

**UNIVERSITY OF ORADEA
FACULTY OF LETTERS**

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

Valid beginning with 2021-2022 academic year

Approved by the Faculty Council on the 11th of October, 2021

CONTENTS

1.	PURPOSE OF THE PRESENT PROCEDURE	3
2.	REFERENCES	3
3.	DEFINITIONS AND ABBREVIATIONS	3
4.	CONTEST DESCRIPTION	3
	4.1. General aspects	3
	4.2. Registration for the contest	5
	4.3. Contest overview	7
5.	LIST OF ANNEXES	11

1. PURPOSE OF PROCEDURE

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

2. REFERENCES

- National Education Act no. 1/2011, with its subsequent supplements and alterations
- GD no. 457 of 26 May, with its subsequent supplements and alterations
- Law no. 319/2003
- UO Methodology, approved by Senate Decision no. 41/26.11.2018, with its subsequent alterations
- Emergency Ordinance no. 141/2020 regarding the establishment of measures for the proper functioning of the education system and for amending and supplementing the National Education Act no. 1/2011
- Order no. 5487/1494/2020 for the approval of the measures for organizing the activity within the educational units / institutions in epidemiological safety conditions for the prevention of SARSCoV-2 virus diseases
- Order no. 5650/1670/2020 regarding the amendment of Order no. 5487/1494/2020 for the approval of the measures for organizing the activity within the educational units/ institutions in epidemiological safety conditions for the prevention of SARS-CoV-2 virus diseases
- The guide for online competitions for filling vacant teaching and research positions at the University of Oradea, valid for the academic year 2020 - 2021. Annex 16 to the OU Methodology, approved by HS 12 / 23.11.2020
- ARACIS Standards for B. A. in Language and Literature

3. DEFINITIONS AND ABBREVIATIONS

- UO – University of Oradea
- SUO – The Senate of the University of Oradea
- SD – Senate's Decree/Decision
- PMA – Vice-rector for Academic Management
- CA – University Administration Council
- DE – University Economic Department
- SRU – University Human Resources Office
- CNATDCU – National Council for the Validation of Titles, University Diplomas and Certificates

4. CONTEST OVERVIEW

4.1. General aspects

Art. 1. At the University of Oradea (UO), the vacant teaching and research positions are filled in for undetermined period only through open contest, organized in accordance with the Romanian Law of Education no. 1/2011, GD no. 457 regarding the Framework Methodology for teaching and research vacancy-filling in higher education (Published in the Official Gazette, part I, nr. 371/26.05.2011), both with subsequent alterations and supplements, as well as the present Methodology, named henceforth own methodology.

Art. 2.

- (1) The public contest for a permanent teaching/research position may be organized only if it is vacant.
- (2) A position is considered vacant if provided in the staffing / personnel structure, established annually, or becomes vacant during the academic year.
- (3) Vacant positions occur in one of the following ways:
 - a) termination of the employment contract, by retirement, death, resignation, dismissal or by another way of termination of the employment contract, according to the law:
 - b) the transfer of the person holding the position to another position within the same higher education institution, as a result of winning a competition
- (4) Teaching and research positions cannot be vacated by transforming a filled in position to a senior position.

Art. 3

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

Art. 4

The teaching/research positions for which the University of Oradea can organize contests are the following:

- a) Assistant lecturer;
- b) Senior Lecturer;
- c) Associated Professor;
- d) University Professor;
- e) research assistant
- f) research scientist
- g) researcher, third degree
- h) researcher, second degree
- i) researcher, first degree

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

Art. 6 (1) The Head of the Department with the vacant position proposes the contest for the vacancy, by a report approved by the Department Council and the Faculty Council. The report must contain explanations regarding compliance with the criteria for organizing a public contest for the vacancy and the financial resources for the position.

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

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

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

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

(3) The contest website will publish, within the deadline stipulated by paragraph (1), at least the following information (NEW POSITION FORM, Section 3 of the User Manual for information regarding the open-ended teaching and research vacancies in higher education):

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

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

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

4.2. REGISTRATION FOR CONTEST

Art. 8

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

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

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

Art. 9

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

(2) For the position of *Assistant Lecturer*, the following are cumulatively required:

- a) holding a doctoral degree;
- b) publication of at least 3 papers (articles, studies), in extenso or in summary, in specialized journals or in volumes of national or international scientific events.
- c) other requirements, specific to each faculty/department/centre, established by internal procedures, approved by the University Senate.

