

The Bucharest University of Economic Studies the University Senate

Methodology Criteria Employed to Fill Vacant Teaching Positions in the Bucharest University of Economic Studies

Chapter I General Provisions

Art. 1 This methodology stipulates the required standards and procedures established by the Bucharest University of Economic Studies (hereinafter referred to as the BUES) to fill a vacant teaching position for the academic functions specified below:

- a) Teaching assistant hired for a definite period of time;
- b) Teaching assistant hired for an indefinite period of time;
- c) University lecturer for an indefinite period of time;
- d) Associate professor for an indefinite period of time;
- e) University professor for an indefinite period of time.

Art. 2 (1) The respective contests are open in nature. Any person who meets the corresponding requirements will be considered eligible for the contest, without any discrimination, in accordance with the legal provisions in force.

(2) The applicants for the vacant teaching posts in The BUES must comply with the conditions provided by the *BUES own methodology*, necessary to obtain "very good" qualificative.

Art. 3 (1) The following persons are considered to be involved in the contest procedure:

- a) participate in the decision-making process regarding the appointment of the contest committee;
- b) are members or alternates of the competition commission;
- c) are involved in professional or administrative evaluation decisions within the contest;
- d) are involved in the settlement of contest appeals.

(2) Persons who cannot be involved in the contest procedure:

- a) are spouses, relatives and relatives up to the 3rd degree-included with one or more candidates;
- b) are employed in the same institution with a candidate who holds a managerial position and are hierarchically subordinate to the candidate;

Art. 4 In the event that the contest has been won by one candidate, and one or more persons in the higher education institution are in a situation of incompatibility under art. 295 paragraph (4) of the Law on National Education no. 1/2011, with the subsequent amendments and completions, the appointment to the position and the granting of the university title by the higher education institution may take place only after the settlement of the incompatibility situation(s). The solution to the incompatibility situation is communicated to the Ministry of National Education within 2 working days after the settlement.

Chapter II The Contest to Fill the Positions of Teaching Assistant, University Lecturer, Associate Professor and University Professor respectively, for an Indefinite Period of Time

Art. 5 A vacant teaching position for an indefinite period of time can be filled by public contest, in keeping with the requirements of this methodology, respecting the framework methodology stipulated by G.O. 457/2011, with subsequent modifications and amendments and the provisions of the Law of National Education no 1/2011, with subsequent modifications and amendments.

Art. 6 (1) The proposal to hold a contest for a vacant position is put forward by the Head of the department which has an opening, by submitting a memorandum signed by The Board of the Department and by the Board of the Faculty respectively.

(2) The comprehensive list of all positions available for contest is forwarded by The Dean to the BUES Management Committee to be considered for approval subject to art. 213, paragraph (13) of the Law of National Education no. 1/2011, with subsequent modifications and amendments.

Art. 7 (1) The deadline for applications for the contest starts from the day the opening is published in the Official Gazette of Romania Part III, and the approval of the Contest Schedule by the BUES Management Committee and ends 15 days prior to the first stage of the evaluation process.

(2) The Contest Schedule and List of Vacant positions is made public on the website of BUES, www.ase.ro and on the webpage of the contest, after the approval of the Contest Schedule by the BUES Management Committee.

Art. 8 (1) In order to be considered eligible to enter the contest to fill an opening for the position of teaching assistant for an indefinite period of time the prospective candidate must meet all of the requirements specified below.

- a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;
- b) to comply with the minimal standards for occupying the position of teaching assistant for an indefinite period of time, as stipulated in Annex 1 to this methodology.
- c) the existence of consistency between scientific contributions and position descriptions for interdisciplinary positions;

(2) To qualify to enter the contest to fill the position of university lecturer the candidate is required:

- a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;
- b) to comply with the minimal standards for filling the position of university lecturer, as stipulated in Annex 1 to this methodology.

(3) To be considered suitable to apply for the contest to fill the position of associate professor the candidate shall conform to all of the conditions below.

- a) to hold a Doctoral Diploma in the specific field of the position or, in the case of

interdisciplinary positions, in related fields;

b) to comply with the minimal national standards for occupying a teaching position, specifically the position of associate professor, as stipulated by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

c) to meet the minimal standards for filling the position of associate professor, as stipulated in Annex 1 to this methodology. These standards are higher than the national minimal standards approved by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

(4) To submit an application to compete for an available position of university professor the candidate should be able to simultaneously satisfy the prerequisites listed below.

a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;

b) holding the title of doctoral supervisor;

c) to comply with the minimal national standards for occupying a teaching position, specifically the position of university professor, as stipulated by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

d) to meet the minimal standards for filling the position of university professor, as stipulated in Annex 1 to this methodology. These standards are higher than the national minimal standards approved by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

Art. 9 To enter the contest for filling a vacant teaching position the prospective candidate should prepare a file that contains the following documents:

e) the standard application form for the contest, signed by the candidate, which shall include a statutory declaration regarding the truthfulness of the information included in the file;

f) the candidate's own projections for his/her academic career development, regarding both teaching objectives and directions for scientific research work. This proposition, signed by the candidate, shall be drafted in no more than 10 pages.

g) the candidate's Curriculum Vitae, both in printed and electronic forms;

h) the comprehensive list of the candidate's scientific research papers in printed and electronic forms; only published publications, namely those that have volume, number, pages and / or a digital identifier (DOI), according to international standards, will be considered.

