

**UNIVERSITY OF ORADEA**

Annex no. 3 to the Charter of the University of Oradea

**CONTEST METHODOLOGY  
FOR VACANT TEACHING  
AND RESEARCH POSITIONS  
AT THE UNIVERSITY OF ORADEA**

The methodology was approved by the Senate at its meeting on September 12<sup>th</sup>, 2011

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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.

**2nd Article. (1)** Fixed-term employment is, as an exception to the labour legislation, for a period not exceeding 3 years, with the exception of PhD students who can be hired for a specified period not exceeding 5 years.

(2) The contract of employment for a fixed period between the University and members of the teaching and research staff as a result of a contest can be renewed, depending on the personal professional results which should be evaluated on the basis of the criteria adopted by the academic Senate, and depending on the needs of staff and financial resources of the University, in accordance with the legal provisions in force.

**3rd Article. (1)** In relation to their own needs, the University Senate may approve, for a specified period, the inviting within the higher education institution of academics and other specialists with recognized value in the field, in the country or abroad, as associated invited scholars.

(2) The Senate gets in the discussion the approval of the invitation made to the teachers or the recognized valuable expert in the field, in the country or abroad, as an invited Associate Professor only after approval by the Department Board and the Faculty Council.

(3) In the case of specialists without a degree in academic teaching recognized in the country, the University Senate approves by appropriate assessment, the teaching degree corresponding to performance, in accordance with the national standards.

(4) Vacant or temporarily reserved teaching positions are covered primarily by the teaching staff of the University or the associates with payment by the hour.

(5) Hiring specialists with recognized scientific value in the industry through inventions, innovations, awards, publications, in the country or abroad, as invited associate professors or lecturers will be endorsed by the Department Council and approved by the Faculty Board.

**4th Article.** (1) PhD students are enrolled by a IOSUD or a IOSUD member as research assistants or academic assistants for a fixed period not exceeding 5 years, the academic norm being reduced corresponding to the limit provided for in art. 164. (3) of law No. 1 of 2011.

(2) The attributions of the students enrolled as postgraduate students, research assistants or academic assistants, for a fixed period of time, will be determined by the academic Senate at the recommendation of the Faculty Council.

(3) PhD students will enjoy all the rights of the research assistants or academic assistants, including the length of service.

**5th Article.** (1) The contest for the employment on an indefinite period in a teaching or research position is provided only if it is vacant.

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

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

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

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

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

**6th 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 Education, Research, Youth and Sport, which is requested during the first 30 calendar days from the start of each semester of the academic year.

(2) The application for obtaining the approval of the Ministry of Education, Research, Youth and Sport will be accompanied by the following documents:

a) the proposed list of positions for the contest and their structure, signed and stamped by the rector;

b) extract from the State of Functions containing the positions put up for the contest, signed by the Rector, Dean and Director of the Department or the Head of the Doctoral School;

- c) responsibility statement of the University of Oradea Rector, showing that all the positions proposed to be introduced in the contest have in their structure only disciplines of the legally established study curricula, including as a form of ongoing education and city;
- d) contest methodology.

**7th 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 III;
- h) Senior Researcher II;
- i) Senior Researcher I.

**8th 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.

**9th 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.

**(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, specifying whether the position is vacant.

**(4)** The proposal of the Head of the Department will be accompanied by a report which must contain explanations regarding the following: the necessity of the position to be occupied in the context of achieving the objectives of the development plan of the faculty, the

scientific value which is claimed to the candidates, prospects, number of jobs already in the same specialization, the existence of financial resources to support the position.

**10th Article.** (1) Notices of vacancies may be made only for positions which are approved by the Ministry of Education, Research, Youth and Sport.

(2) Positions not approved by the Ministry of Education, Research, Youth and Sport cannot be open for competition.

**11th 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 MECTS, visibly on the front page of the site [www.uoradea.ro](http://www.uoradea.ro) and in the Official Gazette of Romania.*

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

(3) On the website of the contest, within the period specified in paragraph (1), the following information 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) list of documents that applicants must include in their contest folder
- h) the address where the contest folder should be sent.