(3) For the position of *Lecturer*, the following are cumulatively required:

- a) holding a doctoral degree;
- b) publication of at least 5 papers (in extenso or in summary) in field specialized journals or in volumes of national or international scientific events;

c) elaboration, at least in electronical format, of a specialized didactic material for the students' use;

d) other criteria specific to each faculty/department/centre established by internal procedures approved by the University Senate, criteria that cannot formulate requirements below the level of those mentioned in this methodology.

(4) For the position of *Associate Professor*, the following are cumulatively required:

a) holding a doctoral degree;

b) fulfilment of the national minimum standards for teaching positions, specific to the teaching position of associate professor, approved by GD, according to art. 219, paragraph (1), lett. a) of Law no. 1/2011;

c) other criteria specific to each faculty/department/centre established by the internal procedures approved by the University Senate, criteria that must require a superior or equal fulfilment of the national minimum standards to those approved by the mentioned GD

(5) For the position of *Professor*, the following are cumulatively required:

a) holding a doctoral degree;

b) holding the quality of doctoral supervisor in the field of Philology

c) fulfilment of the national minimum standards for teaching positions, specific to the teaching position of university professor, approved by GD, according to art. 219, paragraph (1), lett. a) of Law no. 1 / 2011;

d) other criteria specific to each faculty/department/centre established by the internal procedures approved by the University Senate, criteria that must require a superior or equal fulfilment of the national minimum standards to those approved by the mentioned GD.

Art. 10. (1) In order to register for the contest for a vacant teaching/ research position in the field of philology, the candidate should attach the B.A. Diploma in order to prove the graduation of a language or literature specialty which basically reflects the study of the disciplines enrolled in the vacancy position; the candidate should also prepare a file containing the documents listed in Appendix 2 to the present procedure.

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

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

(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 vacant.

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

a) carried out studies and diplomas obtained;

b) professional experience and relevant workplaces;

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

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

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

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

Art. 14.

- (1) The contest file is put together by the candidate and, with the electronical support containing the scanned file, it shall be submitted to the U.O. address specified on the contest website, directly or through postal or courier services, allowing confirmation of receipt.
- (2) The contest website administered by U.O. shall publish within 5 working days after the deadline for registering for the contest, for each of the registered candidates and observing the law on the protection of personal data, the following:
 - (a) Curriculum Vitae;
 - (b) The checklist for meeting the minimum standards;
 - (c) The nominal composition of the contest commission.

Art. 15.

- (1) To receive the endorsement of the legal department, each file should contain the resolution on the verification of information in the check sheet provided at art. 17, paragraph (2), letter b). This resolution is made by a commission appointed by decision of the rector, at the proposal of the Administration Council.
- (2) Fulfillment by a candidate of the legal conditions to participate at the contest is certified by the legal department of U.O. based on the resolution in paragraph (1) and other documents required for registration to the contest.
- (3) The approval is communicated to the candidate within 48 hours after it was issued, but no less than 5 working days prior to deployment of the first part of the contest.

4.3. CONTEST OVERVIEW

Art. 16.

- (1) The contest commission members are established after the publication of the vacant position, for each vacancy.
- (2) The commission must include at least 2 substitute members (one of which also capable of being the president of the contest commission, should the nominated president of the commission be unavailable)
- (3) The Council of the Department containing the vacancy makes proposals for the nominal composition of the contest commission.
- (4) The composition of the contest commission is presented by the Dean to the Faculty Council for endorsement, based on the propositions of the Department Council.
- (5) The nominal composition of the contest commission, with the endorsement from the Faculty Council, is forwarded to the University Senate and submitted for its approval.
- (6) After the approval by the University Senate, the contest commission is appointed by the Rector's decision.

(7) Within 48 hours of the decision of the rector, the decision is sent to the Ministry of Education and published on the contest website. In the case of the positions of Associate Professor and Professor, the composition of the commission is published by the University of Oradea in the Official Gazette.