i) the chart of compliance with the BUES performance standards in accordance with the approved format provided by this very methodology (Annexes 2 a-d) filled in and signed by the candidate;

j) documents regarding the doctoral diploma held by the candidate: an authenticated copy of the doctoral diploma or the attested certificate of recognition or

equivalent released by The Ministry of Education, Research, Youth and Sport;

k) a copy of the order of the minister conferring the status of doctoral supervisor (for the position of professor);

l) a copy of the Minister's Order regarding the granting of the Habilitation certificate;

m) an abstract, both in Romanian and in an international language, of the doctoral thesis, to be drafted in no more than one page for each respective language;

n) a declaration on the candidate's own responsibility as to the restrictions imposed by the position of incompatibility subject to Law No 1/2011, highlighting the non/existence of such situations in case the applicant be deemed the winner of this contest;

o) copies of any other professional degrees/certificates that add to the relevant qualifications. These copies are signed by the candidate to certify that they are „according to the original”;

p) copy of the I.D. card or, should the applicant be unable to present this, copy of the passport or legally valid equivalents. This copy is signed by the candidate to certify that it is „according to the original”;

q) in the event that the applicant may have changed his/her name, copies of the documents that attest this change, i.e., marriage certificate or the official documents that certify this deed. These copies are signed by the candidate to certify that they are „according to the original”;

r) Medical certificate attesting to the appropriate state of health, issued at least 6 months before the competition by the candidate's family physician or by the competent health care units. It will contain clearly the number, date, name of the issuer and its quality, in the standard format established by the Ministry of Health;

s) Statement of consent regarding the processing of personal data;

t) Criminal record;

u) no more than 10 published research papers, granted patents or other professional achievements considered to be the most relevant proof of the candidate's professional excellence, the documents from points c), d), e), as well as all the content of the competition file, in .pdf format on CD; on the CD each candidate will attach, in a separate folder, the publications (articles, specialized books, university textbooks, etc.) and, where applicable, proof of citations obtained which prove the fulfillment of the minimum standards for occupying the teaching position in question; in the situation where the candidate does not have the possibility to attach these works on CD will attach on paper;

v) other documents that show compliance with the minimal assessment standards.

Art. 10 The applicant's CV shall include:

a) information on the studies completed and diplomas obtained;

b) information on relevant professional experience and relevant jobs;

c) details on the research and development projects the candidate has conducted in his/her capacity as program director and the number of granted grants, and, in the event that the candidate has been the beneficiary, relevant information on the source of funding, the amount, the main publications and/or patents;

d) awards, prizes or other honors the applicant may have been bestowed on, in

acknowledgement of his/her scientific contributions;

Art. 11 The comprehensive list of the candidate's research papers shall include:

- a) a selection of no more than 10 research papers considered by the candidate to be the most relevant for his/her scientific profile, attached in electronic format in the file. (Part of) these may also appear further down;
- b) the title of the Ph.D. thesis or theses;
- c) patents, trademarks, copyright registration certificates or any other intellectual property rights;
- d) published books and their respective table of contents;
- e) articles/papers in extenso that appeared in the mainstream international journals;
- f) publications printed in extenso in abstracts of the most relevant international professional conferences;
- g) other types of research work and contributions.

Art. 12 If the candidate does not have a certificate of graduation from the Level II psycho-pedagogical training program, he/she will be obliged to attend the Level II or Level I and II (if applicable) psycho-pedagogical training in a postgraduate course in the academic year in which he/she wins, or in the next academic year.

Art. 13 (1) The applicants for the position of associate professor shall include in the folder at least 3 names and contact addresses of personalities in the respective field from this country or from abroad, other than the members of the scientific community of the targeted university, who have accepted to put forward letters of recommendation acknowledging the professional/academic qualities of the candidate.

(2) Candidates for the position of university professor must include in the file at least 3 names and contact addresses of personalities in that particular field from abroad, who have consented to write a recommendation letter to acknowledge the professional/academic qualities of the applicant; in the case of scientific fields which are specific to Romania, the recommendation letters may also be written by personalities in the field in question who work in Romania, but outside the higher education institution which is holding the contest for filling the position.

Art. 14 The application file is completed by the candidate, printed and electronically, who shall register it with the Academic Assessment Office of the BUES, ASE, 6 Piata Romana Sq., sector 1, Bucharest 010374, Romania, P.O. 22, in person or by a postal or courier service that can ensure the acknowledgement of receipt. The application files are forwarded to the Contest Evaluation Committee right after the deadline for registration of the applications expires, but not later than 5 working days prior to the first stage of the assessment procedures.

Art. 15 (1) Compliance with the legal conditions to enter the contest is certified by way of a certificate provided by the BUES Legal Department, to substantiate the truth and validity of the information in the performance compliance chart as laid down by art. 9 let. e) of this present methodology and after the verification of other documents required for the contest application, as well as based on the decision of the contest evaluation committee in charge with verifying that all the conditions provided in art. 8 (1) let. b, (2) let. b, (3)

let. b, c and (4) let. c, d. has been fulfilled.

(2) The contest evaluation committee appointed by the rector's order for each separate contest shall certify compliance with the minimal standards by verifying the chart of compliance with the standards stipulated under art. 9 let. e in this methodology, the curriculum vitae, the comprehensive list of the candidate's scientific research papers attached to the file, at the proposal of the BUES Administrative Board (Council).

