



ROMÂNIA  
UNIVERSITY OF ORADEA  
Faculty of Environmental Protection  
26, Gen. Magheru Street  
410048 Oradea  
Phone: 00 40 259 408 440  
00 40 259 408 277

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**UNIVERSITY OF ORADEA**

**FACULTY OF ENVIRONMENTAL PROTECTION**

## **CONTEST METHODOLOGY**

**FOR OCCUPYING A VACANT TEACHING POSITION AT THE FACULTY  
OF ENVIRONMENTAL PROTECTION**

**Valid starting with the academic year 2019 - 2020**

**Oradea**

**2019**



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## CONTENTS

<b>I GENERAL ASPECTS .....</b>	<b>3</b>
<b>II CONTEST REGISTRATION.....</b>	<b>4</b>
<b>III CONTEST OVERVIEW.....</b>	<b>7</b>
<b>IV ANNEXES.....</b>	<b>11</b>



## I. GENERAL ASPECTS

### Art. 1.

In the University of Oradea (UO) within the Faculty of Environmental Protection, the vacant teaching and research positions are occupied, for an unlimited period of time, only by **public contest**, in accordance with the:

- Law no.1/2011 of the GD no. 457 regarding the approval of contest framework Methodology for occupying the vacant teaching and research positions from the academic education (published in M.O., part I, no. 371/26.05.2011) with subsequent additions and modifications;
- Own contest methodology for filling a vacant teaching and research position at the University of Oradea, approved by the University Senate in 26.11.2018;
- The present procedure, hereinafter referred to as the *Contest Procedure for filling vacant teaching and research positions* within the Faculty of Environmental Protection.

### Art. 2.

- (1) The public competition for the occupation of a teaching position for an indefinite period is organized only if it is vacant.
- (2) A position shall be considered vacant if it is foreseen as such in the staff establishment, drawn up annually, or if it is vacated during the academic year.
- (3) The teaching and research positions cannot be proposed for contest by transforming an occupied position into a higher position.

### Art. 3.

- (1) The University of Oradea can organize a public competition for the occupation of a teaching or research position only with the approval of the tutelary ministry, an approval which is required in the first 30 calendar days from the beginning of each semester of the academic year.
- (2) The application for the approval of the tutelary ministry will be accompanied by the following documents:
  - a) the list of the proposed positions for the competition and their structure, signed by the rector and stamped;
  - b) the extract from the staff establishment containing the positions proposed for competition, signed by the rector, economic director, dean and the head of department or CSUD director and the head of the doctoral school;
  - c) the declaration on the own responsibility of the rector of the University of Oradea, which attests that all the positions proposed to be put out of competition have in structure only disciplines from the curricula of the legally established study programmes, including as a form of education and locality of development;
  - d) own contest procedure.



(3) The contest procedures can be started only after the publication of the position proposed for contest in the Official Gazette of Romania, Part III.

**Art. 4.**

The teaching positions that the Faculty of Environmental Protection can propose to be filled by contest are:

- a) university assistant;
- b) university lecturer;
- c) university associate professor;
- d) university professor.

**Art. 5.**

The teaching positions can be filled by Romanian or foreign citizens, without any discrimination, according to art. 294 of Law no. 1/2011, with subsequent additions and modifications;

**Art. 6.**

(1) The positions to be occupied by the public contest for vacant teaching positions are proposed by the Head of the Department which is responsible for the structure of the vacant position, by a report endorsed by the Council of the Department and of the Faculty. The report must contain explanations regarding the compliance with the criteria for proposing the positions for public competition and the existence of financial resources to support the respective positions.

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

(3) In the forwarding address, the positions will be individualized by indicating their position in the Staff Establishment of the Department, the disciplines of the position structure and the criteria for the competition by mentioning if the position is vacant or made vacant.

**Art. 7.**

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

(2) On the website of the contest, within the period specified in paragraph (1), the following information will be published:

- a) description of the position to be occupied by competition;
- b) the attributions/activities related to the position to be occupied by competition, including the didactic norm and the types of activities included in the didactic norm;
- c) the minimum salary for the job placement at the time of employment;
- d) the calendar of the competition;
- e) the subject of the competition samples, including lectures, courses or topics from which the competition commission can choose the subject of the evidence actually supported;
- f) description of the competition procedure;
- g) the complete list of the documents that the candidates must include in the competition file;



h) the address to which the contest file must be sent.

(3) The announcements regarding the positions of associate professor and profesor will also be published in English.

(4) On the website of the competition and on the university website, there will be published, at the latest within 5 working days from the deadline for enrolling in the competition, for each of the candidates registered and in compliance with the protection of personal data, according to the law, the curriculum vitae, the verification sheet for meeting the minimum standards.

## II. CONTEST REGISTRATION

### Art. 8.

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

(2) Registration ends 15 calendar days before the first test of the competition.

(3) The contest takes place within 45 days from the end of the registration period.

### Art. 9.

(1) The conditions for registering in the competition for the occupation of a teaching position are those provided by the present article.