Art. 17. (1) The contest committee consists of 5 members, including its president, specialists in the open position or in related fields, plus 2 substitute members.

(2) In case of unavailability of participation of the president of the committee or 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 with 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 the position of Associate Professor, University Professor, researcher second degree or researcher first degree, at least 3 members of the commission must be from outside the U.O., from the country or abroad.

(8) The contest commission members, including its substitute members, must have a teaching or research title superior or at least equal to that of the vacant position and must be specialists in the field of the vacancy.

(9) For the sole purpose of participating in the contest commission, the equivalence of teaching titles of the foreign members with those in the country is made by approval by the University Senate of the nominal composition of the commission.

(10) The contest commission president can be the head of the department, the head of the doctoral school, the dean or vice-dean of the faculty, a tenured teaching staff member specialist in the field of the vacancy or in a related field, delegated for this purpose by the vote of the Department Council, or of the Council of the faculty organizing the contest. When the contest commission president is appointed, a substitute president (who may also be one of the substitute members of the contest commission) should also be appointed.

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

(a) Participate in the decision process regarding the appointment of the contest commission;

(b) Are members or substitute members of the contest commission;

(c) Are involved in professional or administrative evaluation decisions in the contest;

(d) Are involved in resolving appeals.

(2) The contest procedure cannot involve persons who

(a) Are spouses and relatives to the third degree with one or more candidates

(b) Are employed in the same institution with a candidate holding a management position and are hierarchically subordinated to the candidate.

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

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

(3) The printed file, submitted by the candidate, shall be sent to the president of the commission.

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

- a) relevance and impact of the candidate's scientific results;
 - b) the candidate's ability to guide students or young researchers;
 - c) the candidate's teaching skills
 - d) the candidate's ability to transfer knowledge and its results to the economic or social environment, or to disseminate his/her own scientific results,
 - e) the candidate's ability to work in teams and the effectiveness of his/her scientific collaboration;
 - f) the candidate's ability to conduct research and development projects;
 - g) the candidate's professional experience in other institutions than the University of Oradea;
- (2) The contest commission must check and certify whether the candidate meets the national minimum standards.

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

(2) For the positions of assistant professor, the competition will contain a written test and a practical test (seminar or practical course depending on the specifics of the position). The subjects of the written test will be composed in the morning of the test, in the faculty, by selecting from a list of topics proposed by each member of the committee and with the final opinion of the chairman of the committee.

(3) The topic of the practical test is established by the chairman of the contest committee, in consultation with its members, by drawing lots, from a list of proposals of the members of the committee, in their presence or at least 3 of them, and is announced with at least 3 working days before the test on the web page of the competition, together with the day time and place of the competition, thus inviting all candidates to take the contest tests. Alternatively, if it is not possible to convene three members of the committee for objective reasons, each member of the committee will send his / her topic proposals (in a number set by the chair) by e-mail to the chair, no later than one hour before the topic is posted. In this case, the chair will not make proposals for topics, but will select one of the topics proposed by the other members of the committee, informing them of the choice made within a maximum of one hour.

(4) For the positions of lecturer, associate professor and university professor, at least one competition test is represented by a didactic lecture. This test must also include a question and answer session from the committee and the public. The topic of the teaching lecture is established by the chairman of the contest committee, in consultation with its members, by drawing lots, from a list of proposals of the committee members, in their presence or at least 3 of them, and is announced with at least 3 working days before the competition on the web page of the contest, together with the day, time and place of the competition, thus inviting all candidates to take the contest tests. Alternatively, if three members of the committee cannot be summoned for objective reasons, each member of the committee will send his / her proposals (in a number set by the chair) by e-mail to the chair, not later than one hour before the topic is posted. In this case, the chair will not make proposals for topics, but will select one of the topics proposed by the other members of the committee, informing them of the choice made within a maximum of one hour.

(5) For the positions of associate professor and university professor, the career development plan, which will be presented in front of the competition commission, constitutes part of the contest test.

Art.22. (1) For each position, the contest committee decides the hierarchy of candidates and nominates the candidate who has the best results.