(3) To verify the content of the publications attached to the competition file and its compliance with the specific requirements of each post, the commission mentioned in paragraph. (2) of this article will request the written opinion of the members of the commission competition.

(4) Following the verifications stipulated under paragraph (2) above, the contest committee shall issue decisions of fulfillment / unfulfillment of the conditions provided under art. 8, (1), let. b, (2) let. b, (3) let. b, c and (4) let. c, d.

(5) The contest committee shall submit the contest files and the decisions issued for each file to the BUES legal department within 5 working days maximum from receiving the contest file from the Office of Teaching Staff Evaluation.

(6) The certification by the BUES legal department shall be submitted to the candidate no more than 48 hours after having been issued, but not later than 5 working days prior to the first stage of the assessment procedures, by e-mail or fax (to the address mentioned by the candidate in the CV).

Art. 16 The comprehensive list of all the candidates who meet the legal conditions to enter the contest will be posted on the site www.ase.ro and also on the official Notice Board of the contest. The applicants will be invited to the competition via email or fax (at the addresses provided by the candidate in the CV).

Art. 17 (1) The contest evaluation committee will assess the candidates based on:

- a) the teaching competencies of the candidate;
- b) the relevance and impact of the respective applicant's research work;
- c) the candidate's ability to guide students and young researchers;
- d) the candidate's ability to transfer his/her knowledge and contributions to the economic or social environment or to disseminate his/her own research work;
- e) the candidate's team-work capabilities and the efficiency of the candidate's scientific collaborations, according to the specific assessment criteria for each particular field;
- f) the candidate's expertise in conducting research and development projects;
- g) the professional skills acquired in academic institutions other than the university that the candidate is applying for.

(2) The contest committee is required to verify that the candidate meets national minimum standards.

Art. 18 (1) The professional competencies of the candidate for the position of teaching assistant are assessed by the Contest Evaluation Committee after the completion of all the stages below:

- a) Stage 1: the assessment of the candidate to the contest for the position of

teaching assistant based on the score obtained to the BUES chart for the performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1). This stage is eliminatory, its result being admitted or rejected.

b) Stage 2: the assessment of the paper written by the candidate on a topic provided by the contest theme(s) list. This paper is graded by each committee member by grades from 10 to 1, the final score is yielded by the average arithmetic mean of each of these grades. The minimum score is set at 7.

c) Stage 3: teaching a seminar or performing a practical test on a topic consistent with the description of the published vacancy. The topic of the seminar is established by the Contest Evaluation Committee and announced to the candidate at least 48 hours before teaching the seminar. The seminar can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The seminar is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 7,00.

(2) The candidates are ranked according to the average arithmetic mean of the final grades pertaining to stages 2 and 3 provided that the minimum standard stipulated for each stage is obtained.

(3) The applicants for a teaching position that entails academic disciplines in a foreign language will take the above-mentioned tests in that respective language.

(4) Given the need to implement social distancing measures, the BUES Management Committee may decide, with public responsibility and with strict compliance with the competition methodology and the incident legislation, as one or more competition tests provided for in stages 1, 2 and 3 to be taken, as appropriate, by candidates and / or by the members of the competition committee, online, through technical means provided by ASE, in the presence in the virtual environment of all members of the competition committee.

(5) Decision of the BUES Management Committee on the support of one or more Online competition tests are communicated by posting on the competition website and to candidates entered in the competition at least 48 hours before the actual deployment of the sample or samples in question.

(6) The online conduct of the competition tests is recorded and archived at the level faculty. The archiving term is 10 years.

Art. 19 (1) The professional competencies of the candidate for the position of university lecturer are assessed by the Contest Evaluation Committee after completing all of the stages below:

a) Stage 1: the assessment of the public lecture on a topic provided by the contest theme(s) list. The topic of the public lecture is established and announced to the candidate at least 48 hours before it is scheduled to take place. The public lecture can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The public lecture is graded by each committee member by grades from 10 to 1, the final score being yielded by

the average arithmetic mean of these grades. The minimum score is set at 7. This stage is eliminatory, the final result being admitted or rejected.

b) Stage 2: the assessment of the candidate to the contest for the position of university lecturer is based on the score obtained to the BUES chart for the performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1). The minimum overall pass-grade is the minimum score for “very good” qualificative, for the position of associate professor provided under Annex 1, by academic fields.

- (2) Candidates who do not cumulatively meet the minimum standards defined in the two stages provided for in art. 19 para. 1, lit. a) and b) will be declared rejected.
- (3) For candidates who meet the minimum standards defined at the two stages provided for in art. 19 para. 1, lit. a) and b), ranking will be done according to the value the total competition score, defined and calculated according to Annex 1 requirements, by academic fields.
- (4) If the candidates are applying for an academic position that requires the extensive use of a foreign language, they will perform in that foreign language.
- (5) Given the need to implement social distancing measures, the BUES Management Committee may decide, with public responsibility and with strict compliance with the competition methodology and the incident legislation, as one or both competition tests provided for in stages 1 and 2 to be taken, as appropriate, by candidates and / or by the members of the competition committee, online, through technical means provided by ASE, in the presence in the virtual environment of all members of the competition committee.
- (6) Decision of the BUES Management Committee on the support of one or more Online competition tests are communicated by posting on the competition website and to candidates entered in the competition at least 48 hours before the actual deployment of the sample or samples in question.
- (7) The online conduct of the competition tests is recorded and archived at the level faculty. The archiving term is 10 years.

