

**UNIVERSITY OF ORADEA**

**CONTEST PROCEDURE**

**FOR VACANT TEACHING**

**AND RESEARCH POSITIONS**

**AT THE UNIVERSITY OF ORADEA**

**FACULTY OF GEOGRAPHY, TOURISM AND SPORT**

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## I. GENERAL ASPECTS

**1<sup>st</sup> 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.

**2<sup>nd</sup> Article.** (1) The public 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.

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

**3<sup>rd</sup> 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.

(c) 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.

**4<sup>th</sup> 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.

**5<sup>th</sup> 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.

**6<sup>th</sup> 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.

**7<sup>th</sup> 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)*.

(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.

## **II. CONTEST ENTRY**

**8<sup>th</sup> 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.

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

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

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

**(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) **for Science of sport and physical education domain** – fulfillment of 50 % of the total points provided by the national minimum standards specific to the teaching position of associate professor;
- e) **for the Geography domain** - achieving a minimum of 15 points according to the grid of evaluation in Annex 5 to 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;

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

- a) holding a doctoral degree;
- b) holding the quality of doctoral supervisor;
- 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;

**10<sup>th</sup> 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 2<sup>nd</sup> Annex to this methodology.

**(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 photos 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.

**11<sup>th</sup> 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.

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

- a) studies and diplomas obtained,
- b) professional experience and employment,
- 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.

**13<sup>th</sup> 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) thesis or doctoral 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) publication in extenso appeared in the works of major international specialized conferences,
- g) other works and scientific contributions, or, if it is the case, in the field of artistic creation.

**14<sup>th</sup> 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.

**15<sup>th</sup> Article.** (1) To obtain the positive legal notice, each candidate file will contain the resolution of the Universit  '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.

### **III. CONTEST OVERVIEW**

**16<sup>th</sup> Article.** (1) Determination of the contest commission is done after publication of the notice on the contest for each open position.

(2) Composition of the contest commission can include alternates.

(3) Department Council in whose structure the position appears, makes proposals for the composition of the contest commission.

(4) Composition of the contest commission is presented by the Dean of the Faculty to the Council for approval, based on the proposals of the Department Council.

(5) The nominal composition of the contest commission together with the approval of the Faculty Council is sent to the University Senate and is subject to approval.

(6) Following the decision by the University Senate, the contest commission is appointed by the Rector decision.

(7) Within 48 hours of the decision of the rector, the decision is sent to the Ministry of Education, Research, Youth and Sports and published on the contest website. In the case of the positions of Associate Professor and Professor, Senior Researcher II and Senior Researcher I, the commission composition is published in the Official Gazette.

**17<sup>th</sup> Article.** (1) The contest commission consists of 5 members, including its president, specialists in the field or in related fields.

(2) In case of unavailability of participation of a member from the Commission, the member shall be replaced by alternates appointed by the same procedure as the commission members.

(3) Decisions of contest commission are taken by secret ballot of its members.

(4) A decision of the commission is valid with the vote of at least 3 of its members.

(5) The contest commission works are led by a president.

(6) Commission members may be from within or outside the UO, in the country or abroad.

(7) For a position of Associate Professor, Professor, Senior Researcher II and Senior Researcher I, at least 3 members of the commission must be from outside the UO, 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 open position.

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

(10) The president of the contest commission can be the head of the department, the head of the doctoral school, the dean or vice-dean of the faculty at which the position can be found, a member the faculty representing the field or a near field, delegated for this purpose by the vote of the department's board and by the Faculty Council. By the assignment of the Comition President, a substitute person should also be nominated (the same person will also be nominated as alternate member of the contest commission).

**18<sup>th</sup> Article (1)** It is considered to be involved in the contest proceedings those who:

- a) participate in the decision on the appointment of the examination,
- b) members or alternate members of the contest commision,
- c) are involved in decisions of administrative professional evaluation within the contest,
- d) are involved in resolving appeals.

(2) There are not allowed to be involved in the contest proceedings those who:

- a) are spouses and relatives up to third degree including with one or more candidates,
- b) are employed in the same institution with a candidate who has a leading position and are hierarchically subordinate to that candidate.

