

**ROMANIA**

**MINISTRY OF EDUCATION, RESEARCH, YOUTH AND SPORT**

**“VASILE GOLDIȘ” WESTERN UNIVERSITY of ARAD**

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**FACULTY OF \_\_\_\_\_**

**REGULATION - FRAMEWORK**

**FOR THE ORGANIZATION AND FUNCTIONING OF THE DEPARTMENTS  
FACULTY OF \_\_\_\_\_**

**CHAPTER I. General principles**

**Art.1.** The departments of the Faculty of Education are organized and function on the basis of the provisions of the National Education Law no. 1/2011, with subsequent amendments and additions, of the University Charter, of the Decision of the Senate of the "Vasile Goldis" Western University of Arad and of the laws and regulations in force.

**Art.2.** The Departments of the Faculty \_\_\_\_\_ shall be organized in compliance with the general principles established by this Regulation. The departments of the Faculty shall draw up their own Regulations, which shall contain specific provisions for each department.

**Chapter II. Structure and Competences**

**Art.2.** In accordance with the Decision of the Senate of "Vasile Goldis" Western University of Arad, within the Faculty of \_\_\_\_\_ the following departments are organized:

- 1. Department of \_\_\_\_\_,**
- 2. Department of \_\_\_\_\_**
- 3. Department of \_\_\_\_\_.**

**Art.3.** The establishment, dissolution or reorganization of existing departments shall be carried out on the basis of the approval of the Senate of the University, on the proposal of the Faculty Council, after obtaining the approval of the Board of Directors.

**Art.4.** Departments have the following competences:

- To draw up the teaching plans for the specializations they manage;
- Organize and monitor the research activity of the department;
- It draws up the staff regulations and job descriptions for the members of the department;
- Organizes competitions for teaching and research positions;
- Ensures the financial resources necessary for financial sustainability;
- Designs and implements research programmes;
- Organizes national and international scientific cooperation;
- Concludes and implements collaboration agreements with similar units in the country and abroad;
- Design and implement postgraduate education, continuous training, consultancy, etc. programmes in the fields it manages.

**Art.5.** The departments within the faculty will manage, as follows, the study programs and specializations within the faculty:

**Department of \_\_\_\_\_:** specializations (bachelor and master level) in the field of \_\_\_\_\_, with Romanian, French and English languages of instruction (including extensions);

**Department of \_\_\_\_\_:** specialisations (bachelor and master level) in the field \_\_\_\_\_, with Romanian and English languages of instruction (including extensions);

**Department of \_\_\_\_\_:** specialisations (bachelor and master level) in the field of \_\_\_\_\_, with Romanian and English languages of instruction (including extensions);

**Art.6.** In the departments' staff lists the disciplines will be regulated according to the following conventions:

1. The subjects of \_\_\_\_\_ from the majors of the domain \_\_\_\_\_, as well as the teaching activities of \_\_\_\_\_ from other faculties with Romanian, French and English teaching languages, will be regulated by the Department of \_\_\_\_\_.

2. ....

3. Exceptions to the above provisions will be regulated by joint agreement of the department directors and the faculty management (dean, vice-deans).

4. Doctoral students, admitted to doctoral studies, may be included in the staff of the departments of the faculty as academic assistants or research assistants, for a fixed period. The teaching activity of doctoral students will be established by joint agreement of the department directors and the faculty management.

5. Teaching activities not covered by departmental tenure will be granted on an hourly basis to faculty, doctoral students or associate professors.

### **Chapter III. Scientific Research**

**Art.7.** Scientific research in the faculty is carried out in organized scientific research teams. Each research team is coordinated by a leader/manager proposed by the members of the research team and approved by the Faculty Council.

**Art.8.** The proposed research teams for the next academic year are: (by fields)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Art.9.** (1) The establishment, dissolution or reorganization of the research teams may be carried out annually (in June, with the start of the next academic year), upon proposal of the Department Council, approved by the Faculty Council.

(2) The list and composition of the research teams are published annually in the annexes to these regulations.

(3) The research teams will set up their own web pages and are obliged to organise regular research seminars with a programme to be announced on the team's web page.

(4) The research teams will carry out nationally and internationally relevant research and scientific creation activities.

(5) The establishment and existence of a research team is justified only on the condition that the above-mentioned goals are achieved and that at least two tenured faculty members with proven international scientific visibility belong to the research team.

(6) Each faculty member will opt for at least one certified research team.

(7) The scientific activity of each faculty member or researcher will be reported and evaluated (according to the national criteria for the evaluation of scientific research by fields) at the level of the research team and the department to which he/she belongs.

#### **Chapter IV. Staff**

**Art.10.** The department is composed of:

- tenured teaching and research staff,
- university assistants or research assistants employed for a fixed period,
- associate teaching staff,
- emeritus professors.