Art. 20 (1) The professional competencies of the candidate for the position of associate professor shall be evaluated by the Contest Committee when the following stages have been completed:

a) Stage 1: the assessment of the public lecture on a topic provided by the contest theme(s) list. The topic of the public lecture is established and announced to the candidate at least 48 hours before it is scheduled to take place. The public lecture can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The public lecture is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 8. This stage is eliminatory, the final result being admitted or rejected. Candidates scoring less than 8.00 will be declared rejected, and the competition commission will no longer proceed with the determination their score related to the second stage of the competition.

b) Stage 2: the assessment of the candidate to the contest for the position of

associate professor is based on the score obtained to the BUES chart for the performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1, by academic fields). The minimum overall pass-grade is the minimum score for “very good” for the position of associate professor provided in Annex 1, by academic fields.

(2) Candidates who do not cumulatively meet the minimum standards defined in the two stages provided for in art. 20 para. 1, lit. a) and b) will be declared rejected.

- a) For candidates who meet the minimum standards defined at the two stages provided for in art. 20 para. 1, lit. a) and b), ranking will be done according to the value the total competition score, defined and calculated according to Annex 1 requirements, by academic fields.
- b) If the candidates are applying for an academic position that requires the extensive use of a foreign language, they will perform in that foreign language.
- c) Given the need to implement social distancing measures, the BUES Management Committee may decide, with public responsibility and with strict compliance with the competition methodology and the incident legislation, as one or both competition tests provided for in stages 1 and 2 to be taken, as appropriate, by candidates and / or by the members of the competition committee, online, through technical means provided by ASE, in the presence in the virtual environment of all members of the competition committee.
- d) Decision of the BUES Management Committee on the support of one or more Online competition tests are communicated by posting on the competition website and to candidates entered in the competition at least 48 hours before the actual deployment of the sample or samples in question.
- e) The online conduct of the competition tests is recorded and archived at the level faculty. The archiving term is 10 years.

Art. 21 (1) The professional competencies of the candidates for the position of university professor are appraised by the Contest Committee after fulfilling all the requirements of the process below.

- a) Stage 1: the assessment of the public lecture on a topic provided by the contest theme(s) list. The topic of the public lecture is established by the Contest Committee and announced to the candidate at least 48 hours before it is scheduled to take place. The public lecture can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The public lecture is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 9. This stage is eliminatory. Candidates scoring less than 9.00 will be declared rejected, and the competition commission will no longer proceed with the determination their score related to the second stage of the competition.
- b) Stage 2: The minimum overall pass-grade is the minimum score for “very good” qualificative, for the position of university professor provided under Annex 1, by academic fields.

(2) Candidates who do not cumulatively meet the minimum standards defined in the two stages provided for in art. 21 para. 1, lit. a) and b) will be declared rejected.

(3) For candidates who meet the minimum standards defined at the two stages provided for in art. 21 para. 1, lit. a) and b), ranking will be done according to the value the total competition score, defined and calculated according to Annex 1 requirements, by academic fields.

(4) If the candidates are competing for an academic position that entails teaching in a foreign language all of the above evaluation stages will proceed in that particular foreign language.

(5) Given the need to implement social distancing measures, the BUES Management Committee may decide, with public responsibility and with strict compliance with the competition methodology and the incident legislation, as one or both competition tests provided for in stages 1 and 2 to be taken, as appropriate, by candidates and / or by the members of the competition committee, online, through technical means provided by ASE, in the presence in the virtual environment of all members of the competition committee.

(6) Decision of the BUES Management Committee on the support of one or more Online competition tests are communicated by posting on the competition website and to candidates entered in the competition at least 48 hours before the actual deployment of the sample or samples in question.

(7) The online conduct of the competition tests is recorded and archived at the level faculty. The archiving term is 10 years.

Art. 22 (1) The Contest Evaluation Committee is set up after the open position has been published, and its structure depends on the type of vacant position.

(2) The Board of the Department that has an opening shall put forth a proposal for the nomination of the committee members. For the proposed foreign members of these committees, the board of the department will also attach the performance compliance chart to attest that they meet the BUES conformity requirements regarding academic ranking.

(3) The structure of the Contest Evaluation Committee, as proposed by the entities in par. (2) above, shall be endorsed by The Dean at the Meeting of the Faculty Board, which shall subsequently approve it.

(4) The list of members of the contest commission, accompanied by the approval of the Faculty Board and Management Committee, shall be submitted to the University Senate for approval.

(5) After the University Senate has signed this proposal, the Contest Evaluation Committee can be appointed by the Rector's Decision.

(6) No later than two working days after the issuance of the Rector's Decision, it shall be submitted to the Ministry of National Education, and the nominated members of this committee shall be published on the Contest web page. For the positions of associate professor and university professor the list of the committee members must be published in the Official Gazette of Romania, Part III.

Art. 23 (1) The Contest Evaluation Committee shall include 5 members, experts in the field of the position for which the contest is held or in related fields. The President is one of the committee members.

(2) In the event that one of the committee members may be unable to attend a meeting, he/she shall be replaced by a deputy member who shall be appointed using the same procedure as for the commission members.

(3) The President shall conduct all the proceedings of the committee.

(4) The members of the committee can be from the same university, from other Romanian universities or from a higher education institution abroad. The members from other Romanian universities must be tenured teachers in certified university, or scientific researchers tenured in Romanian Academy or other research institutes.