(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 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**

**12th 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.

**13th Article.** (1) In order to enter the competition for a teaching or research position, the candidate prepares a dossier containing the following documents:

- a) Application for the contest entry, registered at the University of Oradea, signed by the candidate, accompanied by a statement on his/her own responsibility for the veracity of the information provided in the file;
- b) A proposal for the development of the University career of the candidate, both in terms of teaching and scientific research; the proposal is drawn up by the applicant, it includes a maximum of 10 pages and it is one of the main criteria for choosing the candidates;
- c) Curriculum vitae of the candidate in writing and in electronic form;
- d) The list of published works of the candidate in writing and in electronic form;
- e) Verification of compliance with the standards of presentation to the contest and/or the employment according to the minimum standards in force;
- f) 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;
- g) Summary of thesis or, where appropriate, of the paper of empowerment, in maximum one page in English and Romanian;
- h) 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;
- i) In the case of candidates for the position of Professor, an authenticated copy of the attestation of competencies;

- j) 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;
- k) Transcripts or diploma supplements or school sheets issued for each study cycle;
- l) A copy of the identity card;
- m) If the candidate has changed his/her name, copies of documents proving the name change - marriage certificate or proof of name change;
- n) Medical certificate which shows that they are suited to carry out the teaching task;
- o) 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.

(2) If works are not available electronically or cannot be scanned (theatrical or musical performances, paintings etc.) recordings or photos will be submitted.

(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.

**14th 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 in the list approved by the Order of the Minister of Education, Research, Youth and Sports issued under Art. 216, paragraph (2), letter (f) of the Education Law.

(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.

**15th 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.

**16th Article.** List of candidate 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.

**17th 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.

**18th Article.** (1) Fulfillment by a candidate of the legal conditions to participate at the contest is certified by the legal department of UO.

(2) 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**

**19th 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 approval 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.

**20th 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. In the case of higher education institutions abroad, they are required to be included in the list approved by the the Order of the Minister of Education, Research, Youth and Sports, according to art.216, paragraph (2), letter (f) of Law 1/2011, at the proposal of CNATDCU and CNCS.

(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) For the position of Professor, except in fields with Romanian specific, at the date of the publication in the Official Gazette of the job opening, at least one member has an employment contract with a higher education and research institution abroad, which is included in the list approved by the Minister of Education, Research, Youth and Sports prepared in accordance with art. 216, paragraph (2), letter (f) of Law 1/2011, at the proposal of CNATDCU and CNCS.

(9) The contest commission members must have a teaching or research title superior or at least equal to that of the open position.

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

(11) The contest president 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 of the department council or the faculty council delegated for this purpose by the board vote.

**21st 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 commission.

**22nd Article.** 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, especially experience in higher education and research institutions from the list approved by the Order of the Minister of Education, Research, Youth and Sports issued under Art. 216, paragraph (2), letter (f) of Law 1/2011.

**23rd 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 all positions for an indefinite period of time, at least on part of the contest is represented by a public lecture of 45 minutes in which the candidate presents the most significant results of previous professional and academic career development plan. This part mandatorily contains a session of questions from the commission and the public.

(3) At least 5 working days before the test the University of Oradea announces on its website, the contest date, time and place of the tests and thus invites all candidates to participate at the tests.

**24th Article.** The assistant lecturer and the research assistant for an indefinite period of time and the researcher are employed by public competition, being graduates of accredited institutions of higher education if they meet the following conditions:

— hold a PhD title;

— have *at least 3 published works* (articles, studies) in extenso or in summary, in national or international scientific magazines or books;

— Satisfy other requirements specific to each faculty / department / center, set in their own methodologies approved by the University Senate.

**25th Article.** (1) The contest commission for the position of *assistant lecturer and the research assistant for an indefinite period of time and that of researcher* is composed according to art. 20 of this methodology.

(2) The contest for the position of assistant lecturer for a definite/ indefinite period of time also includes *written - oral - practical* examinations, the day (s), at the times and in the room the commission will announce on the UO website.