(2) For the position of **university assistant** the cumulative requirements are:

a) having a PhD degree;

b) publication of at least 3 papers (articles, studies), in extenso or in summary, in specialized magazines or in volumes of national or international scientific events;

(3) For the position of **university lecturer**, the following cumulative requirements are:

a) having a PhD degree;

b) publication of at least 5 papers (in extenso or in summary) in specialized magazines or in the volumes of national or international scientific events;

c) elaboration of at least one manual, course support, laboratory guiding book/ applications, in electronic form, for student use;

(4) For the position of **associate professor**, the following cumulative requirements are:

a) having a PhD degree;

b) the fulfillment of the national minimum standards for occupying the teaching positions, specific to the didactic function of associate professor, approved by order of the minister, according to art. 219, paragraph (1), letter a) of Law no. 1/2011;

(5) For the position of **university professor** the cumulative requirements are:

a) having a PhD degree;

b) having the title of PhD supervisor;

c) meeting the minimum national standards for teaching positions, specific to the teaching function of university professor, approved by order of the minister, according to art. 219, paragraph (1), letter a) of Law no. 1/2011 valid at the moment of contest.



**Art. 10.**

- (1) In order to register in the competition for occupying a teaching position, the candidate draws up a file containing the documents foreseen in Annex 2 of the present procedure.
- (2) A CD/DVD or other electronic format, with all its scanned content, is attached to the contest file for transmission to the contest commission.

**Art. 11.**

- 1) Candidates for the positions of Associate Professor must include in the competition file at least 3 names and contact addresses of recognized experts in the field who are not part of the competition commission from our country or abroad that are external to the academic institution that organizes the contest, who have agreed to write letters of recommendation regarding the applicant's professional qualities.
- (2) Candidates for the position of university professor must include in the competition file at least 3 names and contact addresses of recognized specialists in the field who are not part of the contest commission, from abroad, who have agreed to write letters of recommendation regarding the applicant's professional qualities.
- (3) In the case of country-specific domain, the letters of recommendation for candidates for the position of professor may come from some renowned experts in this field in Romania, external to the academic institution that organizes the contest.

**Art. 12.**

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.

**Art. 13.**

List of candidate's papers will be structured as follows:

- a) complete list of publications, out of which an extract of maximum 10 papers considered to be the most relevant by the candidates for their professional achievements, which are included in electronically in the contest file and which can be found in other types of work referred to in this article. For the position of university professor the publication list will specify the work carried out after obtaining the habilitation certificate;
- b) thesis or doctoral theses;
- c) patents and other intellectual and industrial property titles;
- d) books and chapters in books;
- e) articles/studies in extenso published in important international scientific journals;
- f) publications in extenso published in important international scientific conferences;
- g) other works and scientific contributions.

**Art. 14.**

- (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 web pages of the contest administered by the U.O the following will be published, at the latest within 5 working days from the deadline for registration to the contest, for each of the candidates registered and with respect for the protection of personal data, within the meaning of the law:

- a) curriculum vitae;
- b) verification sheet of compliance with the minimum standards;
- c) the nominal membership of the competition commission.

#### **Art. 15.**

(1) In order to obtain the certification of the legal office, each file must contain the resolution regarding the verification of the information in the verification sheet provided in art. 6 paragraph (1) lit. d). This resolution is established by a commission appointed by decision of the rector, at the proposal of the board of administration.

(2) The fulfillment by a candidate of the legal conditions for presentation to the competition is certified by the approval of the legal department of the higher education institution, based on the resolution from paragraph (1) and other documents required to take part in the the competition.

(3) The approval is communicated to the candidate within 48 hours after it was issued, but no less than 5 working days prior to the first part of the contest.

### **III. CONTEST OVERVIEW**

#### **Art. 16.**

(1) Determination of the contest commission is done after the publication of the notice on the contest for each open position.

(2) The composition of the contest commission includes at least 2 alternate members (one of whom can also fulfill the position of president of the contest commission in case of the unavailability of the designated president).

(3) The council of the department in whose structure the position is makes proposals for the nominal composition of the competition commission.

(4) The composition of the competition commission is presented by the dean to the faculty council, for approval, based on the proposals of the department council.

(5) The nominal membership 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 approval by the University Senate, the contest commission is appointed by the Rector decision.

(7) Within 48 hours after from 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 commission membership is published in the Official Gazette.

#### **Art. 17.**

(1) The contest commission is made up of 5 members, including its president, specialists in the field of the position proposed for competition or in related fields.

(2) In case of unavailability of the participation of the president of the contest commission or of another member of the commission, the respective member shall be replaced by the alternate member appointed following the same procedure as the members of the commission.

(3) The decisions of the contest commission are made by secret vote of the members.



- (4) A decision of the commission is valid if it has the vote of at least 3 members.
- (5) The activities of the contest commission are conducted by a president.
- (6) The members of the commission may be from inside or outside the OU, from our country or abroad.
- (7) In order to occupy a position of associate professor or professor, at least 3 members of the commission must be from outside the University of Oradea, from the country or abroad.
- (8) The members of the competition commission must have a higher educational qualification or at least equal to that of the position proposed to the contest.
- (9) For the exclusive purpose of participating in the contest commission, the equivalence of the didactic titles of the members from abroad with the didactic titles from the country is done by the approval of the University Senate of the nominal membership of the commission.
- (10) The president of the contest commission may be the head of the department, the head of the doctoral school, the dean or the vice-decan, a senior lecturer in the university in a specialized field of the position or in a near field, delegated for this purpose by the vote of the department council, respectively of the faculty council organizing the contest. An alternate president (who may also serve as an alternate member of the contest commission) will be named when the appointment of the president of the contest commission.

