

**COMPETITION METHODOLOGY
FOR FILLING IN THE
VACANT TEACHING AND RESEARCH POSITIONS
AT THE ROMANIAN-AMERICAN UNIVERSITY**

Chapter I

General provisions

Art. 1

In the Romanian-American University, academic institution of education, private legal person of public utility, part of the national education system, *accredited by the law, the teaching and research vacancies are filled in by contest*, as per the provisions of the *Law no. 199/2023 of Higher Education, with subsequent amendments and completions*, and the *G.D. no. 1339/2023 on the approval of the Standard competition methodology for filling in the vacant teaching and research positions from the academic education system, with subsequent amendments*.

Art. 2

The competition methodology for filling in the vacant teaching and research positions from the Romanian-American University is prepared in compliance with the principles governing the academic education, as stipulated in the Law of Higher Education no. 199/2023 with subsequent amendments and completions and as per the legal provisions in force.

Art. 3

1. To fill in the vacant teaching and research positions from the Romanian-American University, *only people who meet the minimum and mandatory requirements to enroll into the competition for filling the teaching and research position from the University can candidate*. Such requirements have been passed under the Order of the Minister of Education as per art 156 and art.201 of the Law of Higher Education no. 199/2023 with subsequent amendments and completions, hereinafter referred to as national minimum standards.

2. This competition methodology for filling in the vacant teaching and research positions from the Romanian-American University, hereinafter referred to as *particular methodology*, stipulates the *minimum standards for filling in the teaching and research positions for the following teaching and research positions*, according to the law:

- a. Teaching assistant;
- b. Lecturer/academic chief of works;
- c. Associate professor;
- d. Professor;
- e. Research assistant;
- f. Scientific researcher;
- g. Scientific researcher, 3rd degree;
- h. Scientific researcher, 2nd degree;
- i. Scientific researcher, 1st degree;

3. The standards related to the positions indicated in paragraph (2) are minimal and mandatory requirements to enroll in the competition for filling in such positions and are hereinafter referred to as University standards.

4. The standards indicated in paragraph (2) are established by the Romanian-American University, as approved by the University Senate. The University standards cannot derogate from the national minimum standards defined in art (1) and passed by the Order of the Minister of Education, as per art 156 of the Law of Higher Education no. 199/2023 with subsequent amendments and completions. The University standards are superior or at least equal to the national minimum standards.

5. The Romanian-American University cannot establish, by means of its particular methodology or by means of other documents, to certify the fulfillment, by a candidate, of the national minimum standards, as indicated in

paragraph (1), by means of standards, criteria or indicators different from those stipulated by the national minimum standards passed by the Order of the Minister of Education, as per art. 156, of the Law of Higher Education no. 199/2023 with subsequent amendments and completions.

Art. 4

1. The announcement on the organization of the competition is to be published with at least 2 months in advance of the date of the first stage. The enrolment in the competition starts with the day of the publication in the Official Gazette of Romania, Part 3, of the position under competition and completes in 15 days before the first competition's stage.

2. The announcements are to be published as following:

- a. The announcements are to be posted in the special section of the main page of the Romanian- American University's website;
- b. The announcements are to be posted on a specialized website, administered by the Ministry of Education, specifically indicated by the Ministry's representatives;
- c. The announcements are to be published in the Official Gazette of Romania, Part 3.

3. The Romanian-American University and the Ministry of Education can announce the competitions by any additional means, including the publication in the mass-media, scientific and international publications, websites specialized in posting work ads and the like.

4. The competition's webpage is the webpage which directly shows the complete competition information from the specialized website, administered by the Ministry of Education.

5. The competition's webpage will indicate, within the deadline stipulated by paragraph (1), at least the following information:

- a. Description of the position in competition;
- b. Duties/activities related to such position, including the teaching hours and the type of activities included in the teaching hours, for teaching positions, respectively research positions;
- c. Minimum salary upon employment;
- d. Competition calendar;
- e. Competition disciplines, including lectures, courses and the like, or the disciplines from which the competition commission can select the disciplines for the actual trials;
- f. Description of the competition procedures;
- g. Complete list of documents that the candidates must include in their competition files;
- h. Address where the competition file must be registered;
- i. The announcements regarding the positions of associate professor, professor, scientific researcher of 2nd degree and scientific researcher of 1st degree will also be published in English.

Art. 5

1. On the competition's webpage and on the Romanian-American University's webpage, the following information will be published, in maximum 5 work days from the end of the period established for enrolment in the contest, observing personal data privacy policies, according to the Regulations no. 679 from April, 27, 2016 regarding the protection of natural persons against personal data processing and the free circulation of such data, as well as the repeal of Directive 95/46/CE (general Provisions on data protection), for each of the candidates enrolled:

- a. Curriculum vitae;
- b. The record for the verification of the compliance with the standards;
- c. Full list of publications

2. The same data is uploaded by the University on the competition's webpage, administered by the Ministry of Education.

Art. 6

1. The competition for filling in the vacant teaching and research positions from the Romanian-American University is public.
2. The competition can be attended by any persons who meet the legal requirements, without discrimination and according to the law.
3. The competition methodology cannot stipulate discriminatory provisions concerning the sex, ethnicity, social origin, citizenship, religion or faith, disabilities, political opinions, social or economic status.
4. The competition methodology cannot refer to seniority and cannot stipulate provisions that would disadvantage the candidates from outside the institution or outside the country.
5. The description of the position in competition will be comprehensive and will observe the actual needs of the Romanian-American University.

