

COMPETITION METHODOLOGY FOR EMPLOYMENT ON ACADEMIC AND RESEARCH POSITIONS AT "VASILE GOLDIȘ" WESTERN UNIVERSITY OF ARAD

This Methodology was issued based on the provisions of the GD no. 457/ 2011, on the approval of the Framework-Methodology on competition for academic and research vacancies in higher education, completed by GD no 36/ 2013, GD no. 883/2018 of November 9, 2018, Law no. 1/ 2011 on the National Education, Law no. 319/ 2003 on the Statute of the Research-Development Staff and art. 30 of the Law 53/ 2003.

CHAPTER 1. GENERAL PROVISIONS

Art. 1. (1) Academic and research positions for indefinite term at the "Vasile Goldis" Western University of Arad are filled only by public competition.

(2) Terms for vacancy announcement and employment on these jobs are set by the Law on National Education no. 1/2011, as subsequently amended and supplemented, the Government Decision no. 457 of May 4, 2011 on the Framework Methodology on competition for academic and research vacancies in higher education, as subsequently amended and completed, by the MESR Disposition No. 6129/ 2016 of December 20, 2016 on the approval of mandatory and required minimal standards for conferring academic titles in higher education, professional degrees in research and development, and for the quality of doctoral studies supervisor and of the habilitation certificate*), of the GD no. 1418 of October 11, 2006 on the approval of the Methodology for External Evaluation, of the standards, standards of reference, and of the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education (RAQAHE), of the University Charter, and this methodology.

Art. 2. (1) The completion of staff structure will be established in relation to the size of each Faculty. Academic positions are created based on the strategic development plan and available financial resources.

(2) A competition can be organized for a vacant position only if that position is supported by the financial and budgetary resources of the University.

Art. 3. Vacant academic positions will be open for competition in order to strengthen the University's competitiveness and national and international visibility, as well to comply with RAQAHE standards.

Art. 4. When organizing competitions for academic positions, there will under consideration the need for staff rejuvenation and for providing associate professors'/ professors' succession.

Art. 5. (1) Employment on academic and research positions will be done by applying transparent procedures.

(2) The competition for employment on academic positions is open, meaning that any person who meets the conditions required for entering the competition can apply and participate, without discrimination, as stipulated by law.

Art. 6. Applicants for an academic or research position must be specialized (as attested by diplomas and / or scientific performance) in accordance with the structure of subjects within the position for which they apply.

Art. 7. Scientific research positions and degrees in higher education are obtained according to legal regulations in force.

CHAPTER II. ORGANIZING COMPETITIONS FOR VACANT POSITIONS

Art. 8. (1) The University can only organize a competition for employment on an academic or research position if it is declared vacant.

(2) A position can be deemed vacant if it appears as such in the annually prepared job title list, or if it is vacated during the academic year.

(3) The position can be vacated in one of the following ways:

- a) by termination of the labor agreement as result of retirement, death, resignation, dismissal or by any other way of labor agreement termination according to the law;
- b) by transfer of the person occupying the position to another position within the same higher education institution, as a result of winning a competition.

(4) Academic and research positions cannot be open for competition by turning a non-vacant position into a senior position.

(5) Competitions for any academic position are only organized based on a thorough analysis of job prospects, job-specific efficiency, and financial sustainability.

Art. 9. (1) *The academic positions in higher education are:*

- a) assistant professor hired for an indefinite term;
- b) assistant professor hired for definite term;
- b) university lecturer/ senior lecturer;
- c) associate professor;
- d) professor;

(2) *The research-development positions in higher education are:*

- a) research assistant hired for an indefinite term;
- b) scientific researcher;
- c) 3rd degree scientific researcher;
- d) 2nd degree scientific researcher;
- e) 1st degree scientific researcher

Art. 10. The equivalence of research positions to academic positions is as follows:

- a) scientific researcher is equivalent to assistant professor, for persons holding a doctoral degree;
- b) 3rd degree scientific researcher is equivalent to academic lecturer/ senior lecturer;
- c) 2nd degree researcher is equivalent to associate professor;
- d) 1st degree researcher is equivalent to professor.

Art. 11. (1) The proposition to organize a competition for a vacant position shall be initiated by the head of the department or doctoral school manager that governs the position, by means of a report approved by the council of the department or of the doctoral school, and by the faculty council. The list of positions proposed for occupancy by competition is approved by the dean and submitted to the Board of Directors for approval, according to art.213, para. (13) of the Law on National Education no.1/2011.

(2) The report must contain explanations at least with regard to:

- a) the need for the concerned position in the context of accomplishing the objectives of the faculty's development plan;
- b) excerpt from the job title list comprising the vacancies, signed by the rector, dean and head of department or head of doctoral school;

- c) the scientific value required to the applicants;
- d) job prospects, the number of existing positions in the same specialization;
- e) availability of financial resources for supporting the position;
- f) an affidavit from the head of the department in the structure of which there is the vacancy, certifying that all positions proposed for employment competitions only contain subjects from the curricula of legally established specializations / study programs, including in terms of form of education and location;

Art. 12. (1) The University can organize a competition for employment on an academic or research position for an indefinite term only after the vacancy announcement was published in the Official Journal of Romania, Part III, by the Ministry of National Education.