**Art. 18.**

- (1) Persons who are considered to be involved in the competition procedure:
  - a) participates in the decision process regarding the appointment of the contest commission;
  - b) are members or alternate members of the contest commission;
  - c) are involved in professional or administrative evaluation decisions within the competition;
  - d) are involved in resolving appeals.
- (2) Persons who cannot be involved in the competition procedure:
  - a) are spouses, kindred and relatives up to the third degree including one or more candidates;
  - b) they are employed in the same institution with a candidate who holds 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 from the closing date for submitting the applications, but not later than 5 business days prior to deployment of the first part of the contest.
- (2) Sending of the file, in the electronic format submitted by the candidate, after multiplying it in 5 copies, is done through the university registry. The file can only be transmitted in electronic format, by e-mail.
- (3) The file in printed format, submitted by the candidate, shall be sent to the president of the commission.

**Art. 20.**

- (1) The contest commission 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 obligation to verify and ascertain the candidate's compliance with the national minimum standards.

#### **Art. 21.**

(2) For the positions of assistant, the professional competences of the candidate are evaluated by the contest commission on the basis of the competition file and, additionally, by two tests: written and practical (seminar, laboratory or others specific to the field).

(3) The theme of the practical test is established by the president of the contest commission, with the consultation of its members, and is announced at least 3 working days before the test is carried out on the contest website, together with the day, time and place of the contest, thus inviting all candidates to the competition tests.

(4) For the positions of university lecturer, associate professor and university professor, the professional competences of the candidates coming from higher education are evaluated by the contest commission on the basis of the competition file, the presentation of the proposal for the development of the candidate's university career, both from a teaching point of view, as well as from the point of view of scientific research activities, as well as the holding of didactic lectures, in the presence of commissions and public, followed by a session of questions from the commission and public.

(5) The topic of the didactic lecture is established by the president of the contest commission, with the consultation of its members and is announced to the candidates at least 3 working days before the test is carried out on the contest website, together with the day, time and place of the contest, thus inviting all candidates to the competition tests.

#### **Art. 22.**

(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. The result of the contest is published on the contest website, within 2 working days from the end of the contest.

(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 by respecting the deadline for the contest organization.

#### **Art. 23.**

(1) Application files, including the report on the contest shall be submitted to the dean or vice-dean in charge of the faculty dean, organizing their discussion by the Council of the Faculty and ensuring the conditions for consulting the contest materials by its members.

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



(3) The Faculty Council analyses the procedures and grants or not its approval of the contest report in this regard. Any votes against and abstentions will have to be justified and will have a veto right in case of proof of infringement procedures in force.

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

**Art. 24.**

Based on the decision of the Faculty Council, a statement of the minutes of its meeting shall be drawn up, attaching a copy of the convening notice of the meeting (with the signatures of all those present). These documents are added to the file of each candidate and submitted to the General Secretariat of UO, then to UO Senate.

**Art. 25.**

(1) The contest files are transmitted to the U.O Senate.

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

(3) The decision of the Senate shall be made by a simple majority vote of the present members.

(4) As the meeting to be legally constituted, the number of members of the U.O Senate present must represent at least 2/3 of the total number of its members.

**Art. 26.**

(1) Appeals may be made only for not complying with legal procedures.

(2) If an applicant has elements that can prove the breach of competition law proceedings, the applicant may appeal the decision within 3 working days from the results notification. The appeal shall be made in writing to the registry office of the UO and it is solved by the appeal solutioning commission. The solution is announced within 2 business days from the submission of the appeal, on the contest website.

(4) The commissions for settling the appeals are established at the same time and following the same procedure as the contest commissions. The members of the contest commission cannot be part of the dispute resolution committee. Following approval by the university Senate, the commission for the resolution of the appeals is appointed by decision of the rector.

(5) The non-compliance with the provisions of the own methodology by the persons with attributions in the procedure of organizing and conducting the competitions constitutes a disciplinary deviation and is sanctioned in accordance with the provisions of Law 1/2011 or of other legal provisions, depending on the fact.

**Art. 27.**

(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 starting with the first day of 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 appointment decision.



**Art. 28.**

If the open position was not filled, the contest can be resumed in full compliance with the contest procedure

**Art. 29.**

Where after winning a contest by a candidate, one or more employers of UO will be in a situation of incompatibility, 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 incompatibility situation / situations. The way to resolve the situation of incompatibility will be communicated to the Ministry of Education and Research, within 2 working days since its solutioning.

**Art. 30.**

The University of Oradea will prepare annually, until the latest on September 1, a report on the organization, conduct and completion of competitions for occupying teaching positions. The report will be sent for notification to the tutelary ministry and the C.N.A.T.D.C.U.

**Art. 31.**

This methodology shall enter into force on its approval by the University Senate.