**19<sup>th</sup> Article.** (1) The contest file is sent to the members of the contest commission from the closing date for submitting the applications, but not later than 5 business days prior to deployment of the first parts of the contest.

(2) Sending the file in electronic format by the candidate, after its multiplication in 5 copies, is done by the university registration office.

(3) The printed contest folder, submitted by the candidate, will be sent to the president of the commision.

**20<sup>nd</sup> Article. (1)** The contest commision evaluates the candidate in terms of the following aspects:

- a) the relevance and impact of the candidate's scientific results,
- b) the candidate's ability to guide students and young researchers,
- c) the candidate's teaching skills,
- d) the candidate's ability to transfer knowledge and results to the economic and social environment or to disseminate its 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 institution which presented

the position in the competition.

(2) The Contest commission has the duty to verify and note the degree to which the candidate fulfills the minimal national standards.

**21<sup>st</sup> Article.** (1) The candidate's professional skills are evaluated by the contest commission based on the contest file and, in addition, in one or more parts of the contest, including lectures, courses or others according to the faculty / department / team methodology.

(2) For the assistant lecturer positions the contest is represented by a written examination and/or a practical assignment (seminar, laboratory, project, or similar activities specific to the respective field of work).

(3) The topic for the practical assignment will be established by the commission president, after consulting the commission members, and he announces the topic on the website of the contest at least 3 working days prior to the contest day. The announcement also contains place, time and day of the contest, thus inviting all candidates to participate at the contest.

(4) For the Lecturer, Associate Professor and Professor positions at least one part of the contest is represented by a teaching lecture. This contest section will have a mandatory period planned for the questions from the commission and the public.

(5) The topic for the practical assignment will be established by the commission president, after consulting the commission members, and he announces the topic on the website of the contest at least 3 working days prior to the contest day. The announcement also contains place, time and day of the contest, thus inviting all candidates to participate at the contest.

**22<sup>nd</sup> Article** (1) For each position, the contest commission decides the hierarchy of the candidates and nominates the candidate with the best results.

(2) The president of the contest commission shall prepare a report on the contest based on the appraisal reports prepared by each member of the contest commission and respecting the hierarchy of the candidates decided by the commission.

(3) The report of the contest is approved by the contest commission and is signed by each member of the contest commission and by its president.

(4) The president of the contest commission submits its report, approved by the commission decision, the appreciation reports and the original file of the candidate to the head of faculty / department / center by respecting the deadline for the contest.

**23<sup>rd</sup> Article** (1) The contest files, including the report upon the contest will be handed to the Faculty Dean or Vice Dean, responsible for opening a debate to analyse the files in the Faculty Council and makes the contest papers available to consultation for the members of the Faculty Council.

(2) For the contest validation process there have to be present two thirds of the members of the Faculty

Council.

(3) The Faculty Council analyses the following of the procedures and expresses a positive or negative approval of the contest report from this specific perspective. Any vote against or abstention must be justified and has a veto right in case that the prove of procedural faults stands.

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

**24<sup>th</sup> Article** 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 Resouse Office of the UO.

**25<sup>th</sup> Article.** (1) The application files are transmitted to the University Senate.

(2) Following a presentation by a member of the UO Senate management of the contest, the conclusions of the contest commission and the Faculty Council, the UO Senate examines the procedures established by the methodology for UO and decides upon the validity of the contest report. Hierarchy of the candidates determined by the contest commission cannot be changed by the University Senate.

(3) Senate decision is taken by simple majority vote of the members which are present.

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

**26<sup>th</sup> Article** (1) Appeals may be made only for faultly applied procedures.

(2) Where an applicant has elements that can prove breach of competition law proceedings, the applicant may appeal the decision within 3 working days of notification of the result. The appeal shall be made in writing to the registry office of UO and it is solved by the contest commission. The result shall be made public on the contest website, in maximum two days from the day the appel was registered.

(3) The members of the appeal commission are named at the same time and following the same procedures as the contest commission. The members of the contest commission cannot be members of the appeal commission. Following the Senates nomination decission, the members of the appeal commission are nominalised by the Rectors's decree.