(2) For the purpose of publication in the Official Journal of Romania, Part III, the University shall submit the following documents to the Ministry of National Education:

- a) the list of positions proposed for employment competition and their structure, signed, and sealed by the rector of the higher education institution;
- b) excerpt from the job title list comprising the vacancies, signed by the rector, dean and head of department or head of doctoral school;
- c) for academic positions, an affidavit by the rector of the higher education institution, certifying that all academic positions proposed for employment competition only contain subjects from the curricula of legally established specializations / study programs, including in terms of form of education and location;
- d) the own methodology.

(3) The request for publication of the vacancy in the Official Journal of Romania, Part III, has been submitted to the Ministry of National Education within **30 calendar days** since the beginning of each academic semester.

(4) The Ministry of National Education shall verify the structure of the positions in relation to the legal provisions in force.

(5) Competition procedures may only be initiated after the vacant position has been published in the Official Journal of Romania, Part III.

(6) Positions that have not been published by the Ministry of National Education in the Official Journal of Romania, Part III, cannot be open for competition.

Art. 13. (1) In faculties that have not met their schooling plan, the number of filled positions cannot be increased by organizing competitions for new positions.

(2) Notwithstanding the provisions of par. 1, it is possible to organize a competition for new positions if existing ones are vacated, or if the minimal mandatory standards required by RAQAHE must be met.

Art. 14. The positions must not comprise in their structure more than four related subjects, plus a complementary one.

Art.15. Requests regarding competitions for employment on academic positions, along with the related documents, are centralized by the Human Resources Directorate, which submits them to the Board of Directors for analysis and approval, which then decides on the draft resolution by open vote.

Art. 16. The announcement on the organization of the competition shall be published **at least two months** before the date of the first competition event. Registration for the competition begins on the day of its publication in the Official Journal of Romania, Part III, and ends **15 calendar days** prior to when first competition event is scheduled to take place.

(2) Announcements shall be published in at least the following ways:

- a) in a visible location on the main page of the University website;
- b) on a specialized website run by the Ministry of National Education;

c) in the Official Journal of Romania, Part III.

(3) The “Vasile Goldis” Western University of Arad and the Ministry of National Education may advertise the competitions by any additional means, including by publication in the media, in national and international scientific publications, on websites specialized in publishing job offers, etc.

(4) The competition website is the website presenting directly complete information about the competition from the specialized website, run by the Ministry of National Education.

(5) The competition website shall publish, within the period specified in par. (1), at least the following information:

- a) description of the vacant position;
- b) tasks / activities required for the vacant position, including the teaching quota and types of activities included in the teaching quota, for academic positions, or the research quota for research positions;
- c) the minimum wage for the position at the time of employment;
- d) the competition planning;
- e) the topics for competition tests, including lectures, courses etc, or topics from which the competition commission may choose the subjects for the actual competition tests;
- f) description of the competition procedure;
- g) the complete list of documents that applicants must include in their application file;
- h) the address to which the application file must be sent.

(6) Announcements referring to the positions of associate professor, professor, 2nd degree researcher and 1st degree researcher shall be published in English as well.

Art. 17. The competition website and the University website shall publish, at the latest within **5 working days** since the closing date for competition registration, for each of the registered applicants and in compliance with personal data protection under the law, the following:

- a) curriculum vitae;
- b) check sheet for meeting minimal standards;
- c) the nominal composition of the competition commission.

Art. 18. (1) The competitions are open. Any persons meeting the requirements for registration to the competition, without any discrimination, in accordance with the law, may participate in it. The competition methodology does not contain discriminatory provisions for applicants based on gender, ethnic or social origin, religion or belief, disabilities, political, social, or economic background.

(2) The competition methodology makes no reference to seniority and must not contain provisions that disadvantage applicants from outside the institution or from outside the country. The job description will be made in comprehensive terms, corresponding to the real needs of the “Vasile Goldis” Western University, aiming not to artificially restrict the number of potential applicants.

Art. 19. (1) Tenured academic staff can also conduct activities in other educational institutions, with the approval of the University Senate, without exceeding the maximum number of hours allowed by law.

(2) Conducting educational activities in another education or research institution without approval from the University Senate constitutes serious misconduct and is punishable under the University Charter, Internal Regulations and contractual terms between the University and the employee.

Art. 20. (1) There are considered to be involved in the competition procedure persons who:

- a) participate in the nomination procedure of the competition commission;
- b) are members or alternate members of the competition commission;
- c) are involved in professional or administrative decisions within the competition;
- d) are involved in solving the appeals.

(2) The competition procedure may not involve people who:

- a) are spouses, related persons, and relatives up to third degree to one or more applicants;

b) are employed within the same institution as an applicant who holds a management position and are hierarchically subordinated to the applicant.

Art. 21. If, after an applicant wins the competition, one or more persons in the University are in an incompatibility situation under art. 295 par. (4) of Law no. 1/2011, the appointment and granting of the academic title or professional degree in research-development by the university can only take place after the incompatibility situation has been resolved. The way in which the incompatibility situation is resolved shall be notified to the Ministry of National Education within **two working days** since the resolution of it.