**List of annexes:**

- 1 – Standard contest registration form
- 2 - A list of the documents contained in the competition file
- 3 – Verification sheet for compliance with the minimum standards
- 4 - List of referees (only for positions of **university professor and associate professor**)
- 5 – Appreciation report on the candidate
- 6 - Report on the contest



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*Annex no.1 to the Contest Procedure  
for vacant teaching positions*

**MR. RECTOR,**

The undersigned \_\_\_\_\_, born on (day, month, year) \_\_\_\_\_ in \_\_\_\_\_, with the residence in county \_\_\_\_\_, city \_\_\_\_\_, street \_\_\_\_\_, block \_\_\_\_\_, floor \_\_\_\_\_, apartment \_\_\_\_\_, telephone \_\_\_\_\_, ID card series \_\_\_\_\_ no. \_\_\_\_\_ issue by the Police \_\_\_\_\_ on \_\_\_\_\_, graduate of the Faculty \_\_\_\_\_, study programme \_\_\_\_\_, promotion \_\_\_\_\_, general grade \_\_\_\_\_ and the grade of the university/master degree examination \_\_\_\_\_ / \_\_\_\_\_, employee of \_\_\_\_\_, position \_\_\_\_\_, please approve my registration in the contest for the position of \_\_\_\_\_, disciplines \_\_\_\_\_,

\_\_\_\_\_ at the Departament \_\_\_\_\_, Faculty of Environmental Protection.

I mention that I hold a PhD degree in \_\_\_\_\_ since (MECT Order) \_\_\_\_\_, in the field of \_\_\_\_\_, and at the disciplines included in the vacant position proposed for contest I obtained the following grades during the faculty \_\_\_\_\_

The contest was published in the Official Gazette \_\_\_\_\_ and in the newspaper \_\_\_\_\_ on \_\_\_\_\_.

*Note: The candidates declared admitted will sign a full-time work contract with the University for an unlimited period of time.*

I declare on my own responsibility that the information presented in the file is real.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**To**

*The Rectorate of the University of Oradea*

**We certify the legality of the contest**

**JURIDICAL OFFICE**

*Date \_\_\_\_\_ Signature \_\_\_\_\_*



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Annex no. 2 to the Contest Procedure  
for vacant teaching positions

## CHECKLIST

### CONTEST FILE for vacant teaching positions

#### CANDIDATE DATA

SURNAME \_\_\_\_\_ NAME \_\_\_\_\_ PIC \_\_\_\_\_

Position to apply for \_\_\_\_\_ Position \_\_\_\_\_

Disciplines \_\_\_\_\_

Department \_\_\_\_\_

FACULTY \_\_\_\_\_

1. In order to enter the competition for a vacant teaching position, the candidate prepares a file containing the following documents:

Crt. no.	LIST OF DOCUMENTS	YES	NO
1.	Contest registration form, signed by the candidate and accompanied by a declaration on own responsibility regarding the authenticity of the information presented in the file-standard form (Annex 1)		
2.	Candidate Career Development Proposal from both a teaching and scientific research activities point of view - if applicable.		
3.	Curriculum vitae according to the framework Methodology, art. 14.		
4.	List of papers according to the framework Methodology, art. 15.		
5.	Verification sheet of the compliance with the minimum standards for occupying the position (Annex 3).		
6.	Copy of the doctoral diploma in science and, if it was obtained abroad, the certificate of recognition or equivalence of it by the Romanian state - the original document will be presented for compliance		
7.	For the positions of university professor, the copy of the order of the minister attesting the qualification / right of doctoral leadership and, if it was obtained abroad, the certificate of recognition or equivalence by the Romanian state.		
8.	The summary of the doctoral thesis and, as the case may be, of the habilitation thesis, on a maximum of one page each, in Romanian and English.		
9.	Statement on its own responsibility that it is not in any situation of incompatibility provided by Law 1/2011 (Law of National Education) and framework Methodology issued at national level.		
10.	For the positions of university professor, the list of referees containing at least		



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	3 names and contact addresses of personalities from the respective field, from abroad, who have agreed to elaborate letters of recommendation regarding the professional qualities of the candidate (Annex 4).		
11.	For the positions of associate professor, the list of referees containing at least 3 names and contact addresses of personalities from the respective field, from the country or abroad, who have accepted to elaborate letters of recommendation regarding the professional qualities of the candidate (Annex 4).		
12.	Copies of other diplomas or certificates of recognition attesting the candidate's studies: baccalaureate diploma, bachelor's degree, master's degree - the original documents for compliance will be presented.		
13.	Copies of the transcripts of records, diploma supplements or school sheets issued for each cycle of studies - the original documents for compliance will be presented.		
14.	Copy of the identity card or passport, or other document equivalent to the identity card or passport - the original documents for compliance will be presented.		
15.	If the candidate has changed his name, copies of the documents attesting to the change of name - marriage certificate or proof of name change - will be presented in the original documents for compliance.		
16.	Medical certificate resulting from being able to carry out didactic activity.		
17.	Maximum 10 publications, patents or other works, selected by the candidate and considered to be the most relevant for their own professional achievements.		
18.	The acceptance of the processing of personal data by the U.O.		

2. A CD / DVD or other electronic format is attached to the contest file, with all its contents scanned, for transmission to the contest commission and uploading the file to the site. The list of works, the CV and the Checklist (Annex 3) will be scanned as separate files, but not having more than 10 MB. The personal data of the candidate (PIC, home address, signature, etc.) will not appear on the scanned documents.

Verified when file submission  
D.H.R.

Candidate



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*Annex no. 3 to the Contest Procedure  
for vacant teaching positions*

**VERIFICATION OF COMPLIANCE  
WITH THE MINIMAL STANDARDS**

for filling vacant teaching position

**I CANDIDATE INFORMATION**

NAME \_\_\_\_\_ SURNAME \_\_\_\_\_

PIC \_\_\_\_\_ contest position \_\_\_\_\_

Disciplines \_\_\_\_\_

Position in Staff Establishment \_\_\_\_\_ Department \_\_\_\_\_

Faculty of Environmental Protection.