(4) Failure to comply with their methodology by the persons responsible in the process of organizing and conducting contests constitute misconduct and shall be punished in accordance with Law 1/2011 or other provisions, according to the classification of the offense.

**27<sup>th</sup> Article** (1) Appointment and granting of university title by the UO, following the approval of the contest outcome by the Senate is made by the rector's decision from the next semester.

(2) Decision of appointment and granting of university title by the UO along with the contest report is sent by the UO to the Ministry of Education, Research, Youth and Sports and CNATDCU within 2 working days from the decision to appoint.

**28<sup>th</sup> Article.** If the open position was not filled, the contest can be resumed in full compliance with the contest procedure.

**29<sup>th</sup> Article** Where after winning a contest by a candidate, one or more employers of UO will be in a situation of conflict, according to Article 295, paragraph (4) of Law no. 1/2011, the appointment and granting of university title by the UO takes place only after resolving the situation / conflict situations. The way to resolve the situation of incompatibility will be communicated to the Ministry of Education, Research, Youth and Sports within 2 working days since its settlement.

**30<sup>th</sup> Article** University of Oradea will prepare annually no later than September 1, a report on the organization, conduct and completion of competitions to fill teaching positions. The report will be sent to notify the Ministry of Education, Research, Youth and Sports and CNATDCU.

**31<sup>st</sup> Article** For the research positions, the provisions of Law no. 319/2003, notwithstanding the provisions of Art. 20 paragraph (1) and Art. 12 paragraph (3) of this methodology are applied.

**32<sup>nd</sup> Article.** To conduct contests for research at the University of Oradea, the provisions provided by Law no. 319/2003 are fulfilled as such:

- a) those referred to the Scientific Council of the unit, by the Faculty Council,
- b) those referred to the scientific secretary of the unit, by director, head of the department, the head of the doctoral school, dean or vice-dean, as appropriate.

**33<sup>rd</sup> Article.** This methodology shall enter into force on its approval by the University Senate.

## **IV. ANNEXES**

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....., employer 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 at the disciplines for the position I am applying, I had the  
following grades during the faculty years:.....

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 for an  
unlimited period of time.*

Date.....

Signature.....

*To,*

*The Rectorate of the University of Oradea*

**We certify the legality of the contest**

**JURIDICAL OFFICE**

*Date.....Signature.....*

## OPIS

### CONTEST FILE *for vacant teaching and research 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 form for the contest entry, signed by the candidate, accompanied by a statement on his/her own responsibility for the veracity of the information provided in the file. (Annex 1)		
2.	A proposal for the development of the academic career of the candidate, both in terms of teaching and scientific research; the proposal is drawn up by the applicant.		
3.	Curriculum vitae according to the national Contest Methodology, 14 <sup>th</sup> Art.		
4.	The list of published works of the candidate according to the national Contest Methodology, 15 <sup>th</sup> Art.		
5.	Check-Form for the verification of compliance with the standards of presentation to the contest and/or the employment (Annex 3)		
6.	An authenticated copy of the PhD Diploma and, if the original PhD Diploma was obtained abroad, the attestation of equivalence or recognition by the Romanian State.		
7	For the position of Professor, a copy of the ministerial decree to attest the habilitation title / the right to coordinate doctoral theses and, in the case of such a title obtained abroad, the attestation of equivalence or recognition by the Romanian State.		
8.	Summary of PhD thesis or, where appropriate, of the paper of empowerment, in maximum one page in English and Romanian.		

9.	Declaration on the applicant's responsibility 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.	In the case of candidates for the position of Professor, the list of at least 3 experts, with contact information regarding names, contact address, experts who agreed to write letters of recommendation regarding the qualification of the candidate. (Annex 4)		
11.	In the case of candidates for the position of Professor, the list of at least 3 experts, with contact information regarding names, contact address, experts who agreed to write letters of recommendation regarding the qualification of the candidate. (Annex 4)		
12.	For the positions of senior lecturer or associate professor in the medical higher education field, additional conditions must be satisfied, that is: the title of specialist doctor; the candidates in the contest for the position of Professor must also have the title of consultant. Exceptions make those positions that do not have a correspondent in the Health Ministry network and those of pre-clinical subjects.		
13.	Copies of other diplomas proving the studies of the candidate: Baccalaureate Diploma or a certificate of recognition, University Degree Diploma or a certificate of recognition, Master's Degree Diploma or a certificate of recognition. The original documents will be presented for conformity copies.		
14.	Transcripts or diploma supplements or school sheets issued for each study cycle. The original documents will be presented for conformity copies.		
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.		
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 will be presented for conformity copies.		
17.	Medical certificate which shows that they are suited to carry out the teaching task.		
18.	No more than 10 patents, publications or other works of the candidate, in electronic form, selected by him/her and considered to be most relevant for their professional achievements.		
19.	A GDPR declaration, to entitle UO to use personal data.		