(3) For the written and oral tests, the bibliography along with publication of the vacant position are announced on the website of the university.

(4) The contest sets the theme for the *practical test* 48 hours before supporting them and it is published on the UO website. The practice test is to support a seminar or practical works to the students and the contest commission.

(5) The public lecture is of at least 45 minutes, in which the candidate presents the most significant results of previous professional and academic career development plan. This presentation mandatorily contains a session of questions from the commission and the public.

**26th Article.** For a position of *Senior Lecturer* (lecturer) and *Senior Researcher III* candidates must meet the following conditions:

— hold a PhD title;

— meet the national minimum standards to occupy a teaching position specific to that of a senior lecturer approved by the Minister of Education, Research, Youth and Sports under art. 219 para. (1) of the Law on Education, Law 1/2011;

— to have published at least three works (in extenso or in summary) in professional national and international scientific journals or books;

— to have published at least one specialty book, published under the auspices of recognized national or international publishers;

— to have developed, at least in electronic form, a specialized teaching materials for students' use;

— other criteria specific to each faculty / department / center under the University Senate approved methodologies, criteria which cannot fall below the national minimum standards.

**27th Article.** (1) The competition for a position of *Senior Lecturer (lecturer) or Senior Researcher III* is to analyze the contest file, present a didactic/scientific lecture, as appropriate, in the presence of a contest commission and a public lecture .

(2) contest related programs are published on the UO website along with the publication of the position for the contest.

(3) The topic of the educational / scientific lecture is established by the commission and is announced to the candidates the UO website 48 hours before its presentation.

(4) The public lecture is at least 45 minutes in which the candidate presents the most significant results of previous professional and academic career development plan. This presentation mandatorily contains a session of questions from the commision and the public.

**28th Article.** For the position of *Associate Professor or Senior Researcher II* the following conditions are required:

→ hold a PhD title;

→ meet the national minimum standards to occupy a teaching position specific to that of an Associate Proffesor approved by the Minister of Education, Research, Youth and Sports;

→ other criteria specific to each faculty / department / center under the University Senate approved methodologies, criteria which cannot fall below the national minimum standards approved by the Minister of Education, Research, Youth and Sports.

**29th Article.** For the position of *Professor or Senior Researcher I*, the following conditions are required:

→ hold a PhD title;

→ hold a enabling certificate;

→ meet the national minimum standards to occupy a teaching position specific to that of an Proffesor or Senior Researcher I approved by the Minister of Education, Research, Youth and Sports;

→ other criteria specific to each faculty / department / center under the University Senate approved methodologies, criteria which cannot fall below the national minimum standards approved by the Minister of Education, Research, Youth and Sports.

**30th Article.** (1) The competition for a position of *Associate Professor* or *Senior Researcher II* and *Professor* or *Senior Researcher I* *Senior Lecturer (lecturer)* or *Senior Researcher III* is to analyze the contest file and the presentation of a public lecture .

(2) The public lecture is at least 45 minutes in which the candidate presents the most significant results of previous professional and academic career development plan. This presentation mandatorily contains a session of questions from the commission and the public.

(3) For candidates not coming from higher education, a lecture is presented to the students and in the presence of the contest. The topic of the educational / scientific lecture is established by the commission and is announced to the candidates the UO website 48 hours before its presentation.

(4) The contest commission for a position of *Associate Professor* or *Senior Researcher II* and *Professor* or *Senior Researcher I* *Senior Lecturer (lecturer)* or *Senior Researcher III*, composed according to art. 20 of this methodology, shall hierarchy, taking into account the provisions of art. 22 of the same methodology.

**31st 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.

**32nd Article.** (1) Application files, including the report on contest shall be submitted to the faculty dean or vice-dean in charge, organizing their put in discussion to the Faculty Council 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) Students who are members of the council do not participate in the vote.

(4) 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.

(5) Hierarchy of candidates determined by the contest commission can not be changed by the Faculty Council.

**33rd 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 General Secretariat of UO.

**34th Article.** (1) The application files are transmitted by the chief secretary of the university 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 approves 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*.