Present teaching degree \_\_\_\_\_ Position in the Staff Establishment \_\_\_\_\_

Disciplines \_\_\_\_\_

Department \_\_\_\_\_

Faculty \_\_\_\_\_ University \_\_\_\_\_

**II DATA RELATED TO THE COMPLIANCE OF THE CONTEST CONDITIONS**

**1. University studies of Bachelor's and Master's Degree**

Crt. no.	Academic Institution	Field of activity	Period	Granted title

**2. PhD Studies**

Crt. no.	PhD organizing institution	Field of activity	Period	Granted scientific title

**3. Post-doctoral studies and scholarships**



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Crt. no.	Organizing institution	Field of activity	Period	Obs.

#### 4. Teaching/professional degrees

Crt. no.	Institution	Field of activity	Period	Title/teaching position professional degrees

### III DATA REGARDING THE COMPLIANCE WITH THE MINIMAL STANDARDS

#### 1. UNIVERSITY ASSISTENT

Crt. no.	Evaluation criteria	Performance indicator	Value
1.	Written test	Grade obtained	
2.	Practical test	Grade obtained	
3.	Elaboration of papers (papers, studies)	Number of published scientific papers (minimum 3)	

#### ACCOMPLISHED/UNACCOMPLISHED

#### 2. LECTURER

Crt. no.	Evaluation criteria	Performance indicator	Value
1.	Holding a didactic lecture in front of the specialized committee	Grade obtained	
2.	Elaboration of papers	Number of scientific papers published in specialized journals or volumes of national or international scientific events (minimum 5)	
3.	Elaboration of specialized teaching materials for student use	Number of specialized teaching materials for the use of students with ISBN / ISSN - minimum 1 (at least in electronic form)	

#### ACCOMPLISHED/UNACCOMPLISHED

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

Date \_\_\_\_\_

Candidate \_\_\_\_\_



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Verified:

President of commission \_\_\_\_\_

Members of commission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### 3. PROFESSOR AND ASSOCIATE PROFESSOR

#### 3.1. Areas: Agronomy, Horticulture, Forestry Engineering, Forestry, Engineering and Management in Agriculture and Rural Development, Food Engineering, Animal Husbandry

**Annex no. 14 - COMMISSION - PLANT AND ANIMAL RESOURCE ENGINEERING  
REQUIRED MINIMUM AND MANDATORY STANDARDS FOR CONFERRING DIDACTIC ACADEMIC  
TITLES AND RESEARCH - DEVELOPMENT PROFESSIONAL TITLES**

1. Structure of candidate's activity							
Crt. Nb	Field of Activities	Type of Activities	Categories and restrictions	Subcategories	Indices (kpi)	Points (Self-assessment)	Commission evaluation (average of evaluations)
0	1	2	3	4	5	6	
1	Didactic and Professional Activity (A1)	1.1 Books and chapters in specialized books	1.1.1 Books with ISBN/chapters as author; for Professor minimum 2 as first author; at least one work published after the last promotion or in the last 5 years; for Associate Professor: minimum 1 book /chapter as first author; Scientific Researcher I and Scientific Researcher II-without restrictions; For <b>qualifications</b> -the same conditions as the Professor	1.1.1.1 international	no. of pages/(2*no.authors)	-	
				1.1.1.2 national	no. of pages/(5*no.authors)	-	
			1.1.2 Books/Books chapters as editor/coordinator	1.1.2.1 international	no. of pages/(3*no.authors)	-	
		1.2 Didactic support		1.1.2.2 national	no. of pages/(7*no.authors)	-	
			1.2.1 Manuals, course support including electronic-without restrictions		no. of pages/(8*no.authors)		
			1.2.2 Laboratory guides/aplications-without restrictions		no. of pages/(8*no.authors)		
					<b>TOTAL A1</b>		
		1.3 Coordination of study programs, organization and coordination of lifelong training programs and educational projects (POS, Erasmus, Leonardo)	Unique score for each activity		15		
2	Research Activity (A2)	2.1 Extensive articles in Thomson Reuters journals, Thomson-Reuters indexed volume proceedings and Web of Science indexed patents - Derwent	2.1.1. Professor /SR 1: Minimum 8 articles, of which at least 4 in ISI journals; at 4 of the papers (of which 2 listed ISIs) be the main author / correspondent / coordinator (last author - only if he/she is a PhD supervisor) (2). At least 3 works to be published after the last promotion or in the last 5 years.		(35 + 20* impact factor (1)/ no. of authors		
			2.1.2.Associate Professor/ SR II: Minimum 5 articles, of which at least 3 in ISI journals; at 3 of the papers (of which 1 ISI quoted) be the main author / correspondent / coordinator (last author - only if he / she is a PhD supervisor) (2). At least 2 papers will be published after the last promotion or in the last 5 years.				
		2.2 Papers in the journals and volumes of some scientific events indexed in other international databases (BDI (3))	2.2.1. Minimum 15 for Professor/SR I		15/no. of authors		
			2.2.2. Minimum 10 for Associate Professor/SR II				
		2.3 Intellectual property, invention patents, technologies and homologated products		2.3.1 international	40/no. of authors	-	
				2.3.2 national	30/no. of authors		