**Art.11.** The members of the department must meet the established teaching standard, comply with the quality assurance standards in higher education, actively participate in the research activity to which they belong, support programs that bring financial resources to the department.

**Art.12.** The members of the department may develop research, consultancy, services activities in research centres or laboratories of the University, and their activity shall be remunerated according to its regulations. Members of the department may carry out teaching activities outside the University only with the approval of the Senate.

**Art.13.** The members of the department have the right to apply for vacant teaching positions, without discrimination, provided they meet the eligibility and competence criteria.

**Art.14.** The tenured staff of the department has the right to elect and to be elected to the leading positions of the department, faculty or university, without any discrimination.

#### **Chapter V. Management of the Department**

**Art.15.** (1) The leadership of the department shall be provided by the Department Council and the Department Director.

(2) The Department Director and the members of the Department Council shall be elected by universal, equal, direct and secret vote of all the tenured teaching and research staff of the Department, from among the tenured members of the Department, in accordance with the Methodology for the Conduct of University Elections at Departmental Level.

(3) For the position of director, the University's teaching and research staff with a specialist training in one of the disciplines covered by the department and holding at least the position of university lecturer with the scientific title of doctor may apply.

The number of members of the department councils in the Faculty of \_\_\_\_\_ are:  
Department of \_\_\_\_\_: \_\_\_\_\_ members;  
Department of \_\_\_\_\_: \_\_\_\_\_ members;  
Department of \_\_\_\_\_: \_\_\_\_\_ members;

(4) The positions of dean, pro-dean and department director are not cumulative.

(5) Removal from office of the Director or members of the Department Council. By a majority vote of those present, under the conditions set out in the University Charter.

(6) Removal from office of the Director shall be validated by the University Senate.

(7) Within 10 days of the revocation, the department shall reconvene for the election of a new director and/or new members of the Department Council, according to the procedure established in the Methodology for the Conduct of University Elections at Departmental Level.

**Art.16.** (1) The Department Council is the governing structure of the department and is headed by the Director.

(2) The Department Council meets monthly and whenever necessary, in ordinary and extraordinary sessions, at the convocation of the Director or at the request of a simple majority of the number of members of the Department Council.

(3) Decisions at department level (except those concerning the election or suspension of the department director) shall be taken by a simple majority of the members present. Decisions become final only after their approval by the Faculty Council or the University Senate.

(4) The Department Council has the following powers:

a) it is responsible for the production, transmission and valorisation of knowledge at the level of the department;

b) it is responsible for the efficiency of the teaching and research activities of the department;

c) proposes to the faculties the creation or the dissolution of study programmes;

d) propose the organisation of research centres and laboratories to function as income and expenditure units within the university;

e) approves the staff regulations for the teaching and research staff of the department;

f) draws up teaching plans;

g) makes proposals for tuition figures;

h) makes proposals for the competitive tendering of teaching posts;

i) evaluates the teaching and research activity within the departments on the basis of the criteria and standards for the periodic evaluation of teaching and research staff;

j) proposes to the Faculty Council the approval of the scientific research strategy;

k) proposes the hiring of specialists with nationally and internationally recognized scientific value, and of invited associate professors;

l) approves the department director's proposals regarding the maintenance in activity of teaching and research staff who have reached the legal retirement age;

m) fulfills other duties arising from the decisions of the University Senate, the Administrative Council and the Faculty Council, in accordance with the legal provisions in force.

**Art.17.** (1) The Director of the Department carries out the management and operational direction of the Department. In the exercise of this function, he is assisted by the Department Council, in accordance with the University Charter.

(2) The Department Director presides over the meetings of the Department Council and is subordinate to the Dean and the Faculty Council under the conditions provided by law and the University Charter.

(3) The elected department director shall represent the department in governing bodies at the faculty level.

(4) The department director has the following duties:

a) be responsible for the department's teaching plans, staffing, research and quality management, and financial management;

b) draws up, in consultation with the members of the department, the staffing plan, following the specification of teaching and research tasks by the Faculty Council;

c) in departments with disciplines in several faculties, the staff reports are completed on the basis of the command notes, approved by the rector;

d) ensure that all teaching posts are covered by specialists;

e) is responsible for the selection, hiring, periodic evaluation, training, motivation and termination of contractual employment relationships of staff;

f) is responsible for scheduling teaching activities and monitors their full implementation;

g) is responsible for the quality of the department's teaching and research activities;

h) ensures the respect of ethics and professional deontology at the department level;

- i) approves the job description for the teaching and research staff of the department, annexed to the individual employment contract;
- j) approves the discipline files;
- k) approves the self-evaluation sheets of the teaching and research staff;
- l) draws up the department's operational plans and ensures their fulfillment;
- m) assigns tasks to the members of the department council;
- n) monitors the performance indicators established by ARACIS for the study programmes managed by the department and is responsible for their fulfillment;
- o) makes proposals for associate professors and proposes the awarding of the title of Professor Honoris Causa or Doctor Honoris Causa to outstanding personalities;
- p) makes proposals for emeritus professors from among the members of the department, according to the regulations in force;
- q) ensure the design and implementation of postgraduate teaching programmes, continuous training, consultancy, etc. in the fields managed by the department;
- r) is responsible for the department's web page;
- s) is responsible for the correct and timely preparation of documents required for the evaluation of study programs, departments, departmental staff;
- t) proposes to the Dean a replacement, from the Department Council, in cases of longer absence or physical incapacity;
- u) performs other duties as specified in the job description.