(2) The chairman of the contest committee shall draw up a contest report, on the basis of the assessment reports drawn up by each member of the contest committee and in accordance with the hierarchy of candidates decided by the committee.

(3) The contest report is approved by decision of the contest committee and is signed by each of the members of the committee and by the chairman of the committee. 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 chairman sends the contest report, approved by decision of the committee, the assessment reports and the original file of the candidate to the management of the faculty/department/centre, respecting the term provided for the contest.

Art.23. Competitions for filling vacant teaching and research positions can also be held online. The conduct of the competition in the online version must be fully registered, for each candidate, and archived at the faculty level. Faculties can opt for one of the platforms that offer the possibility of organizing audio-video conferences with full session recording (MS Teams, Google Meet, WebEx, Zoom or Skype).

Art.24. In the case of online contests, at least the candidate (s) and the chairman of the committee or a member of the competition committee will be present in the room designated for the contest, in compliance with all health protection rules established at that time. The chairman of the committee (present in the room or online) initiates and coordinates the online conduct of the competition.

Art.25. (1) For vacancy filling contests for **an unlimited period of time**, the following will be observed:

(2) After the competition, the members of the committee complete and sign the Assessment Report (Annex 5 to the contest procedure) for each candidate and send it, in printed format (those who participated physically in the contest) or electronically (those who participated online) to the president of the committee.

(3) Based on the assessment report received from all members of the contest committee, the chairman completes the contest report (Annex 6 to the contest procedure) which he submits to the approval of the contest committee.

(4) The president will send successively, in electronic format, the contest report to the members of the commission who participated online in the competition. They will sign the report and return it.

(5) The report will then be signed by the members of the contest committee who are present in the room and by the president of the committee and will be sent to the Office of the Vice-Rector responsible for Academic Management, for posting, on the web pages dedicated to the competition

Art. 26. (1) The contest files, including the report on the contest, shall be submitted to the faculty dean or vice-dean in charge, who submits them for discussion to the members of the Faculty Council and makes them available for consultation.

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

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

(4) Hierarchy of candidates established by the contest commission cannot be changed by the Faculty Council.

Art. 27. Based on the decision of the Faculty Council, a statement of the minutes of its meeting shall be drawn up, attaching a copy of the convening notice of the meeting (with the signatures of all those present). These documents are added to the file of each candidate and submitted to the Human Resources Department of the U.O.

Art. 28. (1) The contest files shall be sent to the University Senate.

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

Art. 29. (1) Appeals can be filed only for failure to comply to legal procedures.

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

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

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

Art. 30. (1) Appointment and granting of university title by the UO, following the approval of the contest outcome by the University Senate is made by the rector's decision, starting with the next semester.

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

Art. 31. If the vacant position has not be filled, the contest may be resumed in full compliance with the contest procedure.

Art. 32. If after a candidate's winning a contest, one or more U.O. employees are in a situation of incompatibility, according to art. 295, paragraph (4) of Law no. 1/2011, appointment and granting of the university title by the U.O. shall be made only after the situation of incompatibility is solved. The Ministry shall be notified of how the incompatibility situation was solved within 2 working days from solving the situation.

Art. 33. The University of Oradea shall draw up annually, until the 1st of September the latest, a report on the organizing, carrying out and finalizing the vacant teaching positions filling contests. The report is sent for notification to the Ministry and to CNATDCU.

Art. 34. For the research positions, the provisions of Law no. 319/2003 will be applied, by exception from the provisions of art. 20 paragraph (1) and art. 12 paragraph (3) of the present procedure.

Art. 35. In order to carry out the contests for the research positions at the University of Oradea, the attributions provided by Law no. 319/2003 are fulfilled as follows:

- a) those provided for the scientific council, 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.

Art.36. The present procedure comes into effect with its endorsement by the University Senate.

5. List of Annexes

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

6. Report on the contest for vacant teaching positions

I. Mr. RECTOR,

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

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

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

Note:

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

Date.....

Signature.....