(5) Students who are members of the Senate do not participate in the vote.

**35th Article.** (1) Appeals may be made only for non-legal procedures.

(2) Where an applicant has elements that can prove breach of competition law proceedings, the applicant may appeal the decision within 5 working days of notification of the result.

(3) The appeal shall be made in writing to the registry office of Uo and it is solved by the contest commission.

(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.

**36th 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.

**37th Article.** If the open position was not filled, the contest can be resumed in full compliance with the contest procedure.

**38th Article.** The result of the contest will be published on the contest website, within 2 working days of its completion.

**39th 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 commission,
- c) are involved in decisions of administrative professional evaluation within the contest,
- d) are involved in resolving appeals.

(2) It is considered not 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;
- c) are associated with a candidate in companies that have each shares representing at least 10% of the company's capital;
- d) are or have been paid by research projects in which a candidate acted as project manager for the past 5 years prior to the contest;
- e) have benefited or benefited in the last 5 years prior to the contest from services or benefits of any kind from a candidate.

**40th 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.

**41st Article.** Since in the 2010-2011 academic year the departments were not organized, to their organization, the Head of the Department duties and those of the Department Council, are the task of the Dean and the Faculty Council, respectively.

**42nd 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.

**43rd 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.

**44th 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 Board of the institution, by the University Senate,
- c) 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.

**45th Article.** This methodology shall enter into force on its approval by the University Senate.

**UNIVERSITY OF ORADEA**

*Annex no. 1 to the Contest Methodology  
for Vacant Teaching  
and Research Positions  
at the University of Oradea*

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.....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  
ofor 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.....***

**UNIVERSITY DIN ORADEA**

*Annex no. 2 to the Contest  
Methodology for Vacant Teaching  
and Research Positions  
at the University of Oradea*

## 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 for the contest entry, registered at the University of Oradea, signed by the candidate, accompanied by a statement on his/her own responsibility for the veracity of the information provided in the file.		
2.	A proposal for the development of the University career of the candidate, both in terms of teaching and scientific research; the proposal is drawn up by the applicant, it includes a maximum of 10 pages and it is one of the main criteria for choosing the candidates.		
3.	Curriculum vitae of the candidate in writing and in electronic form		
4.	The list of published works of the candidate in writing and in electronic form		
5.	Verification of compliance with the standards of presentation to the contest and/or the employment		
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.	Summary of PhD thesis or, where appropriate, of the paper of empowerment, in maximum one page in English and Romanian.		
8.	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.		
9.	In the case of candidates for the position of Professor, an		

	authenticated copy of the attestation of competencies.		
10.	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.		
11.	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		
12.	Transcripts or diploma supplements or school sheets issued for each study cycle.		
13.	A copy of the identity card or passport or other identity document drawn up for a purpose equivalent to the identity card or passport.		
14.	If the candidate has changed his/her name, copies of documents proving the name change - marriage certificate or proof of name change.		
15.	Medical certificate which shows that they are suited to carry out the teaching task.		
16.	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.		

- 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.

Verified at the file submitting

D.R.U.

Candidate

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

**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;
- Satisfies other requirements specific to each faculty / department / center, set in their own methodologies approved by the University Senate.

***Realized/unrealized***

### ***2. Senior Lecturer***

- holds a PhD title;
- meets the national minimum standards to occupy a teaching position specific to that of a senior lecturer approved by the Minister of Education, Research, Youth and Sports under art. 219 para. (1) of the Law on Education, Law 1/2011;
- has published at least three works (in extenso or in summary) in professional national and international scientific journals or books;

- has published at least one specialty book, published under the auspices of recognized national or international publishers;
- has developed, at least in electronic form, a specialized teaching materials for students' use;
- other criteria specific to each faculty / department / center under the University Senate approved methodologies, criteria which cannot fall below the national minimum standards

***Realized/unrealized***

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

No	Teaching position	Relative influence score* Csi		Relative influence score main author * Cps		Relative impact factor * Cfi		Main relative impact factor * Cfp	
		Minimal	Calculated	Minimal	Calculated	Minimal	Calculated	Minimal	Calculated
1	Associate Professor								
2	Professor								