5) Equivalence of research functions with didactic functions is as follows:

- a) a researcher holding a doctoral degree is equivalent to a university assistant;
- b) a scientific researcher third degree is equivalent to a university lecturer / chief of works;
- c) a scientific researcher second degree is equivalent to a university associate professor;
- d) a scientific researcher first degree is equivalent to a university professor.

(6) For the position of associate professor or university professor, no less than 3 members of the committee shall be from outside the university that runs the contest, from Romania or abroad.

(7) The academic ranking of the committee members shall be superior or at least equal to that of the vacancy. Committee members from an abroad institution shall satisfy the BUES conformity standards to match the vacant position.

(8) With a view to meeting conformity standards for nomination as a member of the Contest Evaluation Committee, the BUES Senate is empowered to deem an academic or research rank granted by a foreign university equivalent with its respective counterpart in Romania. The validity of this deed is restricted to the particular circumstances of this nomination.

(9) The President of the Contest Evaluation Committee shall be: elected subject to the conditions below:

(a) for the positions of teaching assistant and university lecturer, the President is the Head of the Department that has the vacant position or faculty who is a specialist in the field of the vacant position, delegated for this purpose by the vote of the board of the department organizing the competition.

(b) for the positions of associate professor and university professor, the President is the Dean or the Deputy Dean of the faculty that has the vacancy or faculty who is a specialist in the field of the vacant position, delegated for this purpose by the vote of the faculty board organizing the competition.

Art 24 (1) The contest shall officially finish in no more than 45 days from the closing deadline for application.

(2) For the positions that involve academic teaching activities, the contest procedure consists of the evaluation of the candidates' achievements in research as well as in tutoring and mentoring.

(3) The decisions of the contest committee are taken by secret vote of the members. A committee decision is valid if a minimum of three members of the committee has voted.

(4) For each vacant post, the Contest Evaluation Committee shall set forth the candidates' ranking score and designates the winner, by making public the score on each domain, activity, criterion, category and sub-category.

(5) The President shall draft an evaluation report on the contest final result, against the assessment reports forwarded by each of the committee members, to endorse the candidates' rank score.

(6) The committee shall then ratify the decision on the contest evaluation report. This deed must be signed by the President and by each of the committee members.

(7) The Faculty Board shall determine whether the procedures provided by this own methodology have been observed and subsequently declare the conformity of the contest evaluation report. The candidates' ranking score as established by the contest committee cannot be modified by the Board.

(8) The Management Committee and the University Senate shall consider the completion of the procedures subject to this methodology and deem the validity of the contest evaluation report. The candidates' ranking score cannot be modified by neither the Management Committee, nor the University Senate.

Art. 25 (1) The final result of the contest shall be posted on the BUES official web page www.ase.ro and on the Contest web page, administered by the Ministry of National Education, no later than 2 working days from the closing date of contest.

(2) In the event that one candidate should be able to present evidence that the contest proceedings have not been respected, he/she shall file a notice of complaint no later than 3 working days from the publishing of the final results. This notice of complaint, in printed form, shall be registered with the BUES official Registrar and the Contest Committee for complaint resolution will issue a decision.

(3) In order to determine the composition of the Appeals Commission, the same procedure shall be followed as for determining the composition of the contest committee. Members of the contest committee may not be part of the Appeals Commission. Upon approval by the university senate, the Appeals Commission is appointed by decision of the Rector.

(4) The Appeals Commission shall be composed of three members, of which one shall be an alternate, and one commission chairman shall be appointed for each position in the competition

(5) In the event that the vacant position could not be filled, a new contest can be launched in the subsequent academic semester, subject to all the conditions required by the contest methodology.

Art. 26 (1) The successful candidate shall be appointed to the position and granted the correlative academic rank by the Decision of the BUES Rector, only after the University Senate has ratified the official contest result. This deed shall come into effect on the first day of the next academic semester.

(2) For the academic teaching positions, the decision to appoint to the position and to

grant the correlative academic rank, attached to the Contest Evaluation Report shall be submitted to the Ministry of National Education, as well as to Romania's National Council of Degree and Diploma Certification subsequently referred to as CNATDCU, no later than two working days from the signing of the appointment decision.

Chapter III The Contest to Fill the Positions of Teaching Assistant for a Definite Period of Time

Art. 27 (1) The vacant positions in the departmental positions of the departments may be put forward for the contest;

(2) Doctoral students registered with BUES Ph.D. Programmes who satisfactorily meet the application requirements are encouraged to enter the contest, with no discrimination, subject to the legal conditions in effect.

(3) The employment contract for the position of teaching assistant shall be signed for the legal period of duration of the doctoral studies, but not more than 5 years. At the end of this term, if the doctoral student has not obtained the doctoral degree, the employment contract of the person concerned ceases to be lawful. The period of duration shall be proposed or set by the Department Head and Board and it shall be publicized at the date the contest is launched.

(4) In the case of candidates who hold the doctoral degree and who have been declared admitted, the employment contracts for the university assistant are drafted for a period of maximum three years. The exact period is proposed or established by the management of the departments and will be published once the positions have been officially announced.

(5) The fixed-term employment contract between the university and a university assistant on the vacant positions in the department positions within departments, concluded on the basis of a competition where the occupational standards specific to the job have been fulfilled, becomes an employment contract of indefinite duration, offering an official position in the department to the holder.