To,
The Rectorate of the University of Oradea

We certify the legality of the contest

JUDICIAL OFFICE

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

OPIS

CONTEST FILE
for vacant teaching positions

CANDIDATE DATA

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

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

<i>No.</i>	LIST OF DOCUMENTS	<i>YES</i>	<i>NO</i>
1.	Application for the contest, registered at the University of Oradea, signed by the candidate, accompanied by a statement on the veracity of the information provided in the file (Annex 1).		
2.	A proposal for the development of the University career of the candidate, both in terms of teaching and scientific research;		
3.	Curriculum vitae of the candidate according to the Contest Procedure, art. 12		
4.	The list of published works of the candidate according to the Contest Procedure art. 13		
5.	Checklist of compliance with the minimum standards of entering the contest (Annex 3)		
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 submitted for conformity		
7.	For the positions of university professor, the copy of the order of the minister attesting the habilitation and if 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.	For the position of University Professor, a list of referents (at least 3), personalities in the field from abroad, who agreed to write letters of recommendation on the candidate's professional qualities (Annex 4)		
11.	For the position of Associate Professor, a list of referents (at least 3), personalities in the field from the country or abroad, who agreed to write letters of recommendation on the candidate's professional qualities (Annex 4)		
12.	Copies of other diplomas proving the candidate's studies: Baccalaureate		

	Diploma, University Degree Diploma, Master's Degree Diploma – the original documents shall also be presented for conformity		
13.	Transcripts or diploma supplements or school sheets issued for each study cycle – the original documents shall also be presented for conformity		
14.	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		
15.	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		
16.	Medical certificate which shows that they are suited to carry out the teaching task.		
17.	No more than 10 publications or other works of the candidate, considered to be most relevant for their professional achievements.		
18.	Consent for personal data processing by the U.O.		

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 and uploading on the site. The list of publications, CV and Checklist (Annex 3) shall be scanned as separate files, without all of them exceeding 10 MB. The scanned documents shall have no personal data of the candidate (PNC, home address, signature etc.)

Verified upon submitting the file
S.R.U.

Candidate

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

I. CANDIDATE DATA

SURNAME_____NAME_____PNC_____Position_____

Discipline_____Position in the Function

State_____Department_____Faculty_____

Present teaching position_____Position in the Function State _____

Discipline_____

Department_____

Faculty_____University_____

II. DATA RELATED TO THE COMPLIANCE WITH THE CONTEST CONDITIONS

1. *University studies and Master's Degree*

No.	Higher Education Institution	Field	Period	Title

2. *PhD Studies*

No.	PhD Organizing Institution	Field	Period	Scientific title

3. *Studies and post-doctoral scholarships*

No.	Organizing Institution	Field	Period	Obs.

4. *Teaching/professional degrees*

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

III. SPECIFIC DATA ON THE PERFORMANCE STANDARDS

1. Assistant Lecturer

(The publications will be detailed, specifying the status of the candidate author / co-author, number of pages of the articles, magazine / collective volume, publishing house, year of publication, ISBN, ISSN etc.)

- holds a PhD title in Philology
- holds a bachelor's degree for the specialization language and literature specific for the disciplines in the vacant position
- has at least 3 published works (articles, studies) in extenso or in summary, in national or international scientific magazines or books

Accomplished/not accomplished

2. Senior Lecturer

- holds a PhD title in Philology
- holds a bachelor's degree for the specialization language and literature specific for the disciplines in the vacant position
- published the PhD thesis at a nationally or internationally accredited publishing house, according to the updates CNCS lists
- has published at least 5 works (in extenso or in summary) in professional national and international scientific journals or books, of which at least 3 appeared in journals indexed in international databases recognized by CNATDCU
- published at least in electronic form with ISBN, a specialized teaching material for students' use