Note:

***Indicators listed under the symbol \* will be referred to as calculated in accordance with the specific provisions of each panel, developed at the national level.***

## V. DATA ON ACHIEVING SPECIFIC MINIMAL STANDARDS

No	Teaching position	Research Projects			Specialized Books			Articles in extenso/summary in journals / proceedings ISI/B+/BDI		
		Minimal	Realized/ Unrealized		Minimal	Realized/ Unrealized		Minimal	Realized/ Unrealized	
			Director	Member		First/ sole author	Co-author		Sole author	Co-author
1	Associate Professor	Manager of $x_1$ project/ projects or member in $x_2$ projects			1 book as first author/ sole author			$x_3$ works/ $x_4$ first author		
2	Professor	Manager of $x_5$ international project/projects or manager of $x_6$ national projects			2 books as first author/ sole author			$x_7$ works / $x_8$ first author		

Notes:

1)  $x_1 - x_8$  sizes have established values at the level of each faculty in accordance with the minimum national demands.

2) For the position of University Professor the articles must be published in extenso in ISI, B+/BDI journals.

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

Date\_\_\_\_\_

Candidate\_\_\_\_\_

Verified:

Commision president\_\_\_\_\_

Commision members\_\_\_\_\_

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**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 teaching and research positions**

**CANDIDATE DATA**

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

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

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

Department\_\_\_\_\_

Faculty\_\_\_\_\_

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

No.		Single score	Selfevaluation (Total = No. x single score)	Evaluation of the commission (total grade)
<b>A. RELEVANCE AND IMPACT OF SCIENTIFIC RESULTS</b>				
1	Articles published in extenso in ISI journals as first-author/co-author	20/19		
2	Articles published in extenso in B+/BDI journals as first-author/co-author	15/14		
3	Articles published in extenso in B journals as first-author/co-author	10/9		
4	Number of citations in the ISI system	5		
5	Number of citations in the B+/BDI journals	2		
6	Holding ability	30		
7	Articole publicate în extenso în Proceedings cu cotare ISI - autor/coautor	15/14		
8	Articles published in extenso in Proceedings with ISBN - author/co-author	10/9		

9	Summary of articles published at international congresses, in ISI indexed journal supplements - author/co-author	14/13		
10	Summary of articles published at international congresses, in ISBN volumes - author/co-author	9/8		
11	Summary of articles published at national congresses, in ISBN volumes or journal supplements - author/co-author	7/6		
12	Conferences, invitations at international/national Congresses – oral presentations, lectures	10/9		
	Score			
<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 scientific clubs	1/year		
4	Coordinator/counsellor of residents	3/2/year		
5	Coordinated University Degree Diplomas/ Master's Degree Diplomas	3		
	Score			
<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 supervisor 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			

<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			
<b><i>E. WORK TEAM ABILITY AND THE SCIENTIFIC COLLABORATIONS EFFICIENCY</i></b>				
1	Expert in national organizations (CNCSIS, ACPART, ARACIS), CNATDCU member	10/ organization		
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			
<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	5/3		

	team member			
4	Development/research contract between economic agents/institutions, through the University, having an over 25.000 EURO value - manager/member	10/8		
	Score			
<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			
	<b>Total score (sum of intermediary scores)</b>			
<p>Score calculated by the candidate_____Signature_____</p> <p>Score of the commission (average of 4 ratings)</p> <p style="text-align: center;"><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 4 ratings) _____</p> <p style="text-align: center;"><b>III. PUBLIC LECTURE</b></p> <p>Content of the topics presented, means and methods, teaching skills and valences etc..</p> <p>Points awarded: minimum (required to obtain) - 7 points, maximum - 10 points score (average of 4 ratings) _____</p> <p><b>FINAL SCORE</b>_____ (sum of scores obtained at I, II, III evaluations)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p><b>COMMISSION PRESIDENT</b></p> <p>_____</p> </div> <div style="width: 45%;"> <p><b>Commission members</b></p> <p>_____</p> <p>_____</p> </div> </div>				

Obs. This statement will be changed according to the specific of each faculty and will be part of the faculty's own methodology approved in the University Senate.