Art. 28 (1) Departments may launch a contest for the position of teaching assistant for a definite period of time for Bachelor's Degree academic activities.

(2) The Head of the Department that has a vacancy shall put forth the proposal to launch a contest to fill the position of teaching assistant for a definite period of time, by submitting a memorandum approved by the Department Board.

(3) The list of vacant positions proposed to be filled by contest shall be further ratified by the Faculty Board and submitted to the BUES Management Board for approval. This list shall be posted on the BUES official web site and on the department Notice Board.

(4) The contest date shall be at any time during the semester when the announcement was made, while the employment contract shall be effective from the first day of the subsequent academic semester.

(5) The deadline for application to the contest shall be posted on the official BUES site at least one month prior to the first stage of the contest proceedings.

Art. 29 (1) To enter the contest to fill the position of teaching assistant for a definite period of time all of the conditions below shall be satisfied simultaneously by the applicant:

- a) to be a doctoral student or holding a doctoral degree;
- b) the doctoral student's area of specialization/ the theme of the Ph.D. thesis shall be in a field related to the vacancy;
- c) the written agreement of the doctoral supervisor that the doctoral student should apply for a certain position as an assistant, which must stipulate that the didactic activity to be performed does not adversely affect the available time of the doctoral student for the individual scientific research program and that the disciplines of the position are within the research field of the doctoral thesis;
- d) the existence of consistency between scientific contributions and job descriptions for interdisciplinary positions;
- e) the fulfillment of the minimum standards for filling the teaching positions, specific to the teaching assistant profile, stipulated in Annex 1 to this methodology

Art. 30 (1) In order to enter the contest to fill the academic position of teaching assistant for a definite period of time, the candidate must present a file that includes the following documents:

- a) the standard application form, signed by the candidate, which also contains a declaration on the candidate's own responsibility as to the truth and validity of the credentials and information in the file;
- b) the certificate that attests that the candidate is a doctoral student, the Ph.D. thesis domain, the degree of completion of the Ph.D. Degree Program, the title of the doctoral thesis;
- c) the candidate's plan for his/her academic career development; this proposal is drafted by the candidate in no more than 5 pp.
- d) the candidate's Curriculum Vitae, in printed form;
- e) the list of the candidate's research papers, in printed form;
- f) the verification sheet for the fulfillment of the BUES standards according to the standard format provided by this methodology (Annex 2a). The verification sheet is filled-in and signed by the candidate;
- g) a statutory declaration by the candidate, indicating the (non)existence of the incompatibility situations stipulated by Law no. 1/2011, with subsequent modifications and amendments, in which the candidate would find himself/herself if he/she won the contest;
- h) authenticated copies of the Bachelor's Degree Diploma with its supplement/grades sheet, authenticated copies of the Master's Degree Diploma with its supplement/grades sheet and copies of other relevant professional studies and qualifications;
- i) copy of the I.D. card or, should the candidate be unable to present this, copies of the passport or any other legally valid equivalent;

- j) in case the candidate may have changed his name(s), copies of the documents that attest this change-marriage certificate or any other deed to this effect;
- k) Medical certificate attesting to the appropriate state of health, issued at least 6 months before the competition by the candidate's family physician or by the competent health care units. It will contain clearly the number, date, name of the issuer and its quality, in the standard format established by the Ministry of Health
- l) Statement of consent regarding the processing of personal data;
- m) Criminal record;
- n) no more than 10 published research papers, granted patents or other professional achievements considered to be the most relevant proof of the candidate's professional excellence, the documents from points c), d), e), as well as all the content of the competition file, in .pdf format on CD; on the CD each candidate will attach, in a separate folder, the publications (articles, specialized books, university textbooks, etc.) and, where applicable, proof of citations obtained which prove the fulfillment of the minimum standards for occupying the teaching position in question; in the situation where the candidate does not have the possibility to attach these works on CD will attach on paper.

(2) The application file is completed by the candidate and submitted to the Academic Assessment Office by the candidate or sent to 6 Piata Romana Sq., sector 1, Bucharest 010374, PO 22 by those postal or courier services that allow acknowledgement of receipt.

Art. 31 (1) Compliance with the statutory conditions to enter the contest is certified by the BUES Legal Department which shall verify the truth and validity of the credentials and information in the application file, as stipulated by art 29 let e) (Annex 2 a) in the present methodology and other documents required for the to enter the contest in the contest file and on the basis of a committee resolution of approval, appointed by the rector's decision for each of the didactic contests, on the proposal of the Administrative Board (Council), which verifies the fulfillment of the minimum standards for filling the teaching positions, specific to the didactic position of university assistant, as set out in Annex 1 to this methodology . This approval shall be forwarded to the candidate in no more than 48 hours from its issuance, also no less than 5 working days before the first stage of the evaluation process, via email or fax (at the addresses provided by the candidate in his/her CV).