		(breeds, hybrids, races etc)					
		2.4 Grants/projects won by competition including research projects/consultancy (minimum value of 10000 Euro/equivalent) (3)	2.4.1 Director/Responsible-Minimum 2 for Professor/SR I; Minimum 1 for Associate Professor/SR II	2.4.1.1 international	20*years of development		
				2.4.1.2 national	10*years of development		
			2.4.2 Member of team	2.4.2.1 intenational	4*years of development		
				2.4.2.2 national	2*years of development		
					<b>TOTAL A2</b>		
3	Recognition and Impact of Activity (A3)	3.1 Citations in ISI journals and volumes of WOS indexed conferences (4) 3.2 Citations in journals and volumes of BDI conferences (4) (5)		10/no. authors of the article quoted x no. citations			
				5/no. authors of the article quoted x no. citations			
		3.3 Invited presentations in the plenary of national and international scientific events and Visiting Professor (excluding POS, ERASMUS)	Unique score for each activity	3.3.1 intenational	20	-	
				3.3.2 national	5	-	
		3.4 Member of the editorial staff or scientific committees of journals and scientific events, scientific organizer, reviewer for scientific journals and national and international scientific events		3.4.1 ISI	15	-	
				3.4.2 BDI	10	-	
		3.5 Reviewer for national and international journals and scientific events (the score is awarded for each journal and scientific event once/year, regardless of the number of reviews)		3.4.3 National and international non-indexed	5	-	
				3.5.1 ISI	10	-	
		3.5 Referent in committees of Doctorate		3.5.2 BDI	5	-	
				3.6.1 intenational	10 x no. commissions		
				3.6.2 national	5 x no. commissions		
		3.6 Awards		Romanian Academy	30	-	
				ASAS, AOSR, branch academies and CNCISIS	15	-	
				International awards	10	-	
				National awards in the field	5	-	
		3.7 Member in academies, organizations, profesional associations and international membership in organizations from education and research	3.7.1 Romanian Academy		100	-	
			3.7.2 ASAS, AOSR and branch academies		30	-	
			3.7.3 Management of profesional associations	international	30	-	
				national	10	-	
			3.7.4 Professional associations	intenational	5	-	
				national	2	-	
			3.7.5 Councils and organizations in education and research	Management	15		
				Membre	10	-	
					<b>TOTAL A3</b>		
					<b>TOTAL</b>		

Note:



(1) The impact factor of the magazine mentioned on the WOS (Web of Science) website in the year the article was published; for articles in Proceedings WOS (Web of Science-THOMSON REUTERS) and for WOS-Derwent indexed patents the impact factor considered to be 0.

(2) In the articles ISI and BDI in extenso for the main author/first author/correspondent author/coordinator (last author), the score resulting from the calculation is multiplied by the coefficient 2. A maximum of 2 articles in the same volume/edition is allowed. The quality of coordinator (last author) refers only to the doctoral supervisor. For the Professor/Scientific Researcher I ISI papers can be equivalent to 2 WOS-Derwent indexed patents/varieties, and for the Associate Professor/Scientific Researcher II, an ISI paper can be equivalent to a WOS-Derwent/variety indexed patent, only if the applicant is first author.

(3) for the consultancy contracts there must be proof of the collection of the amount mentioned in the accounting of the beneficiary institution

(4) the international databases (BDI) considered for articles published in journals and in the volumes of scientific events, with the exception of articles published in ISI journals/proceedings, are those recognized internationally, as (non-limiting): Scopus, IEEE Xplore, Science Direct, Elsevier, Wiley, ACM, DBLP, Springerlink, Engineering Village, Cabi, Emerald, CSA, Compendex, INSPEC, Thomson Reuters Master Journal List, DOAJ, AGRICOLA.

(5) Self-quotes are excluded

## 2. Formula for calculating the index of merit ( $A = A_1 + A_2 + A_3$ )

$$A = \sum_{i=1}^3 A_i = \sum_{p=1}^3 k_{1p} + \sum_{p=1}^5 k_{2p} + \sum_{p=1}^7 k_{3p}$$

where: kpi-index specific to the domain (i = 1, 2 and 3) of the activity type (p) (according to table 1). Note: The indicator refers to the entire activity of the candidate with distinct specifications for Criterion 2.1.

## 3. Minimal conditions ( $A_i$ , i = 1, 2 and 3)

Nr. crt.	Category				
	Field of Activity	Requirements Associate Professor	Requirements Scientific Researcher II	Requirements Professor/ <b>habilitation</b>	Requirements Scientific Researcher I
1	Didactic/Professional Activity (A1)	Minimum 50 points	Without restriction	Minimum 100 points	Without restriction
2	Research Activity (A2)	Minimum 130 points	Minimum 180 points	Minimum 260 points	Minimum 360 points
3	Recognition and Impact of Activity (A3)	Minimum 40 points	Minimum 40 points	Minimum 60 points	Minimum 60 points
<b>TOTAL</b>		<b>Minimum 220 points</b>	<b>Minimum 220 points</b>	<b>Minimum 420 points</b>	<b>Minimum 420 points</b>

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

Date \_\_\_\_\_

Candidat \_\_\_\_\_

Checked:

President of the commission \_\_\_\_\_

Members of the commissions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### 3.2. Domain: Engineering Environment

**Annex no. 18 ENVIRONMENTAL ENGINEERING COMMISSION**  
**MINIMUM STANDARDS REQUIRED AND MANDATORY FOR THE PROVIDING OF TEACHING**  
**TITLES IN HIGHER EDUCATION AND PROFESSIONAL DEGREES OF RESEARCH-DEVELOPMENT**

