts Department

1. The competition dossier shall be evaluated by each member of the commission taking into account the fulfillment of the score obtained on the Form for meeting the minimum standards. For test 1 the score is calculated by dividing the score obtained on the Minimum Standards Check Form by the required minimum score and multiplying by ten.

2. Didactic / scientific lecture

- for practitioners: supporting a personal teaching project, the lecture will be at least 20 minutes, will be held in front of the committee and students, on a topic chosen by the committee based on the theme displayed and on the website of the Faculty of Arts.

- **for theorists**, the holding of a didactic lecture (course) on a topic chosen by the commission based on the displayed topic and on the UO web page. The duration of the didactic lecture will be 30 minutes.

This test will be graded by the committee by awarding points from 1 to 10. The minimum score for passing the test is 8.

All the tests are scored by each member of the commission, then the scores from each test are averaged and the fulfillment of the minimum criterion on the test is verified. The final result is the sum of the scores on the tests.

**26th Article** In order to occupy the position of associate professor or second degree scientific researcher / first degree university professor or scientific researcher, candidates, graduates of accredited higher education institutions, must cumulatively meet the following conditions:

A. Minimum conditions required of the candidate for the position of associate professor or scientific researcher degree II / university professor or scientific researcher degree I at the Music Department:

- holds a bachelor's degree in Music according to the legislation in force and the job description;
- holds a doctorate in Music
- holds the quality of doctoral supervisor in the field of Music - for the position of university professor or first degree scientific researcher
- proves the psycho-pedagogical training.
- meets the national minimum standards for teaching positions, specific to the teaching position of associate professor / university professor, approved by order of the line minister. The specific standards of the Faculty of Arts are identical to these minimum standards, annex 3.A.3.

B. Minimum requirements for the candidate for the position of associate professor or scientific researcher degree II / university professor or scientific researcher degree I Visual Arts

Department

- holds a bachelor's degree in the field of Visual Arts according to the legislation in force and the job description;
- holds a doctorate in the field of Visual Arts according to the legislation in force and the job description;
- holds the quality of doctoral supervisor in the field of disciplines from the position put up for competition - for the position of university professor or scientific researcher degree I
- proves the psycho-pedagogical training.<sup>011</sup>
- meets the national minimum standards for teaching positions, specific to the teaching position of associate professor / university professor, approved by order of the line minister. The specific standards of the Faculty of Arts are identical to these minimum standards, annex 3.B.3.

**27th Article** (1) The competition for the position of associate professor or scientific researcher degree II and university professor or scientific researcher degree I consists in the analysis of the competition file and the holding of a public lecture.

Competition tests for the position of associate professor or scientific researcher degree II and university professor or scientific researcher degree I:

A. Music Department:

1. The competition dossier is evaluated taking into account the fulfillment of the score obtained on the Minimum Standards Compliance Form. For test 1 the score is calculated by dividing the score obtained on the Minimum Standards Check Form by the required minimum score and multiplying by ten.

2. The didactic / scientific lecture (course) in front of the students takes place in the presence of the competition commission. The lecture can be exemplified by a micro-recital, in the case of performers, containing at least 2 works from different stylistic periods of about 15-20 minutes. The evaluation is done by awarding points from 1 to 10. The minimum score for passing the test is 8.

The topic of the teaching lecture is established by the president of the competition commission, in consultation with its members, and is announced at least 3 working days before the test on the competition website, together with the day, time and place of the competition, thus inviting all candidates to support competition tests. This test must also contain a question and answer session from the committee and the public.

All tests are scored by each member of the committee, then the scores for each test are averaged and the minimum criterion is verified. The final result is the sum of the scores given by the members of the commission on the tests.

#### B. Visual Arts Department

1. The competition dossier shall be evaluated by each member of the commission, taking into account the Minimum Standards Compliance Form. For test 1 the score is calculated by dividing the score obtained on the Minimum Standards Check Form by the required minimum score and multiplying by ten.

2. The didactic / scientific lecture (course) in front of the students takes place in the presence of the competition commission. The lecture can be supported by practical examples. The test is evaluated by each member of the commission by awarding points from 1 to 10. The minimum score for passing the test is 8.

The topic of the didactic lecture / practical example is announced to the candidates 48 hours before the presentation, by posting on the U.O. website.

All tests are scored by each member of the committee, then the scores are averaged for each test and the fulfillment of the minimum criterion is verified. The final result is the sum of the scores given by the members of the commission on the tests.

(2) The competition commission for a position of associate professor or second degree scientific researcher, or university professor or first degree scientific researcher, composed according to art. 17 of the present procedure, proceeds to the hierarchy, taking into account the provisions of art. 19 of the same procedure.

**28th Article** (1) For each position, the competition commission decides the hierarchy of candidates and nominates the candidate who has met the best results.

(2) The chairman of the competition commission draws up a report on the competition, based on the assessment reports drafted by each member of the competition commission and respecting the hierarchy of candidates decided by the commission.

(3) The report on the competition is approved by decision of the competition commission and is signed by each of the members of the competition commission and by the chairman of the

commission. The result of the contest is published on the web page of the contest, within 2 working days from the end of the contest.

(4) The president of the competition commission sends the report on it, approved by decision of the commission, the appreciation reports and the original file of the candidate for the management of the faculty / department / center, respecting the term provided for the competition.

**29th Article** (1) The competition files, including the report on the competition, are submitted to the dean of the faculty, or to the responsible dean, who organizes their discussion in the Faculty Council and ensures the conditions for consulting the competition materials by the council members.