Accomplished/not accomplished

IV. SPECIFIC DATA ON THE PERFORMANCE STANDARDS

Activity field	Type of activities	Categories	Titles/ Activities	Points	Achieved
1. Didactic and professional activity (A1)	1.1. Books and chapters in specialized works. Publishing houses from abroad (a); from the country (b)	1.1.1. Sole author book based on the PhD thesis 30 p/book			
		1.1.2. Sole author/co-author of monography, synthesis, linguistic study, philological study, scientific dictionary, critical edition of a text written in an ancient language (a) author 40 p/co-author 20 p each book; (b) 30 p author; 15 p coauthor each book			
		1.1.3. Coordinator/ co-author of fundamental/reference works (dictionaries, encyclopedias, treatise) (a) coordinator 30 p/co-author 20 p each book; (b) coord. 25/co-author 15 p /book			
		1.1.4. Editing of a scientific/literary work (including anthologies) with text(s) belonging to another author than that of the (a) author 25 p/co-			

		author 15 p /book; (b) author 20 p/co-author 10 p /book			
		1.1.5. Editing volumes of proceedings of symposia, conferences, congresses, workshops on scientific topics organized by Universities, the Romanian Academy, its Institutes; editing collective volumes and thematic issues of specialized publications (a) coordinator (editor) 20 p /co-editor 10 p each volume; (b) coordinator (editor) 10 p /co-editor 7 p each volume			
	A1.2. Translations	1.2.1. Translation of a scientific work/work of fiction by famous authors; -author 15 p /co-author 10 p /book			
		1.2.2. Adding critical notes to a translation (bio-bibliographical notes, notes and comments) - author 15 p /co-author 7 p /book			
	A1.3. Didactic material	Academic course/textbook with ISBN - author 20 p/co-author 10 p /book			
	A1.4. Supervision	PhD supervisor 10 p			
T O T A L (points relevant indicator 1)					
2. Research activity (A2)	A2.1. Articles, studies, reviews on scientific/academic studies	2.1.1. published in scientific journals indexed ISI/Thomson Reuters, Elsevier/Scopus, Ebsco – author of article 25 p./co-author of article 15 p. /article; review 10 p/review			
		2.1.2. published in scientific journals indexed ERIH Plus or indexed simultaneously in at least 3 IBD, others than at 2.1.1. (excluding Google Scholar / Academic) - author of article 15 p./co-author 7 p; 5 p/review			
		2.1.3. published in Annals / Bulletins of Universities / Academy, occasional, anniversary, in memoriam collective volumes; in proceedings of internal and international conferences with scientific boards: (a) abroad: author 15 p/co-author 7 p; review 5 p; (b) in the country - author 10 p/ co-author 5 p, review 5 p / article or review			
		2.1.4. studies, essays, articles on literary topics published in specialized, not indexed journals, with ISSN 2 p/article (up to max. 50 p)			
	2.2. Editorial activity	2.2.1. Member of a specialized journal editing board with peer review, abroad			

		(a) 15 p/attribution or in the country (b) 10 p/attribution			
		2.2.2. Scientific reviewer and collection coordinator for accredited publishing houses/journals, abroad (a) 7 p / in the country (b) 5 p / attribution			
	2.3. Scientific grants	2.3.1. institutionally financed, obtained in international/national competition, based on a research project director 30 p ; member 15 p / project			
		2.3.2. institutionally financed, individual, obtained in competition, based on a research project 10 p / project			
	2.4. Papers presented	At scientific events (conferences, congresses, symposia, workshops) with scientific committees or peer review selection system (a) abroad 4 p, (b) in the country 2 p / communication			
T O T A L (relevant indicator 2 score)					
3. Acknowledgement and impact of activity (A3)	3.1. Translations	Scientific author book published abroad, after having already been published in Romania or in R. of Moldova 20 p / book			
	3.2. Academic prizes and distinctions	Given by universities, research institutes, Academies, national professional associations 10 p / prize			
	3.3. Quoting, bibliographic references, reviews	3.3.1. Quoting, bibliographic references except self-quotation (clear mention of the contribution of the author) 1 x ISBN or ISSN work) 2 p / work			
		3.3.2. Book- reviews in ISBN/ ISSN publications 5 p / book-review			
	3.4. Keynote speaker	At colloquia, symposia, conferences, congresses (a) internațional 10 p / (b) national 5 p / conference			
	A3.5. Periods abroad	3.5.1. Research period abroad (excluding Erasmus – staff mobility) minimum 1 month 5 p / period			
		3.5.2. Visiting professor with contract or invitation of at least 1 months 15 p / period			
	3.6. Presence in databases and libraries in the country and abroad	Thomson Reuters/Web of Science, Scopus, ProQuest Central, Ebsco, Wiley Online, CEEOL, JSTOR, Oxford Journals, Ulrichs, ISSN, ERIH (exclus Google Scholar/Academic); KVK, worldcat.org, lib.washington.edu, in catalogues of B.C.U. București, Cluj, Iași, Timișoara, B.A.R. (2 p / presence up to 100 p.)			
	A3.7. Member in expert	Commissions of project evaluations, of PhD thesis defendance, or of contest			

	commissions	for a vacant teaching position 2 p / member			
T O T A L (score relevant indicator 3)					