CHAPTER III. EMPLOYMENT COMPETITION FOR FIX-TERM POSITIONS

Art. 22. (1) Reserved, vacant or temporarily vacant academic positions may be filled temporarily, with priority for the University's tenured teaching staff, or by academic or research staff from outside the University, as stipulated in the job title list for the academic year in which the position is deemed to be vacant, according to legal regulations in force.

(2) The propositions for vacant positions that are to be filled by competition are made by the head of department, with the endorsement of the department council and the faculty council, approved by the dean and submitted to the Board of Directors

Art. 23. (1) Vacant fixed-term academic positions can be filled with associate teaching staff from outside the University by competition, public offer, or recommendation, at department level.

(2) The competition tests and their content are established by the departments. The topics of competition tests, the methodology and the planning are made available to applicants as soon as they register for the competition. Competition events are scheduled and taken only once.

(3) The applicant's professional competences are evaluated by the competition commission, based on the application file and, additionally, in one of the events established by the departments.

Art. 24. (1) The terms for registration in the competition for employment on a vacant fixed-term academic position are the ones mentioned in art. 37, except for assistant professor positions, for which the applicant may have a doctoral student status.

(2) The application file for employment on a vacant fixed-term academic position by academic or research staff from outside the University shall include:

- a) application request;
- b) Baccalaureate diploma in certified copy;
- c) Higher Education degree diploma in certified copy;
- d) School transcript in certified copy
- e) Doctoral degree and other titles in certified copy;
- f) Specialization confirmation as resident/specialist/senior physician, as appropriate, in certified copy;
- g) doctoral student certification, including the year of enrolment and the name of the doctoral supervisor, in original;
- h) Birth certificate;
- i) Marriage certificate or other legal name-changing documents
- j) Curriculum Vitae;
- k) Memorandum of scientific, academic and research activity;
- l) List of published communications and papers;
- m) Medical certificate attesting clinical health;
- n) Copy of ID card
- o) Criminal record

Art. 25. The announcement on the organization of the competition shall be published **at least 15 days** before the deadline for registration of applicants, in the following ways: on the University website; on the faculty and department information board; in a national newspaper.

(2) The registration for competition takes 15 days after the publication of vacant positions.

Art. 26. (1) The competition commission consists of 5 members: the dean or vice-dean, as chair of the commission, the head of department, the subject coordinator and two instructors proposed by the Department Council. The commission also comprises a secretary proposed by the head of department, who has no grading rights. The competition commission shall be endorsed by the council of the department and approved by the Faculty Council and Senate.

(2) After the competition has ended, the commission shall prepare a report thereof, nominating the person who will be employed on the position. The report shall be submitted to the dean for approval, who will then present it to the Faculty Council and the Senate.

Art. 27. (1) If an applicant has elements proving the violation of the legal competition procedures, he/she may appeal the results within **3 working days** since the communication of the results.

(2) The appeal is made in writing, registered at the register office of the University, and solved by the appeal commission within **2 working days** since the registration.

(3) In order to establish the structure of the appeal commissions, the same procedure as for the competition commissions is applied.

(4) The members of the competition commission cannot be members in the appeal commissions.

(5) After approval by the university senate, the appeal commission is appointed by rector's decision.

Art. 28. A fixed term cannot exceed a length of 3 years. Doctoral students may be employed for a maximum period of 5 years, according to the provisions of the art. 294 (3) and (4) of the Law on National Education no. 1/ 2011, with subsequent amendments.

Art. 29. (1) Fixed-term employment contracts are concluded between the University and members of academic and research staff for the duration of one semester or one academic year and may be renewed according to the needs of the faculty (staff needs, number of students, budget, the faculty's own strategy, etc.). Remuneration is made depending on the position, by hourly or cumulative pay, as decided by the Board of Directors.

(2) Fixed-term teaching and research staff have associate teaching and research status.

Art. 30 (1) In relation to its academic needs, the University Senate may approve, after obtaining the assent of the Board of Directors, visiting status to academics and other experts with recognized value in the field, both local and foreign, as visiting associate staff, for a definite period. In the case of experts with an academic rank not recognized in the country, the University Senate approves, by evaluation, the academic rank appropriate to their performance, in accordance with national standards.

(2) The employment of experts whose domestic or international scientific value is well-recognized in the field, as guest associate instructors, is endorsed by the council of the department, and approved by the Senate after obtaining the assent of the Board of Directors.

(3) For experts with scientific and professional value recognized in the field, invited as associated instructors, the provisions of the art. 301 par. (3) letter a) of the Law on National Education no. 1/ 2011, with subsequent amendments, do not apply.

CHAPTER IV. TEACHING STAFF RECRUITMENT AND PROMOTION

Art. 31. Teaching staff promotion and recruitment are governed by the principle of sovereignty of professional competence and is done according to the minimal and mandatory national standards, approved by

Disposition of the Minister of national education under art.219 par.1 and art.295 of the Law on National Education no.1/2011, as well as the specific criteria of excellence in education.

Art. 32. (1) Teaching staff employed within UVVG may be promoted to a senior position.

(2) Teaching staff promotion shall be made under the terms provided by the Law on National Education no.1/2011, as amended and supplemented, the University Charter, the Regulations on teaching staff's regular assessment and this Methodology.