(2) For the validation of the competition it is necessary the presence of two thirds of the members of the Faculty Council.

(3) The faculty council analyzes the observance of the procedures and gives or not its opinion to the report on the competition 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 force.

(4) The hierarchy of candidates established by the competition commission cannot be modified by the Faculty Council.

**30th Article** Based on the decision of the Faculty Council, an extract of the minutes of its meeting is drawn up, to which a copy of the convening notice from the meeting is attached (with the signatures of all those present). These documents are added to the file of each candidate and are forwarded to the U.O. Human Resources Service.

**31th Article** (1) The competition files are sent to the Senate of the University of Oradea.

(2) Following the presentation by a member of the management of the U.O. Senate of the manner of conducting the competition, of the conclusions of the competition commission and of the Faculty Council, the U.O. analyzes the observance of the procedures established by the U.O.'s own methodology. and approve or disapprove the report on the contest. The hierarchy of candidates established by the competition commission cannot be modified by the University Senate.

(3) The decision of the U.O. it shall be taken by a simple majority of the members present.

(4) In order for the sitting to be legally constituted, the number of members of the Senate present must represent at least 2/3 of the total number of its members.

**32th Article** (1) The appeals may be filed exclusively for non-compliance with legal procedures.

(2) In the situation where a candidate has elements that can prove the non-observance of the legal competition procedures, the candidate may file an appeal within 3 working days from the communication of the result. The appeal is formulated in writing, is registered at the U.O. and is resolved by the Appeals Commission. The solution is announced in no more than 2 working days on the contest website.

(3). In order to establish the composition of the appeals resolution commissions, the same procedure is followed as when establishing the composition of the competition commission. The members of the competition committee cannot be part of the appeals commission. Following the



approval by the university senate, the commission for solving the appeals is appointed by decision of the rector.

4) The non-observance of the provisions of the own procedure by the persons with attributions in the procedure of organization and development of the contests constitutes a disciplinary violation and is sanctioned in accordance with the provisions of Law 1/2011 or other legal provisions, depending on the deed.

**33th Article** (1) The appointment and the granting of the afferent university title by the U.O., following the approval of the contest result by the university senate, is made by the rector's decision, starting with the first day of the semester following the contest.

(2) The decision of appointment and granting of the afferent university title by the U.O., together with the competition report shall be sent by the U.O. ministry and CNATDCU, within 2 working days from the issuance of the appointment decision.

**34th Article** If the position put up for competition has not been filled, the competition may be resumed, in full compliance with the competition procedure.

**35th Article** In the event that after winning a competition by a candidate, one or more persons from the U.O. is to be in a situation of incompatibility, according to art. 295 paragraph (4) of Law no. 1/2011, the appointment and the granting of the university degree by the U.O. it takes place only after the settlement of the situation / situations of incompatibility. The manner of solving the situation of incompatibility shall be communicated to the ministry within 2 working days from the settlement.

**36th Article** The University of Oradea will draw up an annual report, no later than September 1, on the organization, development and completion of competitions for teaching positions. The report will be submitted for notification to the ministry and the C.N.A.T.D.C.U.

**37th Article** For the research positions, the provisions of Law no. 319/2003, by exception from the provisions of art. 20 paragraph (1) and art. 12 paragraph (3) of this procedure.

**38th Article** In order to carry out the competitions for the research positions at the University of Oradea, Faculty of Arts, the attributions provided by Law no. 319/2003 are fulfilled as follows:

a) those provided for the Scientific Council of the unit, by the Faculty Council;

b) those provided for the scientific secretary of the unit, by the director of the department, the head of the doctoral school, dean or vice-dean, as the case may be.

**39th Article** This procedure enters into force on the date of its approval in the University Senate.

Head of the VisualArts Department  
Conf.univ. Dr. Teofil Ioan ȘTIOP

Head of the Music Department,  
Lect. univ. Dr. Ariadna Zenaida MIRCESCU

Dean,  
Conf.univ. Dr. Elena Corina ANDOR

to the Contest Methodology 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.....

to the Contest Methodology for Vacant Teaching Positions

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.		
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. 14.		
4.	The list of published works of the candidate, art. 15.		
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.	For a university professor position, a copy of the order of the minister attesting the doctoral qualification / right and, in case it was obtained abroad, the attestation of its recognition or equivalence by the Romanian state.		
8.	Summary of PhD thesis in maximum one page in English and Romanian.		
9.	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.		

10	Pentru un post de profesor universitar, lista referenților care conține cel puțin 3 nume și adrese de contact ale unor personalități din domeniul respectiv, din străinătate, care au acceptat să elaboreze scrisori de recomandare privitoare la calitățile profesionale ale candidatului ( <i>Anexa 4</i> ).		
11	Candidates for the positions of Associate Professor or 2nd 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		
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 transcripts, diploma supplements or school statements issued for each course of study - the original documents for compliance will be presented.		
14	Transcripts or diploma supplements or school sheets issued for each study cycle – the original documents shall also be presented for conformity		
15	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		
16	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		
17	Medical certificate which shows that they are suited to carry out the teaching task.		
18	No more than 10 publications or other works of the candidate, considered to be most relevant for their professional achievements.		
19	Consent for personal data processing by the U.O.		

2. If there are works that are not available in electronic format 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 competition dossier, in order to be sent to the competition commission and uploaded to the website.

The personal data of the candidate (CNP, home address and signature) will not appear on the scanned documents.

Verified at the file submitting

D.R.U.

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Candidate

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