Indicator 1.1. refers to chapters from works of unitary conception, in which the authors of the chapters have the status of co-authors of the book; it therefore differs from the indicator 2.1.3., infra, which refers to studies and articles contained in occasional collective volumes and in volumes of communications presented at scientific events.

At sub-points 1.1., 1.2. and 1.3., for the republished works, only one edition is considered - the one indicated by the author.

Note: It is mandatory to achieve the minimum score for each set of criteria (A1, A2, A3).

Minimum standards				
Activity Field	University professor	Associate Professor	Senior Lecturer	Accomplished/ Not accomplished
Publication of the PhD thesis				
Didactic and professional activity A.1.	minimum 200 points, out of which a minimum of 90 obtained at A 1.1.1. – 1.1.2.	minimum 100 points, of which a minimum of 60 obtained at A 1.1.1. – 1.1.2.	minimum 75 points, of which a minimum of 45 obtained at A 1.1.1. – 1.1.2.	
Research activity A.2.	minimum 450 points	minimum 300 points	minimum 225 points	
Acknowledgement and impact of activity A.3.	minimum 200 points	minimum 100 points	minimum 75 points	
Total	minimum 850 points	minimum 500 points	minimum 375 points	

*The above chart will contain all the works for each criterion, specifying the score of the candidate for each work and all information about the works: authors, title of the paper, title of the magazine / book, year, volume, number, starting page the article and the page where the article ends, no of book pages, the publishing house where the book was published, the institution that granted the patent, ISSN / ISBN, etc.

Accomplished/not accomplished

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

Date _____

Candidate _____

REVIEWERS LIST
for the positions of Associate Professor and University Professor

CANDIDATE DATA

SURNAME_____NAME_____PNC_____

Position to apply for_____
Position_____Discipline_____
Department_____Faculty_____

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

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

ASSESSMENT REPORT
for filling teaching and research positions

PHILOLOGY COMMITTEE. _____ Language and Literature
(To be completed by each member of the committee and for each candidate)

CANDIDATE DATA

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

MANDATORY AND ELIMINATING MINIMUM CRITERIA

Accomplished/Not accomplished

For the **Assistant Lecturer** position, the cumulative fulfillment of the following conditions and the achievement of the score from the CNADTCU grid will be verified, representing at least 30% of the minimum standard for Senior Lecturer position.

- holds a PhD title in Philology
- holds a bachelor's degree for the specialization language and literature specific for the disciplines in the vacant position
- has at least 3 published works (articles, studies) in extenso or in summary, in national or international scientific magazines or books

For the **Senior Lecturer** position the cumulative fulfillment of the following conditions and the achievement of the score from the CNADTCU grid will be verified:

- holds a PhD title in Philology
- holds a bachelor's degree for the specialization language and literature specific for the disciplines in the vacant position
- published the PhD thesis at a nationally or internationally accredited publishing house, according to the updates CNCS lists
- has published at least 5 works (in extenso or in summary) in professional national and international scientific journals or books, of which at least 3 appeared in journals indexed in international databases recognized by CNADTCU
- published at least in electronic form with ISBN, a specialized teaching material for students' use

For the positions of **Associate Professor** and **University Professor**, the minimum and mandatory criteria are included in the CNADTCU evaluation grid.