(3) Teaching staff promotion shall consider the results of the annual multicriterial assessment for each teaching staff member, run by the institution's management, as well as peer review and evaluation made by students.

Art. 33. Every head of department and dean must make efforts to attract outstanding graduates (especially valedictorians) in competition procedures.

Art. 34. Academic positions shall be filled based on a real competition between top applicants, according to the legislation in force.

Art. 35. Deans shall guarantee, in writing, the compliance with criteria and conditions set forth in this methodology, for each vacant position that is subject to an employment competition.

Art. 36. (1) Each department / faculty shall prepare an annual medium-term projection (5 years) on staff policy, considering its teaching and research staff needs, in relation to the evolution of the student population in the coming years and the available financial resources.

(2) The document must be approved by each department and submitted, along with a copy of the minutes of the meeting of the council of the department, to the Vice-Rector for Human Resources Strategy, Administration and Relation with Economic-Social Environment, until **September 15** of each year.

CHAPTER V. COMPETITION REGISTRATION TERMS FOR EMPLOYMENT ON AN ACADEMIC AND RESEARCH POSITION

Art. 37. (1) The terms for registration to the competition for employment on an academic and research position are the following:

(2) **For the position of assistant professor hired for an indefinite period**, the applicant must cumulatively:

- a) hold a doctoral degree **in the field of the subjects specific for the occupied position**;
- b) certification of pedagogical training;
- c) meet the standards for employment on academic positions, specific to the position of assistant professor hired for an indefinite period, approved by the University Senate. These standards constitute a criterion for the evaluation of universities, according to art. 193 of Law no. 1/2011.

(3) In order to be employed on the position of assistant professor, one must acquire doctoral student status or hold a doctoral degree, as well as meet the specific standards for employment on academic positions, approved by the University Senate, without the imposition of conditions related to seniority, as provided by the law.

(4) A person who has not obtained a doctoral degree cannot hold the position of assistant professor for a cumulative period of more than five years. At the expiry of that period, that person's contract of employment shall be terminated ipso jure. (Art. 301 (1) and (2) of Law no. 1/2011)

(5) For the position of lecturer/ senior lecturer, the applicant must cumulatively:

- a) hold a doctoral degree **in the field of the subjects specific for the occupied position**;
- b) meet the specific minimal standards for employment on the academic position of lecturer/ senior lecturer, approved by the University Senate. These standards constitute a criterion for the evaluation of universities, according to art. 193 of Law no. 1/2011.

(6) For associate professor positions, the applicant must cumulatively:

- a) hold a doctoral degree **in the field of the subjects specific for the occupied position**;

- b) meet the minimal national standards for employment on the academic position of associate professor, approved by Disposition of the Minister of Education, Research, Youth and Sport, under Art. 219 par. (1) let. a) of Law no. 1/2011;
- c) meet the minimal standards for employment on the academic position of associate professor, approved by the University Senate. These standards must be higher or equal to the minimal national standards approved by Disposition of the Minister of Education, Research, Youth and Sport under Art. 219 par. (1) let. a) of Law no. 1/2011.

(7) Applicants for the position of associate professor or 2nd degree researcher must include, in their application file, at least 3 names and contact addresses of well-established scholars from their field, either national or foreign, from outside the higher education institution where they apply, who have agreed to write a letter of recommendation regarding the applicant's professional qualities.

(8) For professor positions, the applicant must:

- a) hold a doctoral degree **in the field of the subjects specific for the occupied position;**
- b) hold the quality of doctoral supervisor, according to art. 301(5) of the Law on National Education no. 1/ 2011, with subsequent amendments;
- c) meet the minimal national standards for employment on the academic position of professor, approved by Disposition of the Minister of National Education under art. 219 para. (1) let. a) of Law no. 1/2011;
- d) meet the minimal standards for employment on the academic position of professor, approved by the University Senate, without imposing requirements of seniority, according to the law. These standards must be higher or equal to the minimal national standards approved by Disposition of the Minister of National Education under art. 219 para. (1) let. a) of Law no. 1/20 11.

(9) Applicants for Professor or 1st degree Scientific Researcher positions must include in their application file at least 3 names and contact addresses of well-established figures in their field from abroad, who have accepted to write letters of recommendation concerning the applicant's professional qualities.

(16) For employment on positions within medical higher education, excluding the ones for subjects that do not have a correspondent in the Ministry of Health's network and for preclinical subjects, the following conditions must additionally be met:

- a) for assistant professors hired for an indefinite period – holding the title of resident physician or higher;
- b) for lecturer or associate professor – holding the title of specialist physician;
- c) for professor – holding the title of chief physician.

(17) For employment on research positions it is necessary to meet the conditions stipulated by Law no. 319/2003 on the Status of research and development staff and by Law no. 1/2011, as follows:

- a) for employment for an indefinite period, holding the doctoral degree, according to art. 294 par. (1) of the Law of National Education no. 1/2011;
- b) meeting the specific minimal national standards for employment on research positions, stipulated by the University's internal methodology

Art. 38 (1) Doctoral students are employed by the Doctoral School as research assistants or assistant professor for a definite period, the teaching quota being reduced according to the limit provided in art. 164 par. (3), notwithstanding the provisions of art. 287. of Law no.1/2011. Their duties are set by the University Senate.