Art. 32 (1) The professional competencies of the candidate for the position of fixed term teaching assistant are assessed by the Contest Evaluation Committee after completing all of the stages below:

- a) Stage 1: evaluation of the candidate at the contest for filling the teaching position of university assistant based on the score obtained according to BUES on the evaluation of the candidates for the contest for filling vacancies approved by the Senate of BUES (Appendix 1). This test is eliminatory, with the final result admitted or rejected.
- b) Stage 2: evaluation of the written paper from the bibliography and themes displayed at the moment of publishing the positions on the university

site. The competition test is appreciated by each member of the contest committee with grades 10 to 1, the final grade of the sample representing their arithmetic mean. The minimum standard for promotion is to get a final mark of at least 7,00.

c) Stage 3: Teaching a seminar or practical test with a topic in the specialty of the contest and a lecture on the history of BUES. The topic of the seminar is set by the committee and announced to the candidate 48 hours before the contest. The seminar can be attended by BUES students and members of the department in whose structure the post is located. The contest performance is evaluated by each member of the board with grades 10 to 1, the final grade of the test representing their arithmetic mean. The minimum standard for promotion is to get a final mark of at least 7,00.

(2) The candidates are ranked according to the average arithmetic mean of the final grades pertaining to stages 2 and 3 provided that the minimum standard stipulated for each stage is obtained.

(3) The applicants for a teaching position that entails academic disciplines in a foreign language will support the seminar in that respective language.

(4) Given the need to implement social distancing measures, the BUES Management Committee may decide, with public responsibility and with strict compliance with the competition methodology and the incident legislation, as one or more competition tests provided for in stages 1, 2 and 3 to be taken, as appropriate, by candidates and / or by the members of the competition committee, online, through technical means provided by ASE, in the presence in the virtual environment of all members of the competition committee.

(5) Decision of the BUES Management Committee on the support of one or more Online competition tests are communicated by posting on the competition website and to candidates entered in the competition at least 48 hours before the actual deployment of the sample or samples in question.

(6) The online conduct of the competition tests is recorded and archived at the level faculty. The archiving term is 10 years.

Art.33 (1) The Contest Evaluation Committee is set up for each vacant position after the open position has been published

(2) The Board of the Department that has an opening shall put forth a proposal for the nomination of the committee members.

(3) The structure of the Contest Evaluation Committee, as proposed by the entities in par. (2) above, shall be endorsed by The Dean at the Meeting of the Faculty Board, which shall subsequently approve it.

(4) The list of members of the contest commission, accompanied by the approval of the Faculty Board and Management Committee, shall be submitted to the University Senate for approval.

(5) After the University Senate has signed this proposal, the Contest Evaluation Committee can be appointed by the Rector's Decision.

- (6) No later than two working days after the issuance of the Rector's Decision, it shall be submitted to the Ministry of National Education, and the nominated members of this committee shall be published on the Contest web page.

Art. 34 (1) The Contest Evaluation Committee shall include 5 members experts in the field of the position for which the contest is held or in related fields. The President is one of the committee members.

- (2) In the event that one of the committee members may be unable to attend a meeting, he/she shall be replaced by a deputy member who shall be appointed using the same procedure as for the commission members.
- (3) The President shall conduct all the proceedings of the committee.
- (4) The members of the committee can be from the same university, from other Romanian universities or from a higher education institution abroad. The members from other Romanian universities must be tenured teachers in certified university, or scientific researchers tenured in Romanian Academy or other research institutes.
- (5) Equivalence of research functions with didactic functions is as follows:
 - a) a researcher holding a doctoral degree is equivalent to a university assistant;
 - b) a scientific researcher third degree is equivalent to a university lecturer / chief of works;
 - c) a scientific researcher second degree is equivalent to a university associate professor;
 - d) a scientific researcher first degree is equivalent to a university professor.
- (6) The President of the Contest Commission is the Director of the department in whose state there is a post-graduate teacher in the university, a specialist in the field or in the close field, delegated for this purpose by the vote of the board of the department organizing the competition.

Art. 35 (1) The contest will be held in no more than 5 working days from the closing deadline for application.

- (2) The decisions of the contest committee shall be taken by secret vote of the members. A committee decision is valid if a minimum of three members of the committee has voted.
- (3) For each vacant post, the Contest Evaluation Committee shall set forth the candidates' ranking score and designates the winner, by making public the score on each domain, activity, criterion, category and sub- category;
- (4) The President shall draft an evaluation report on the contest final result, against the assessment reports forwarded by each of the committee members, to endorse the candidates' rank score.
- (5) The committee shall then ratify the decision on the contest evaluation report. This deed must be signed by the President and by each of the committee members.
- (6) The Faculty Board shall determine whether the procedures provided by this own methodology have been observed and subsequently declare the

- conformity of the contest evaluation report. The candidates' ranking score as established by the contest committee cannot be modified by the Board.
- (7) The results of the contest will be displayed at the headquarters of the Department and on the official website of BUSE.
 - (8) The results of the competition will be endorsed by the Faculty Council and the CA, and approved by the BUES Senate.
 - (9) In the event that one candidate should be able to present evidence that the contest proceedings have not been respected, he/she shall file a notice of complaint no later than 3 working days from the publishing of the final results. This notice of complaint, in printed form, shall be registered with the BUES official Registrar and the Contest Committee for complaint resolution will issue a decision.
 - (10) In order to determine the composition of the Appeals Commission, the same procedure shall be followed as for determining the composition of the contest committee. Members of the contest committee may not be part of the Appeals Commission. Upon approval by the university senate, the Appeals Commission is appointed by decision of the Rector.
 - (11) The Appeals Commission shall be composed of three members, of which one shall be an alternate, and one commission chairman shall be appointed for each position in the competition
 - (12) In the event that the vacant position could not be filled, a new contest can be launched in the subsequent academic semester, subject to all the conditions required by the contest methodology.