**2** If work is not available electronically or cannot be scanned (theatrical or musical performances, paintings etc.) recordings or photos will be made.

**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 the file on the website of the contest. The List of publications, the CV and the Check-Form (Annex 3) will be scanned as separate files, not larger than 10 MB. On the scanned documents no personal data will be visible.

Verified at the file submitting

D.R.U.

Candidate



## CHECK-FORM - VERIFICATION OF COMPLIANCE

with the minimal standards

for the filling of teaching and research positions

MODEL to be addapted by the Faculty to the field's national standards

**I. CANDIDATE DATA**

SURNAME\_\_\_\_\_NAME\_\_\_\_\_PNC\_\_\_\_\_Positi  
on\_\_\_\_\_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 OF 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

- holds a PhD title;
- 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;
- has published at least 5 works (in extenso or in summary) in professional national and international scientific journals or books;
- has developed, at least in electronic form, a specialized teaching materials for students' use;
- fulfills 50 % of the total points provided by the national minimum standards specific to the teaching position of associate professor (fill in the grid from **point IV**);

Criterion	The sum of the indicators	Standard Assoc. prof.	Standard Senior lecturer	Calculated score
<b>GRAND TOTAL</b>	$I1 + \dots + I35$	$\geq 80$ p	$\geq 40$ p	

*Accomplished/not accomplished*

#### **IV. DATA ON ACHIEVING NATIONAL MINIMAL STANDARDS**

#### **V. DATA ON ACHIEVING OF NATIONAL AND COMPULSORY MINIMUM STANDARDS ACCORDING TO THE ORDER OF THE MINISTER OF NATIONAL EDUCATION AND SCIENTIFIC RESEARCH NO 61291/2016**

##### **1. Associate professor**

###### **1<sup>st</sup> criterion: Scientific papers**

- 4 articles as main author in journals with IF in Web of Science data base, with cumulated AIS  $\geq 3$ ;  
2 articles in BDI journals.

###### **2<sup>nd</sup> criterion: visibility of scientific papers**

- $H_i \geq 3$

###### **3<sup>rd</sup> criterion: Ability to support research activities**

- Director/project manager/national grant in 1 project/grant or project responsible/grant in 2 national research project/grant or participation as team member in 2 international projects/grants.

##### **2. Full professor**

###### **1<sup>st</sup> criterion: Scientific papers**

- 5 articles as main author in journals with IF in Web of Science data base, with cumulated AIS  $\geq 3,5$ ; 3 articles in BDI journals.

###### **2<sup>nd</sup> criterion: visibility of scientific papers**

- Habilitation;  $H_i \geq 4$

###### **3<sup>rd</sup> criterion: Ability to support research activities**

A: Director or project/grant manager in 2 national projects/grants or project/grant responsible in 3 national research projects/grants; B: Director/Manager of 1 international project/grant or 2 international research projects/grants responsible.

###### **Details for the positions of associate professor and professor:**

- The minimum criteria must be met cumulatively.
- The main authors are the first author, the corresponding author or another author with a contribution equal to that of the first author, if this is specified in the article.
- AIS: Article Influence Score from ISI Web of Science Date of publication of the article. For articles published in journals included in the Arts & Humanities Citation Index database, an AIS equivalent to 0.8 per published article is considered.

- Accepted international databases (BDI): Web of Science, Master Journal List, ERIH PLUS, Scopus, EBSCO, ProQuest, CEEOL, Ulrichsweb, Index Copernicus, GEOREF, Genamics Journal Seek, Library of Congress Online Catalog.
- The Hirsch Index from the ISI Web of Science, which excludes self-citations.
- Projects and grants won through competition, minimum value 100000 RON or equivalent in euro.