Defined:

- NT = number of total articles in ISI journals
- FIC = impact factor cumulative (the sum of the impact factors of the journals at the time of the public support of doctoral thesis or at the time of registration for the competition for employment of a teaching position)
- NP = the number of the ISI articles where the applicant is main author (the first author or corresponding author)
- NC = the total number of citations in SCOPUS or ISI Web of Science, excluding self-citations

#### **1. Competiton for Associate Professor/CS II**

##### **Minimum standards (cumulatively)**

a)  $NT \geq 15$

b)  $NP \geq 6$ , with minimum four articles published in journals with impact factor  $> 1$

c)  $FIC \geq 12$

In this case for the calculation of FIC take account of the impact factor of journal where the applicant published an articol as the main author and of impact factor divided at number of authors for the journals where the applicant is co-author, respectively.

d)  $NC \geq 60$

National patents (FI = 1) and International patents (FI = 3) get into the calculation of FIC from c) point

#### **2. Competiton for Professor/CS I**

##### **Minimum standards (cumulatively)**

a)  $NT \geq 25$

b)  $NP \geq 10$ , with minimum six articles published in journals with impact factor  $>$

c)  $FIC \geq 20$

In this case for the calculation of FIC take account of the impact factor of journal where the applicant published an articol as the main author and of impact factor divided at number of authors for the journals where the applicant is co-author, respectively.

d)  $NC \geq 100$

National patents (FI = 1) and International patents (FI = 3) get into the calculation of FIC from c) point

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

Data \_\_\_\_\_

Applicant \_\_\_\_\_

Tested:

The chairperson \_\_\_\_\_

The members of the commission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



ROMÂNIA  
UNIVERSITY OF ORADEA  
Faculty of Environmental Protection  
26, Gen. Magheru Street  
410048 Oradea  
Phone: 00 40 259 408 440  
00 40 259 408 277

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**UNIVERSITY OF ORADEA** *Appendix 4 to the Competition Procedure*  
**FACULTY OF ENVIRONMENTAL PROTECTION** *of to fill vacant teaching positions*

**LIST OF REFERENCES**

**For the positions of University Professor/Associate Professor**

**DATA ABOUT APPLICANT**

FAMILY NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
CNP \_\_\_\_\_ The position for which he / she is applying  
\_\_\_\_\_  
Position \_\_\_\_\_ Field \_\_\_\_\_  
Department \_\_\_\_\_  
Faculty \_\_\_\_\_

**LIST OF REFERENCES**

No.	Surname and first name	University title.	Specialization/Domain	Institutional affiliation (University, Faculty, Department)*	Address	e-mail address
1						
2						
3						
4						
....	.....					

\*For the position of university professor, the persons included in this list must have the institutional affiliation to one of the higher education and research institutions from the list approved by the Order of the Minister of Education, Research, Youth and Sport elaborated according to art.216, alin 2, pct f from Law 1/2011- Law of National Education

Data \_\_\_\_\_

Applicant \_\_\_\_\_



UNIVERSITY OF ORADEA

FACULTY OF ENVIRONMENTAL PROTECTION

*Appendix 5 to the Competition Procedure*

*of to fill vacant teaching positions*

**REFERENCE FOR APPRECIATION**

**of applicant for filling the position**

**(is completed for each applicants entered the competition)**

The undersigned \_\_\_\_\_, the didactic degree \_\_\_\_\_,  
The Institution \_\_\_\_\_, Department \_\_\_\_\_,  
named referring to the competition for the position of \_\_\_\_\_,  
Field \_\_\_\_\_  
Department \_\_\_\_\_,  
Faculty \_\_\_\_\_ from University  
of Oradea, session \_\_\_\_\_, by the Decision of the Rector of the  
University of Oradea no. \_\_\_\_\_ from data \_\_\_\_\_, following the evaluation of the  
data presented in the competition file and of the evidence supported by the candidate  
\_\_\_\_\_, I found the following:

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

No.		Unit score	Self-assessment (Total = Nr. x unit score)	Evaluation committee member
<b>A. THE RELEVANCE AND IMPACT OF THE SCIENTIFIC RESULTS</b>				
1	Articles published in full text in the ISI journals, as first author / coauthor	20/19		
2	Articles published in full text in the B+/BDI journals, as first author / coauthor	15/14		
3	Articles published in full text in the journals indexed CNCSIS, as first author / coauthor	10/9		
4	Number of citations in the ISI journals	5		
5	Number of citations in the B+/BDI journals	2		
6	Habilitation title	30		
7	Articles published in full text in the Proceedings with ISI rating - author / coauthor	15/14		
8	Articles published in full text in the Proceedings with ISBN- author / coauthor	10/9		
9	Articles published in summary at international or national Congresses, in ISI journals supplements, as first author / coauthor	14/13		