(2) Doctoral students are entitled to all the rights of research assistants and assistant professors, including seniority.

CHAPTER VI. REGISTRATION TO THE COMPETITION FOR EMPLOYMENT ON ACADEMIC AND RESEARCH POSITIONS FOR INDEFINITE TERM

Art. 39. (1) Registration to the competition begins on the day when the vacant position is published in the Official Journal of Romania, Part III, and closes **15 days** prior to the first competition test.

(2) Registration is made at the Human Resources Directorate.

Art. 40. In order to register to the competition for employment on an academic and research position, the applicant must prepare an application file containing at least the following documents:

- a) the application for the competition, signed by the applicant, including an affidavit regarding the accuracy of the information provided in the file;
- b) the applicant's career development plan, in terms of both teaching, in the case of academic positions, and scientific research activities; the plan shall be prepared by the applicant, should not exceed 10 pages and is one of the main criteria of selecting applicants;
- c) the applicant's curriculum vitae, in print and electronic format;
- d) list of the applicant's scientific papers, in print and electronic format;
- e) check sheet for meeting the University's standards for application, the standard format of which is set by the University's internal methodology and the Disposition no. 6129 of December 20, 2016, on the approval of the minimal mandatory standards required for conferring the academic titles in higher education, the research-development professional degrees, the quality of doctoral studies supervisor and the habilitation certificate*). The check sheet is completed and signed by the applicant;
- f) documents related to the possession of a doctoral degree: a certified copy of the doctoral degree and, if the original doctoral degree is not recognized in Romania, a certificate of recognition and equivalence thereof;
- g) an abstract of the applicant's doctoral thesis, in Romanian and in an international language, not exceeding one page for each language;
- h) for the occupancy of positions in higher medical education, except for the positions where the subjects do not have correspondent in the Ministry of Health network, and those for the pre-clinical subject, the proof must be made of:
 - for assistant professor – holding the title of resident physician or higher – legalized copy
 - for senior lecturer or associate professor – holding the title of specialist physician – legalized copy;
 - for professor – holding the title of chief physician – legalized copy;
- i) Master diploma or equivalent, including the transcript/ diploma supplement –legalized copy
- j) Bachelor diploma or equivalent, including the transcript/ diploma supplement – legalized copy
- k) Baccalaureate diploma or equivalent, including the transcript – legalized copy
- l) Disposition on the certification of habilitation in copy as the original
- m) Legalized copies of other diplomas certifying applicant's studies
- n) Graduation certificate for pedagogical module – legalized copy
- o) Language certificate, where applicable
- p) Legalized copy of the birth certificate, legalized copy of the marriage license or proof of name change
- q) Copy of the identity card/ passport;
- r) the applicant's affidavit indicating incompatibility situations stipulated by Law no. 1/2011, in the case where they would win the competition, or the lack of such situations;
- s) List of referents where possible;

The applicant for associate professor or 2nd degree scientific researcher must include in the application file at least 3 names and contact addresses of some personalities in the field, from the country or abroad, outside UVVG Arad, who accepted to issue recommendation letters on applicant's professional qualities.

The applicants for the positions of professor or *1st degree scientific researcher* must include in the application file at least 3 names and contact addresses of some personalities in the field, from abroad, from higher education and research institutions from the list approved by the Disposition no. 3158 of January 31, 2012, issued according to art. 216 par. (2) letter f) of the

Law no 1/ 2011, who accepted to issue recommendation letters on applicant's professional qualities.

- t) Proof of applicant's seniority at the institution where the applicant has the basic quota (copy by the labor card, REVISAL, other certificates).
- u) CD/ DVD/ Memory stick with document in electronic format (Word preferably)
- v) Criminal record (original)
- w) Medical certificate – according to art. 233, 234 of the Law 1/ 2011.
- x) Psychological certificate – according to art. 233, 234 of the Law 1/ 2011.
- y) Receipt evidencing payment of fee

(2) The University shall specify the regulations governing the applicant's works that are not available in electronic format.

Art. 41. The applicant's curriculum vitae should include:

- a. information on completed studies and diplomas obtained;
- b. information on professional experience in relevant jobs;
- c. information on research and development projects that s/he conducted as project manager and grants obtained, if there are such projects or grants, indicating, for each of them, the funding source, the funding amount, and the major publications or resulting patents;
- d. information on the awards or other recognition of the applicant's scientific contributions.

Art. 42. The complete list of the applicant's papers will be structured as follows:

- a. a list of up to 10 works regarded by the applicant to be most relevant for their professional achievements, included in the file in electronic format and which may be found among other categories of works referred to in this article;
- b. doctoral thesis or theses;
- c. patents and other industrial property titles;
- d. books and book chapters;
- e. full-text articles / studies published in mainstream international scientific journals;
- f. full-text publications in proceedings of major specialized international conferences;
- g. other scientific or as appropriate, artistic contributions and works.

Art. 43. (1) The application file is prepared by the applicant and submitted to the University address specified on the competition website, directly or through postal or courier services that allow acknowledgement of receipt.

(2) The check sheet is submitted to the Commission checking the evaluation of the scientific advances and the veracity of the sheet and issuing the resolution on the verification of the information on the sheet stipulated at art. 40 lett. e). The Commission is appointed by Rector's Disposition, at the Board of Directors' proposition. A person from the UVVG Scientometry Office is part of the commission.