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

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

		work			
		3.3.2. Book- reviews in ISBN/ ISSN publications 5 p / book-review			
	3.4. Keynote speaker	At colloquia, symposia, conferences, congresses (a) international 10 p / (b) national 5 p / conference			
	A3.5. Periods abroad	3.5.1. Research period abroad (excluding Erasmus – staff mobility) minimum 1 month 5 p / period			
		3.5.2. Visiting professor with contract or invitation of at least 1 months 15 p / period			
	3.6. Presence in databases and libraries in the country and abroad	Thomson Reuters/Web of Science, Scopus, ProQuest Central, Ebsco, Wiley Online, CEEOL, JSTOR, Oxford Journals, Ulrichs, ISSN, ERIH (exclus Google Scholar/Academic); KVK, worldcat.org, lib.washington.edu, in catalogues of B.C.U. București, Cluj, Iași, Timișoara, B.A.R. (2 p / presence up to 100 p.)			
	A3.7. Member in expert commissions	Commissions of project evaluations, of PhD thesis defendance, or of contest for a vacant teaching position 2 p / member			
T O T A L (score relevant indicator 3)					
OVERALL POINTS (A1 + A2 + A3)					

I. VERIFICATION OF COMPLIANCE WITH CNATDCU MINIMUM STANDARDS

For the positions of Senior Lecturer, Associate Professor and University Professor

Minimum standards				
Activity Field	University professor	Associate Professor	Senior Lecturer	Accomplished/ Not accomplished
Publication of the PhD thesis				
Didactic and professional activity A.1.	minimum 200 points, out of which a minimum of 90 obtained at A 1.1.1. – 1.1.2.	minimum 100 points, of which a minimum of 60 obtained at A 1.1.1. – 1.1.2.	minimum 75 points, of which a minimum of 45 obtained at A 1.1.1. – 1.1.2.	
Reasearch activity A.2.	minimum 450 points	minimum 300 points	minimum 225 points	
Acknowledgement and impact of activity A.3.	minimum 200 points	minimum 100 points	minimum 75 points	
Total	minimum 850 points	minimum 500 points	minimum 375 points	

Relative total score I (= total points I/minimum points) x 10 = _____ : _____ x 10 =

II. WRITTEN EXAMINATION (Assistant Lecturer)

Points granted by the president of the committee/member of the committee:

The points are granted as follows:

- 0 (zero) points if the candidate is absent
- 100 (one hundred) points maximum
- The minimum pass score is 80. If the candidate does not obtain 80 points, he/she will be declared rejected.¹

PUBLIC LECTURE (Assistant Lecturer/Associate Professor/ University Professor)

Points granted by the president of the committee/member of the committee: _____

The points are granted as follows:

- 0 (zero) points if the candidate is absent
- 100 (one hundred) points maximum
- The minimum pass score is 80. If the candidate does not obtain 80 points, he/she will be declared rejected.²

Total points II _____

III. LECTURE ON THE UNIVERSITY CAREER DEVELOPMENT PLAN (Associate Professor/ University Professor)

Points granted by the president of the committee/member of the committee: _____

The points are granted as follows:

- 0 (zero) points if the candidate is absent
- 100 (one hundred) points maximum
- The minimum pass score is 80. If the candidate does not obtain 80 points, he/she will be declared rejected.³

FINAL SCORE⁴ granted by the president /member of the committee

**President/member of the committee
(name/signature)**

¹ The candidate must obtain the minimum score from each member of the committee, including the president.

² The candidate must obtain the minimum score from each member of the committee, including the president.

³ The candidate must obtain the minimum score from each member of the committee, including the president.

⁴ The final score for all the contest test is calculated as the arithmetic mean of the three scores I, II and III.

REPORT
on the contest for vacant teaching positions
Session _____

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

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

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

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

I. CANDIDATES DATA

1. Candidates:

2. Candidates present in the contest:

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

b. Public lecture:

II. RESULTS OBTAINED

(candidates in descending order of final score obtained)

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

III. RESULTS OBTAINED

The results of the contest were made public on the _____, time_____, by _____.

IV. DECISION OF THE CONTEST COMMISSION

After the evaluation of the professional, scientific activity and of the examinations, the committee proposes, with _____votes „for”, _____votes „against” and _____ „abstentions”, that Mrs./Mr. _____should occupy the position for which the contest was organized.

Date:_____.

Committee President _____

Committee Members _____

V. APPEALS

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

_____.

VI. APPEAL COMMISSION DECISION

Handling of the appeal_____

Date _____

Committee President _____

Committee Members _____