The candidate meets / does not meet the national and mandatory minimum standards.

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

Date\_\_\_\_\_

Candidate\_\_\_\_\_

**REVIEWERS LIST**  
**for the positions of Associate Professor and Professor**

**CANDIDATE DATA**

SURNAME\_\_\_\_\_NAME\_\_\_\_\_

PNC\_\_\_\_\_Position to apply for\_\_\_\_\_

Position\_\_\_\_\_Discipline\_\_\_\_\_

Department\_\_\_\_\_

Faculty\_\_\_\_\_

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

\* 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 STATEMENT  
for filling assistant lecturer positions**

MODEL to be adapted to the specific scientific field managed by the Faculty

**CANDIDATE DATA**

SURNAME\_\_\_\_\_NAME\_\_\_\_\_

PNC\_\_\_\_\_Position to apply for\_\_\_\_\_

Position\_\_\_\_\_Discipline\_\_\_\_\_

Department\_\_\_\_\_

Faculty\_\_\_\_\_

**I. EVALUATION OF TEACHING AND SCIENTIFIC ACTIVITY**

**It is based on the documents in the competition dossier and the competition tests. A maximum of 10 points is awarded for each indicator. The candidate must score at least 30 points.**

No.	Indicator	The progress of the indicator	Score
<b><i>A. RELEVANCE AND IMPACT OF SCIENTIFIC RESULTS</i></b>			
1	Articles published in extenso in ISI journals as first-author/co-author		
2	Articles published in extenso in B+/BDI journals as first-author/co-author		
3	Articles published in extenso in B journals as first-author/co-author		
4	Number of citations in the ISI system		
5	Number of citations in the B+/BDI journals		
6	Holding ability		
7	Articole publicate în extenso în Proceedings cu cotare ISI - autor/coautor		
<b>TOTAL SCORE 1+2+3+4+5+6+7 (minimum 30 points)</b>			

<b>TOTAL RELATIVE SCORE (total score/minimal score)x10</b>				
<b><i>B. ABILITY TO GUIDE STUDENTS OR YOUNG RESEARCHERS</i></b>				
1	Manger /coordinator of research projects	5		
2	Finalized/coordinated PhD theses	5/1		
3	Coordination of students scientific clubs	1/year		
4	Coordinator/counsellor of resident doctors	3/2/year		
5	Coordinated University Degree Diplomas/ Master's Degree Diplomas	3		
	Score B			
<b><i>C. TEACHING COMPETENCES</i></b>				
1	Teaching activities (lecturer)	5/lecture/u niv. year		
2	Lectures for students – first author/co-author	10/9		
3	Practical work manual for the students – first author/co-author	9/8		
4	Post-university lectures - director/lecturer	5/4/lecture		
5	Participation in the central commission of the entrance examination (subject elaboration)	3/session		
6	Participation in the university degree examination (subject elaboration /commission for the graduate diploma paper presentation)	3/session		
7	Participation at the entrance examination (supervisor, chief of room, commission secretary)	1/session		
8	Participation at the university degree examination (supervisor, chief of room, commission secretary)	1/session		
9	Member in contest commissions for the teaching job openings	2/session contest		

	Score C		
<b><i>D. TRANSFER ABILITY OF THE CANDIDATE'S RESULTS TOWARDS THE SOCIO-ECONOMIC ENVIRONMENT AND THE SCIENTIFIC RESULTS POPULARIZATION</i></b>			
1	Specialty books published by international publishing houses – editor or first author/co-author	15/14	
2	Specialty books published by CNCSIS acknowledged publishing houses - editor or first author/co-author	10/9	
3	Chapters in collective volumes published by international publishing houses, first author/co-author	10/9	
4	Chapters in collective volumes published by CNCSIS acknowledged publishing houses – first author/co-author	5/4	
5	Patents/innovations	20/10	
	Score D		
<b><i>E. WORK TEAM ABILITY AND THE SCIENTIFIC COLLABORATIONS EFFICIENCY</i></b>			
1	Expert in national organizations (CNCSIS, ACPART, ARACIS), CNATDCU member	10/ organizati on	
2	Chief Editor/Member in A, ISI editorial boards	15/10	
3	Chief Editor / Member in B, B+/ CNCSIS editorial boards	10/5	
4	President of some national or international scientific societies	10/15	
5	Member in the leadership of some national or international scientific societies	5/7	
6	Distinctions, awards, medals awarded by scientific institutions or national or international scientific societies	5/7	
7	Institutional dossiers for licensing / accreditation	10	
8	Team member of the research project	3	
	Score E		
<b><i>F. ABILITY TO LEAD RESEARCH-DEVELOPMENT PROJECTS</i></b>			
1	Institutional contract - coordinator/member	10/5	
2	Contract/international / national grant–project manager/ partner	10/5	