(3) The file is submitted to the competition commission members from the closing date for submitting applications files, but not later than **5 working days** prior to the first competition test.

Art. 44. (1) For the opinion of the UVVG Legal Department, each file must contain the Commission Resolution on the verification of the information from the check sheet stipulated at art. 40 lett. e).

(2) An applicant's meeting of legal conditions to participate in the competition is certified by the endorsement of the higher education institution's legal department, based on the resolution of par. (1) and other documents required for registration to the competition.

(3) The opinion is communicated to the applicant within 48 hours after it was issued, but no later than 5 working days prior to the first competition test.

Art. 45. Applicants who meet the legal requirements for entering the competition will be invited by the higher education institution to participate in the competition tests.

CHAPTER VII. THE COMPETITION COMMISSIONS AND COMPETITION PROCEDURE

Art. 46. (1) Appointment of the competition commission is made after publishing the announcement for vacancy, for each vacancy submitted to competition.

(2) The members of the commission may be from inside or outside the “Vasile Goldis” Western University of Arad staff.

(3) The Department Council in the structure of which there is the vacancy, makes the propositions for the nominal structure of the competition commission.

(4) The structure of the competition commission is approved by faculty dean, based on the propositions stipulated at par. (3) and is endorsed by the faculty council.

(5) The nominal structure of the competition commission, together with the faculty council opinion is submitted to the university Senate and submitted for approval at least **10 days** prior to closure of the registration for competition.

(6) After approval by the university Senate, the competition commission is appointed by rector’s decision. The commissions appointment decisions are issued by the Human Resources Directorate.

(7) Within **two working days** since the issuance of the Rector’s Decision, it is submitted to the Ministry of National Education, and the nominal structure of the competition commission is published on the competition website. For the positions of associate professor, professor, 2nd degree scientific researcher and 1st degree scientific researcher, the structure of the commission is published in the Official Journal of Romania, Part III.

Art. 47 (1) The competition commission is formed of 5 members, comprising its chairperson, experts in the field of the vacancy or in related fields.

(2) The competition commission for research positions is formed of chairperson and other 2 members for scientific researcher, from University scientific director or secretary and other 3 members, experts in the vacancy profile, with profession position and degree equal or higher than the vacancy for vacancies in 3rd degree scientific researcher and of University scientific director or secretary and other 4 members, academic staff and researchers, of which at least 2 are outside the University for the competition commission for the vacancies in 2nd and 1st degrees scientific researchers.

(3) In case of impossibility for a member of the commission to participate in the commission works, the respective member is replaced by the alternate member, appointed according to the same procedure as the commission members.

(4) The competition commission decisions are taken by secret voting. The commission decision is valid when it met the vote of at least 3 members of the commission.

(5) The works of the competition commission are run by the commission chairperson.

(6) The members of the commission may be from inside or outside the higher education institution, from the country or abroad.

(7) For the occupancy of the associate professor, professor, 1st, or 2nd degrees scientific researchers, at least 3 members of the commission has to be from the outside of the institution organizing the competition, from the country or abroad.

(8) The members of the competition commission have to have academic or research degrees higher or at least equal to that of the vacancy or, for the members from abroad, to fulfill the university standards corresponding to the vacancy.

(9) Exclusively for participating in the commission, the equivalence of the academic or research degrees of the members from abroad with the domestic teaching or research ones is made by the approval of the university senate of the competition commission structure.

(10) The chairperson of the competition commission may be one of the following, according to the own methodology:

a) head of department or doctoral school director where the vacancy is;

b) dean or vice-dean of the faculty where the vacancy is

c) tenured academic instructor in the university, expert in the field of the vacancy or in a related field, delegated for this by the Department council voting, respectively of the faculty organizing the competition.

Art. 48 (1) Applicant's professional competences are evaluated by the competition commission based on the applicant's file and, additionally, by one or more competition tests, comprising lectures, holding courses or others alike, according to the own methodology.

(2) The competition consists in the evaluation of applicants' scientific activity and teaching qualities for the teaching positions.

(3) The "Vasile Goldis" Western University of Arad announces on the competition website the day, hour, and location for the competition tests.

Art. 49 (1) The competition tests and their content shall be established by the departments, in accordance with the legal stipulations. The topics, methodology and schedule for competition tests shall be made available to the applicants at the time of registration. Competition tests shall only be scheduled and attempted once.

(2) The competition for assistant professor for indefinite term consists in:

a. evaluation of the application file

b. one written and one practical tests.

(3) The grading for each test (file evaluation, written and practical tests) must meet at least 80 point and maximum 100 points in order to pass the competition. If more applicants register for one vacancy, the applicant having the highest score is declared as admitted.