## **Chapter VI. Infrastructure**

**Art.18.** (1) The spaces allocated to teaching activities (lecture halls and seminars, teaching laboratories, etc.) as well as other spaces under the administration of the faculty (offices, library, etc.) will be managed (used, maintained, financially supported) jointly by all departments of the faculty.

(2) The faculty management will ensure, within the limits of its possibilities, optimal conditions for the activity of the research teams and will provide, by timetable, access to the teaching spaces necessary for their activity (for research seminars, for scientific events, etc.).

(3) The expenses for the organization and maintenance of the didactic laboratories will be supported by resources obtained at faculty level (at department level as well as from grants obtained by the teaching staff of the departments), in proportion to the number of students and the share of didactic activities of the specializations managed by the departments.

(4) The timetable of teaching activities in the faculty shall be drawn up centrally, at faculty level, by making optimal use of the space allocated to these activities.

## **Chapter VII. Secretariat and auxiliary staff**

**Art.19.** (1) A secretariat (coordinated by a chief secretary) will operate at the faculty level, which will ensure the management of the activities for all the specializations of the faculty and will coordinate part of the secretarial activity of the departments (according to an agreement made at the proposal of the faculty management, the department deans and the chief secretary of the faculty).

(2) The activity of the faculty secretarial staff and of the auxiliary teaching staff shall be carried out according to the job description drawn up by the chief secretary, respectively by the department director and the general administrative director, approved by the dean of the faculty and approved by the rector of the university.

## **Chapter VIII. Final provisions**

**Art.20.** (1) This Regulation on the organization and functioning of the departments of the Faculty and its specific annexes drawn up by the departments shall enter into force after its approval by the Senate of the University, after obtaining the assent of the Board of Directors.

(2) The provisions of this regulation may be amended at the proposal of the Councils of the departments or the Faculty Management, with the approval of the University Senate after obtaining the assent of the Board of Directors.

*This Regulation has been approved by the Board of Directors and approved by the University Senate.*

**Rector,**

**Prof. Coralia Adina COTORACI, PhD.**

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signature and stamp illegible)

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Senate

**DECISION**

**No 289/28.10.2011**

For the approval of the Framework Regulation for the organization and functioning of the departments of the structure of the Faculties

The Senate of the "Vasile Goldiș" Western University of Arad, meeting on 28.10.2011, considering:

- National Education Law no.1/05.01.2011;
- MECTS Order no. 3753 of 9 February 2011 on the approval of transitional measures in the national education system;
- The specifications on doctorates and the activity of teachers after reaching the legal retirement age issued by MECTS with no. 30662/04.03.2011;
- Law no. 240/23-04.2002 on the establishment of the "Vasile Goldiș" Western University of Arad;
- Law no.87/2006 for the approval of the Government Emergency Ordinance no. 75/2005 on ensuring the quality of education;
- Government Decision no. 966/29.09.2011 for the approval of the nomenclature of fields and specializations/programs of university studies, the structure of higher education institutions, the fields and programs of university studies accredited or authorized to operate provisionally, the geographical locations of the courses, the number of transferable study credits for each university study program, form of teaching or language of instruction, as well as the maximum number of students that can be enrolled;
- Government Decision No 681/2011 approving the Code of Doctoral Studies;
- MECTS Order no. 5224/30.08.2011 on the approval of master studies evaluated by ARACIS;
- UVVG Senate Decision no. 12/15.02.2008 on the approval of the UVVG Management Programme for the year 2008-2012;
- University Charter and Internal Regulations of UVVG;
- The framework regulation for the organization and functioning of the departments of the Faculties, presented in the draft.

By virtue of its competences

**DECIDES**

**Art.1.** The Framework Regulation for the organization and functioning of the departments of the Faculties structure is approved, as attached hereto, integral part of this decision.

**Art.2.** The provisions of the present decision will be carried out by the Rector of "Vasile Goldiș" Western University of Arad, Prof. Aurel Ardelean, PhD, the Faculty Councils and the Department Directors.

**RECTOR,**

**Prof. Aurel ARDELEAN, PhD.**

(s.s. illegible)