10	Articles published in summary at international Congresses, in abstract volume with ISBN, as first author / coauthor	9/8		
11	Articles published in summary at national Congresses, in abstract volume with ISBN, as first author / coauthor	7/6		
12	Conferences invited to international / national congresses - oral presentations, in plenary	10/9		
	Score A			
<b><i>B. THE ABILITY TO GUIDE STUDENTS OR YOUNG RESEARCHERS</i></b>				
1	Manager / coordinator of research projects	5		
2	PhD theses finalized / co-ordinated	5/1		
3	Students' Scientific Coordination	1/an		
4	Coordinated bachelor / master's degree works	3		
	Score B			
<b><i>C. TEACHING SKILLS</i></b>				
1	Teaching activities (course holder)	5/curs/univ. year		
2	Course for students - first author / co-author	10/9		
3	Handbook for students - first author / co-author	9/8		
4	Participation in the commission at the faculty level of the admission exam (elaboration of topics)	3/session		
5	Participation in the commissions of the examination for the completion of the studies (elaboration of subjects / commission to support the bachelor / dissertation work)	3/ session		
6	Participation in the admission exam (supervisor, ward chief, committee secretary)	1/ session		
7	Participation in the examination for the completion of the studies (supervisor, head of ward, commission secretary)	1/ session		
8	Member of competition committees for the occupation of teaching positions	5/ session competition		
	Score C			
<b><i>D. CAPACITY OF TRANSFER OF THE RESULTS OF THE APPLICANT TO THE SOCIO-ECONOMIC ENVIRONMENT AND OF DISEMINATION OF THE SCIENTIFIC RESULTS</i></b>				
1	Specialized books published in international publishers - publisher or first author / co-author	15/14		
2	Specialized books appeared in CNCSIS recognized	10/9		



	publishers - publisher or first author / co-author			
3	Chapters in collective volumes published in international publishers, first author / co-author	10/9		
4	Chapters in collective volumes appeared in recognized CNCSIS publishers - first author / co-author	5/4		
5	Patents for invention / innovation	20/10		
	Score <b>D</b>			
<b><i>E. ABILITY TO WORK IN TEAMS AND EFFICIENCY OF SCIENTIFIC COLLABORATIONS</i></b>				
1	Expert in national bodies (CNCSIS, ACPART, ARACIS), CNATDCU member	10/ organism		
2	Chief editor / Member in the editorial staff of A, ISI journals	15/10		
3	Chief editor / Member in the editorial teams B, B + / CNCSIS recognized publishers	10/5		
4	The president of some national / international scientific societies	10/15		
5	Member in the management of national / international scientific societies	5/7		
6	Distinctions, awards, medals awarded by national / international scientific institutions or scientific societies	5/7		
7	Preparation of institutional files for authorization / accreditation	10		
8	Member of the research project team	5		
	Score <b>E</b>			
<b><i>F. CAPACITY TO MANAGEMENT RESEARCH - DEVELOPMENT PROJECTS</i></b>				
1	Institutional contract - coordinator / member	10/5		
2	Contract / international grant / national - project manager (responsible partner) / member of the research team	10/5		
3	Contract / international grant / national – member in research team	5/3		
4	Research / development contract concluded with economic agents / institutions, carried out through the university, with a value over 25,000 EURO - director / member	10/8		
	Score <b>F</b>			
<b><i>G. PROFESSIONAL EXPERIENCE IN OTHER INSTITUTIONS</i></b>				



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00 40 259 408 277

1	Invited / associate teacher at universities abroad	10/15		
2	Internships in foreign institutions: under 6 months / over 6 months	20/30		
	Score G			
	Total score (the sum of the intermediate scores)			
	Relative total score (total score / minimum score) x 10			
Minimum standard: Realized / Unrealized				

## II. EVALUATION OF THE WRITTEN TEST - PRACTICAL (only for university assistant positions)/ PUBLIC LECTURE / TEACHING

Final score evaluation II (average of the evaluations)\_\_\_\_\_

The candidate has / does not possess the necessary knowledge for the job.

**FINAL SCORE** (the sum of the scores from assessments I and II), obtained by the applicant is \_\_\_\_\_.

After the evaluation of the applicant \_\_\_\_\_, enrolled in the contest for the position of \_\_\_\_\_, position \_\_\_\_\_, Department \_\_\_\_\_, Faculty \_\_\_\_\_, by ranking the results of applicants (if any), he/she occupies position no. \_\_\_\_\_ and I propose/do not propose his/her employment on the vacant position for which he/she candidate.

Date\_\_\_\_\_

Signature \_\_\_\_\_



UNIVERSITY OF ORADEA

*Appendix 6 to the Competition Procedure*  
**FACULTY OF ENVIRONMENTAL PROTECTION** *of to fill vacant teaching positions*

## REPORT

**on the contest for occupying didactic and research position**

**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 applicants 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 REGISTERED CANDIDATES

1. Registered candidates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Candidates present in the contest, for the didactic lecturing:

Candidates present in the contest for the written – oral- practical examination:

a. Written – practical examination/Didactic/scientific lecture:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Public lecture (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## II. OBTAINED RESULTS

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

No.	Applying candidates	Accomplishment of national and specific standards		Final score at Test I	Final note in Test II	Final score
		YES	NO			
1						
2						
3						
4						

## III. OBTAINED RESULTS

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

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## IV. APPEALS

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

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## V. DECISION OF THE CONTEST COMMISSION

How to resolve the appeal \_\_\_\_\_

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ROMÂNIA  
UNIVERSITY OF ORADEA  
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## VI. DECISION OF THE CONTEST COMMISSION

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

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

Commission President \_\_\_\_\_

Commission Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECAN,**  
**Prof. univ. dr. ing. IOAN CHEREJI**

**Întocmit,**  
**Conf.univ.dr. Lazăr Andra Nicoleta**