(4) The competition for the occupancy of vacancy for lecturer/ senior lecturer/ associate professor/ professor consists in the evaluation of:

a. **teaching activity** – issuing teaching materials, books, books chapter in the specialization, etc., according to the minimal and mandatory standards related for each teaching position;

b. **scientific research activity** – research grants/ projects obtained by national, international, internal competition (project manager/ responsible, member in the grant/ project team), etc., according to the minimal and mandatory standards;

c. **scientific activity** – full text papers published in prestigious journal nationally and internationally acknowledged, ICI, BDI, etc., patents, inventions, brevets, internationally awarded scientific papers, where applicable, according to the minimal and mandatory standards related for each teaching position;

d. **professional prestige** – papers quotations in ICI system, coordinating national and international scientific structures, membership in prestigious editorial boards, membership in national research-development structures, professional recognition (associated professor in foreign domestic universities, member in doctoral commission in other universities, member in national specialization commissions, etc. according to the minimal and mandatory standards related for each teaching position

(5) The competition commission evaluated the professional competencies based on the **competition file** and by **holding a course or lecture**.

(6) The grading for each competition test (review of the competition file and course or lecture presentation) must meet at least 80 points and at most 100 points in order to pass the exam/ competition. If there are more applicants for the vacancy, the applicant having the highest score is declared admitted.

Art. 50. (1) The competition commission evaluates the applicants based on the following:

a) the relevance and impact of the applicant's scientific output;

b) the applicant's ability to train students or young researchers;

c) the applicant's teaching skills;

d) the applicant's ability to transfer knowledge and research results to the business or social environment or to publicize the scientific output;

e) the applicant's ability to work in teams and the effectiveness of his/her scientific collaborations depending on the applicant's specific field of expertise;

- f) the applicant's ability to conduct research and development projects;
 - g) the applicant's professional experience in institutions other than the one that the vacant position pertains to.
- (2) The competition commission has to check and acknowledge the applicant's fulfilment of the national minimal standards.

CHAPTER VIII. COMPLETION OF COMPETITIONS AND EMPLOYMENT ON THE ACADEMIC POSITION

- Art. 51.** (1) Competitions must take place no later than **45 days** after the end of the registration period.
- (2) For each position, the competition commission decides the hierarchy of applicants and nominates the applicant who has obtained the best results.
- (3) The chair of the competition commission shall prepare a competition report based on the appraisal reports prepared by each member of the competition commission, complying with the hierarchy of applicants decided by the commission.
- (4) The competition report is approved by decision of the competition commission and signed by each of the members of the competition commission and the chair.
- (5) The Faculty Council analyses the compliance with the procedures established by UVVG's internal methodology and decides on whether to endorse the competition report or not. The hierarchy of applicants determined by the competition commission cannot be changed by the faculty council.
- (7) The University Senate analyses compliance with the procedures established by the internal methodology and decides on whether to approve the competition report or not. The hierarchy of applicants determined by the competition commission cannot be changed by the University Senate.

- Art. 52.** (1) Competition results are approved by the University Senate, and the appointment and granting of the academic title is made by the Rector's decision, starting on the first day of the semester that is subsequent to the competition.
- (2) For the research positions SR2, SR1 respectively, the competition file together with the commission report and the attached document are submitted to the National Council for the Recognition of University Degrees, Diplomas and Certificates which validates the competition results, and then the state authority for research-development confirms by disposition the results of the appointment competition for the position of SR2, SR1 respectively.
- (3) The appointment in the SR 2 or SR 1 positions is made by rector's decision.

Art. 53. For academic positions, the decision of appointment and granting of the academic title by the UVVG, together with the competition report, is submitted by the University to the Ministry of National Education and the National Council for the Recognition of University Degrees, Diplomas and Certificates, hereinafter referred to CNATDCU, within **two working days since the issuance of the decision of appointment.**

- Art. 54.** In the organization of competitions for employment on research positions within UVVG, the duties stipulated by Law no. 319/2003 are met as follows:
- a) those provided for the scientific board of the unit, by the faculty council;
 - b) those provided for the institution's board of directors, by the university senate;
 - c) those provided for the scientific secretary and scientific director of the unit, by the head of the department or doctoral school, dean, or vice-dean, according to the internal methodology.

Art. 55. If the vacant position was not filled, the competition can take place again in the following semester, with full resumption of the competition procedure.

Art. 56. The result of the competition shall be posted to the competition website, within **2 working days** since the completion of the competition.

Art. 57. The University shall prepare, no later than September 1, an annual report on the organization, conduct and completion of competitions for employment on academic and research positions. The report is submitted, for notification, to the Ministry of National Education and CNATDCU.

Art. 58. (1) The heads of departments, deans of faculties and the rector are accountable to the University Senate for the good conduct of employment competitions, in compliance with quality standards, ethical rules and the legislation in force.

(2) If irregularities are found, the University Senate may impose penalties, up to and including the dismissal of deans or the rector.

Art. 59. (1) The University is publicly accountable for how it conducts employment on academic and research positions.

(2) In case of non-compliance with the legal procedure for employment on academic and research positions, the Ministry of National Education may apply the penalties provided under the legislation in force, according to a report prepared by the Board of Ethics and University Management.

(3) If courts ascertain infringement of the procedures for conducting employment competitions on academic and research positions in universities, the competition is canceled and re-organized.

CHAPTER IX. APPEALS

Art. 60 (1) If an applicant holds items that may prove the violation of the legal competition procedures, the candidate may submit an appeal within **3 working days** since being informed on the result.

(2) The appeal is to be written, registered at University Register, and solved by the commission for appeals solution in **2 working days** since its registration.