Chapter IV Final Dispositions

Art. 36 (1) The following information must be posted on the BUES official web page www.ase.ro, as well as on the contest web page, administered by the Ministry of National Education:

- a) the job description and requirements for the vacant position;
- b) the duties, responsibilities and activities entailed by the position, including the statutory teaching time, the time and length of teaching sessions and the nature of the contractual activities;
- c) the minimum annual salary for the vacant position at the hire date;
- d) the official contest calendar;
- e) the contest theme(s), in particular the theme of the public lecture(s);
- f) the full description of the contest stages and proceedings;
- g) the comprehensive list of the documents the candidates must file in the application file;
- h) the official address where the application file must be filed.

(2) The items in art. 30 (1) shall also be posted on the Contest Official Notice Board.

Art. 37 Failure to comply with the provisions of this methodology by any of the officials assigned with a role in the contest proceedings and logistics shall be deemed a

disciplinary offence and it shall be sanctioned in conformity with the provisions of the Law of National Education no. 1/2011 and of other legal acts, depending on the criminal nature of the deed.

This methodology has been developed in conformity with the Contest Framework Methodology to fill the vacant positions in academic education and research provided by G.O. 457/2011, with subsequent modifications and amendments, ratified by the BUES University Senate in its Meeting on 16 Nov 2011 and modified and amended in the BUES University Senate Meeting on 27 Jun 2012, 20 Mar 2013, 29 May 2013, 7 Oct 2015, 30 Mar 2016, 28 Sept 2016, 17 May 2017, 27 Sept 2017, 13 Dec 2017, 26 Sept 2018, 29 November 2018, 18 November 2020 and 21 September 2022.

President of the Senate of the BUES,
Professor Dumitru Miron, Ph. D.

Rector of the BUES,
Professor Nicolae Istudor, Ph. D.

Annex 2a

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization

**Performance Standards for the Position of
 Teaching Assistant for an Indefinite Period of Time**

Posted in the Official Gazette of Romania No. date

Candidate's Name Date of birth:
 Current position: Hire date:
 Name of Employer:

1. Bachelor's Degree

No.	Name of University and Faculty	Area of specialization	Date	Name of Degree
1.				

2. Master's Degree

No.	Name of University and of Master's Programme	Area of specialization	Date	Name of Degree
1.				

3. Ph.D. Degree

No	Name of Accredited University/Institution	Area of Specialization	Date	Name of Degree/Title
1.				

4. Postdoctoral Studies and Research Grants (stages of over six months)

No.	Country/Institution	Area of Specialization/ Research Domain	Date	Type of Grant
1.				

5. Academic Ranks and Professional Degrees

No.	University/Institution	Area of specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. *Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualificative.*

7. *Professional-scientific achievements.*

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university assistant, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

Date,

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization.....

Performance Standards for the Position of University Lecturer

Posted in the Official Gazette of Romania, No. date

Candidate's Name Date of Birth:

Current Position Hire Date:

Name of Employer:

1. Bachelor's Degree

No.	Name of University and Faculty	Area of Specialization	Date	Name of Degree
1.				

2. Master's Degree

No.	Name of University and of Master's Programme	Area of Specialization	Date	Name of Degree
1.				

3. Ph. D. Degree

Nr. crt.	Name of Accredited University/Institution	Area of Specialization	Date	Name of Degree/Title
1.				

4. Postdoctoral Studies and Research Grants (stages of six months and above)

No.	Country/Institution	Area of Specialization /Research Domain	Date	Type of Grant
1.				

5. Academic Ranks/Professional Degrees

No.	University/Institution	Area of Specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualitative.

7. Professional-scientific achievements.

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university lecturer, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

Date,

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization.....

Performance Standards for the Position of Assistant Professor

Posted in the Official Gazette of Romania No.....Date.....

Candidate's Name Date of Birth:

Current Position Hire Date:

Name of Employer:

1. Bachelor's degree

No.	Name of University and Faculty	Area of Specialization	Date	Name of Degree
1.				

2. Ph. D. Degree

No.	Name of Accredited University/Institution	Area of Specialization	Date	Name of Degree/Title
1.				

3. Postdoctoral Studies and Research Grants (stages of over six months)

No.	Country/Institution	Area of Specialization/ Research Domain	Date	Type of Grant
1.				

4. Accrediting/Empowerment Certificate

No.	Name of Institution	Domain	Date	Name of Title
1.				

5. Academic Ranks/Professional Degrees

No.	University/Institution	Area of specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualitative.

7. Professional-scientific achievements.

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university associate professor, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

Date,

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization.....

Performance Standards for the Position of University Professor

Posted in the Official Gazette of Romania no. date

Candidate's Name Date of Birth:
 Current Position Hire Date:
 Name of Employer:

1. Bachelor's Degree

No.	Name of University and Faculty	Area of specialization	Date	Name of Degree
1.				

2. Ph. D. Degree

No.	Accredited University/Institution	Area of specialization	Date	Name of Degree/Title
1.				

3. Postdoctoral Studies and Grants (stages of over six months)

No.	Country/Institution	Domain/Area of specialization	Date	Type of Grant
1.				

4. Accrediting/Empowerment certificate

No.	Institution	Domain	Date	Name of Title
1.				

5. Academic Ranks/Professional Degrees

No.	University/Institution	Area of Specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualitative.

7. Professional-scientific achievements.

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university professor, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

.....

Date