3	Contract/international / national grant – research team member	5/3		
4	Development/research contract between economic agents/institutions, through the University, having an over 25.000 EURO value - manager/member	10/8		
Score F				
<b>G. PROFESSIONAL EXPERIENCE IN OTHER INSTITUTIONS</b>				
1	Invited/associated teacher at universities abroad	10/15		
2	Training courses in foreign institutions: under 6 months / more than 6 months	20/30		
Score G				
<b>Total score (sum of intermediary scores)</b>				
<b>Total relative score (total sum of points/minimal standard points) x10</b>				
<b>Minimal national standard: accomplished/non/accomplished</b>				
<p>For the points B – G the minimum sum of the total points will be established by the intern methodology for each scientific field managed by a Faculty.</p> <p><b>II. WRITTEN – ORAL- PRACTICAL EXAMINATION (only for the assistant lecturer position)/ TEACHING/SCIENTIFIC LECTURE</b></p> <p>Awarded points: minimum (compulsory) – 8 points,            maximum – 10 points</p> <p>Score (average of all ratings) _____</p> <p><b>III. PUBLIC LECTURE (if the case)</b></p> <p>The scientific content of the presented topic, used means and methods, teaching skills etc.</p> <p>Points awarded: minimum (required to obtain) - 7 points, maximum - 10 points score (average of all ratings) _____</p> <p><b>FINAL SCORE</b>_____ (sum of scores obtained at I, II, III evaluations)</p> <p><b>Commision member:</b> _____</p>				

**UNIVERSITY DIN ORADEA**

*Annex no. 6 to the Contest  
Methodology for Vacant Teaching  
and Research Positions*

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

**Session**\_\_\_\_\_

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

President: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Designated by the decision of the University of Oradea Rector no. \_\_\_\_\_ on the  
\_\_\_\_\_, for the evaluation of the candidates for the vacant position  
of \_\_\_\_\_, rank \_\_\_\_\_,  
Discipline \_\_\_\_\_,  
Department \_\_\_\_\_,  
Faculty \_\_\_\_\_, after the running of the  
competition in accordance with the methodology of the faculty, prepared the following report:

**I. DATA OF THE APPLYING CANDIDATES**

3. Applying candidates:

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4. Candidates present in the contest:

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

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b. Public lecture:

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## II. OBTAINED RESULTS

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

No.	Applying candidates	Accomplishment of national and specific standards		Score given by the president and the members of the commission					Final score
		YES	NO	P	1	2	3	4	
1									
2									
3									
4									
5									
....	.....								

## III. OBTAINED RESULTS

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

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## IV. DECISION OF THE CONTEST COMMISSION

After the evaluation of the professional, scientific activity and of the examinations, the commission proposes, cu \_\_\_\_\_ votes „for”, \_\_\_\_\_ votes „against” and \_\_\_\_\_ „abstentions”, that Mrs./Mr. \_\_\_\_\_ should occupy the position for which the contest was organized.

**Commision President** \_\_\_\_\_

**Commision Members** \_\_\_\_\_

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## V. APPEALS

There wer no appeals / The following appeal was registered (appeal register, motif)

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## VI. DECISION OF THE APPEAL COMMISION

Handling of appeal \_\_\_\_\_

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

**President of the appeal commission** \_\_\_\_\_

**Members of the appeal commission** \_\_\_\_\_

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