(3) For establishing the membership of the appeals commissions, same procedure is to be followed as for the membership of the competition commission.

(4) The members of the competition commission cannot be members of the appeals commission.

(5) After approval from the University Senate, the appeals commission is appointed by Rector's decision.

CHAPTER X. FINAL AND TRANSITIONAL PROVISIONS

Art. 61. Academic positions cannot be filled by persons who, by judicial order, were deprived of this right, who were convicted for acts incompatible with educational activities, who undermined the authority of the University management, or whose labor contract was terminated for reasons attributable to them.

Art. 62. Academic positions in UVVG cannot be filled by persons who perform activities that are incompatible with the dignity of a university professor. Such activities are established by decision of the University Senate.

Art. 63. Promotion to academic or research positions cannot apply to persons who have been sanctioned by UVVG's Ethics Committee, during the period for which this sanction was given, according to the legislation in force, the University Charter, and this methodology.

Art. 64. Failure to comply with this methodology is a serious disciplinary offense and shall be punished according to the Law of National Education no.1/2011 and the University Charter.

Art. 65. This Methodology is complemented by the legislation in force at the date of conduct and validation of competitions by the University Senate.

Art. 66. This Methodology is an integral part of the "Vasile Goldis" Western University Charter.

The annexes are part of this methodology:

List - The necessary documents for the competition file for the employment of the teaching staff for an indefinite term

Appendix 1 - required minimum and mandatory standards for registration to competition and awarding of teaching titles

Appendix 2 - file cover

Appendix 3 - application

Appendix 4 – Applicant’s affidavit

Appendix 5 - list of referents for associate professor and professor positions

Appendix 6a - check sheet for the fulfillment of the minimum and mandatory terms and standards required for registration in the teaching vacancy competition for teaching position of assistant professor

Appendix 6b - check sheet for the fulfillment of the minimum and mandatory terms and standards required for registration in the teaching vacancy competition for teaching position of lecturer. Senior lecturer

Appendix 6c - check sheet for the fulfillment of the minimum and mandatory terms and standards required for registration in the teaching vacancy competition for teaching position of associate professor

Appendix 6d - check sheet for the fulfillment of the minimum and mandatory terms and standards required for registration in the teaching vacancy competition for teaching position of professor

Appendix 7a - Evaluation report on the competition for the teaching position of assistant professor

Appendix 7b - Evaluation report on the competition for the teaching position of lecturer / senior lecturer

Appendix 7c - Appreciation report on the competition for the post of associate professor

Appendix 7d - Appreciation report on the competition for the post of professor

Appendix 8a - Report on the Competition on the vacancy for assistant professor

Appendix 8b - Report on the Competition on the vacancy for lecturer/ senior lecturer

Appendix 8c - Report on the Competition on the vacancy for associate professor

Appendix 8d - Report on the Competition on the vacancy for professor

Appendix 9a - Competition catalog for the vacancy for assistant professor

Appendix 9b - Competition catalog for the vacancy for lecturer/ senior lecturer

Appendix 9c - Competition catalog for the vacancy for associate professor

Appendix 9d - Competition Catalog for the vacancy for professor

Appendix 10 – Commission members’ Statement

Art. 67. This Methodology comes into force on 30 May 2011. Upon its entry into force, any contrary provisions comprised in the internal documents of UVVG Arad are repealed.

Art. 68. The Competition Methodology for Employment on Academic and Research Positions at “Vasile Goldis” Western University of Arad, in its revised form, was approved and endorsed accordingly in the Board of Directors meeting of April 6, 2015 and approved by the University Senate in its meeting of April 29, 2015, and enters into force on the same date.

Art. 69. (1) The Competition Methodology for Employment on Academic and Research Positions at “Vasile Goldis” Western University of Arad, in full form, was approved and endorsed accordingly in the Board of Directors meeting of September 9, 2016 and approved by the University Senate in its meeting of September 15, 2016, and enters into force on the same date.

(2) The Competition Methodology for Employment on Academic and Research Positions at “Vasile Goldis” Western University of Arad, in its revised form, was approved and endorsed accordingly in the Board of Directors meeting of June 30, 2017 and approved by the University Senate in its meeting of June 30, 2017, and enters into force starting with the academic year of 2017-2018.

(3) The Competition Methodology for Employment on Academic and Research Positions at “Vasile Goldis” Western University of Arad, in the amended form according to GD 883/ 2018 of November 9, 2018, on the change and completion of the Framework-Methodology of competition for the occupancy of the vacant teaching and research positions in higher education, approved by Government Decision no.

457/ 2011, was approved by the University Senate in its meeting of December 10, 2018, and enters into force on the same date.

(4) The Competition Methodology for Employment on Academic and Research Positions at “Vasile Goldis” Western University of Arad, in the supplemented form according to art. 301(5) of the Law on National Education no. 1/ 2011, with subsequent amendments, was approved by the Board of Directors in its meeting of February 1, 2021, and by the University Senate in its meeting of February 2, 2021 and enters into force on the same date.

**PRESIDENT OF THE SENATE,
Assoc. Prof. Paul FREIMAN, PhD**

**Endorsed by the COMMISSION FOR CODES, REGULATIONS AND LEGAL
AFFAIRS,
President, Assoc. prof. Daniel Berlingher, PhD**