UNIVERSITY OF ORADEA

*Annex no. 6 to the Contest  
Methodology for Vacant Teaching  
and Research Positions  
at the University of Oradea*

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

(to be completed for each candidate enrolled in the contest)

The undersigned \_\_\_\_\_, teaching title \_\_\_\_\_,  
Institution \_\_\_\_\_, Department \_\_\_\_\_,  
as a reviewer at the contest for the position of \_\_\_\_\_  
position \_\_\_\_\_, Discipline \_\_\_\_\_  
Department \_\_\_\_\_,  
Faculty \_\_\_\_\_ within the  
University of Oradea, session \_\_\_\_\_, by Rector's decision of the  
University of Oradea no. \_\_\_\_\_ on \_\_\_\_\_, after the evaluation of the data  
submitted in the contest and the tests held by the applicant  
\_\_\_\_\_, we found that:

**I. ACCOMPLISHMENT OF MINIMAL NATIONAL AND SPECIFIC STANDARDS**

The candidate accomplishes/does not accomplish the criteria for the job.

## **II. EVALUATION OF SCIENTIFIC AND TEACHING ACTIVITY**

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

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**Obtained score (according to the evaluation sheet)**\_\_\_\_\_.

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

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**Obtained score (according to the evaluation sheet)**\_\_\_\_\_.

### ***C. Teaching competences***

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**Obtained score (according to the evaluation sheet)**\_\_\_\_\_.

### ***D. Candidate's ability to transfer the results to the socio-economic environment and popularization of scientific results***

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**Obtained score (according to the evaluation sheet)**\_\_\_\_\_.

**Total score**\_\_\_\_\_

### ***E. Work team ability and the scientific collaborations efficiency***

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Obtained score (according to the evaluation sheet)\_\_\_\_\_.

Total score\_\_\_\_\_

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

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Obtained score (according to the evaluation sheet)\_\_\_\_\_.

Total score\_\_\_\_\_

***G. Professional experience in other institutions***

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Obtained score (according to the evaluation sheet)\_\_\_\_\_.

Total score \_\_\_\_\_

The candidate has / does not have a teaching/scientific activity necessary for the available position.

**III. EVALUATION OF THE WRITTEN – ORAL- PRACTICAL EXAMINATION  
(only for the assistant lecturer position)/ AND OF THE TEACHING/SCIENTIFIC  
LECTURE**

Obtained score\_\_\_\_\_.

The candidate has/does not have the necessary knowledge for the position.

**IV. EVALUATION OF THE PUBLIC LECTURE**

a) Appreciations on the content of the presented theme, means and methods used in the presentation (maximum 4 points).

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Obtained score \_\_\_\_\_

**b) Abilities and teaching valences of the candidate (maximum 3 points)**

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Obtained score \_\_\_\_\_

**c) Appreciations on the candidate's answers to the questions of the commission members (maximum 3 points)**

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Obtained score \_\_\_\_\_

Total score \_\_\_\_\_

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

**FINAL SCORE** (sum of scores at II, III, IV evaluations), obtained by the candidate is \_\_\_\_\_.

After the evaluation of the candidate \_\_\_\_\_,  
enrolled in the contest for the position of \_\_\_\_\_,  
position \_\_\_\_\_,  
Department \_\_\_\_\_,  
Faculty \_\_\_\_\_, by ranking the  
results of candidates (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\_\_\_\_\_

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

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

Members of the contest commision (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

1. Applying candidates:

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2. 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		Final score of the evaluation of teaching qualities and of scientific activity	Score of written – oral- practical examination / teaching/scientific lecture	Score of public lecture	Final score
		YES	NO				
1							
2							
3							
4							
5							
....	.....						

## III. OBTAINED RESULTS

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

#### **IV. APPEALS**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

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

At the handling of the appeal, Mr./ Mrs. \_\_\_\_\_participated as a  
representative of the faculty/university as\_\_\_\_\_.

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

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

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

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

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

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