Art. 7

1. This methodology provides that the competition procedure includes, according to the law, the following people:
 - a. People involved in the decision-making process as regards the appointment of the competition commission;
 - b. Members or deputy members of the competition commission;
 - c. People involved in decisions concerning the professional or administrative evaluation during the competition;
 - d. People involved in the settlement of claims.
2. The following people cannot be involved in the competition procedure:
 - a. They are spouses, relatives and relatives up to the 3rd degree, inclusively, who are related to one or more candidates;
 - b. They work in the same institution with a candidate who holds a management position and are subordinated hierarchically to such candidate;

Art. 8

1. If a candidate wins a competition and, thus, one or several persons from the Romanian-American University find themselves in an incompatible situation as per art 170, paragraph (5) of the Law of Higher Education no. 199/2023, with subsequent amendments and completions, the appointment and the award of the academic title or of the professional research-development degree are to be made only after the settlement of such incompatible situation(s).
2. The settlement of such incompatible situations is to be communicated to the Ministry of Education, in two work days from settlement.

Chapter II

Organization and development of the competition for filling in the teaching and research position

Art. 9

The vacant teaching and research positions in the Romanian-American University are filled in for an indefinite period of time only by means of public competition, organized as per the provisions of this methodology, the Standard competition methodology for filling in the vacant teaching and research positions from the academic institutions, passed by the G.D. no. 1339/2023, and in compliance with the provisions of the Law of Higher Education no. 199/2023 with subsequent amendments and completions.

Art. 10

1. The Romanian-American University can organize competitions for filling in teaching and research positions only if such positions are vacant.
2. A position is considered vacant if it is stipulated as such in the position chart, prepared yearly, or if it becomes vacant during an academic year.
3. A position becomes vacant as follows:
 - a. Termination of the labor contract according to the law;
 - b. The person filling in the position is transferred to another position from the University, following winning a competition.
4. Teaching and research positions cannot enter a competition following the transformation of an occupied position into a position of superior rank.

Art. 11

1. The Romanian-American University can organize a competition to fill in, for an indefinite period, a teaching or research position only after the publication by the Ministry of Education of the position in competition, in the Official Gazette of Romania, Part 3.
2. For the purpose of publication in the Official Gazette of Romania, Part 3, the Romanian-American University will send to the Ministry of Education, the following documents:
 - a. List of the positions to enter the competition and their structure, signed and stamped by the University Rector;
 - b. The excerpt of the position chart containing the positions in competition, signed by the Rector, dean and the department manager or the manager of the doctoral school.
 - c. In case of teaching positions, the affidavit of the University Rector, who certifies that all the teaching positions to enter the competition include only disciplines from the curricula of the majors/study programs which are lawfully established, inclusively as form of education and place of fulfillment;
 - d. The competition methodology for filling in the teaching and research positions from the Romanian-American University, approved by the University Senate.
3. The notification towards the Ministry of Education of the publication in the Official Gazette of Romania, Part 3, of the position to enter the competition will be mandatorily sent in the first 30 calendar days from the beginning of each academic semester.
4. The Ministry of Education will check the structure of the positions compared to the legal provisions in force.
5. The commencement of the competition procedures can start only after the publication in the Official Gazette of Romania, Part 3.
6. The competition's organization proposal for a vacant position in the Romanian-American University is made by the department manager or the manager of the doctoral school where the position is assigned, based on a report approved by the Department Council or the council of the doctoral school and the school's council.
7. The list of the positions proposed to enter the contest is advised by the School Council, approved by the Dean and forwarded to the Administration Board of the Romanian-American University for approval, as per art 139 letter (d) of the Law of Higher Education no. 199/2023 with subsequent amendments and completions.
8. The announcements on the vacant education and research positions to enter contests from the Romanian-American University are published, as well, on:
 - a. A visible spot on the main page of the university website;
 - b. A specialized website, administered by the Ministry of Education, called the webpage of the competitions

for filling up higher education teaching and research vacant positions

9. On the platform administered by the Ministry of Education, called the webpage of the competitions for filling up higher education teaching and research vacant positions in the Romanian-American University, the following information will be published:

- a) a brief description of the vacant position to enter the contest
- b) the academic workload and the type of activities included in the workload, in the case of teaching positions, respectively the research workload, in the case of research positions; other duties specific to the position to enter the contest;
- c) the minimum basic salary corresponding to the position to enter the contest;
- d) the competition calendar;
- e) the topics of the competition tests, including that of the lectures, courses and such, or the themes out of which the competition committee may choose the actual topics of the tests;
- f) the description of the competition procedure;
- g) the full list of the documents that the candidates must include in the competition file;
- h) the address where the competition file must be sent.

10. The announcements on the positions of Associate Professor, Professor, Scientific researcher, 2nd degree and Scientific researcher, 1st degree will be published in English as well.

Art. 12

1. The requirements for enrolling the competition for a teaching position in the Romanian-American University are those indicated in this article, according to the law.
2. For the position of **teaching assistant**, the following are required cumulatively:
 - a. Ph.D. diploma in the field of the position in competition, case in which the contract is concluded for an indefinite period, or being enrolled in a Ph.D study program in the field of the position in competition, without surpassing the maximum duration of the studies that includes admissible extension periods, according to the law, in which case the contract is concluded for a fixed period, until the doctoral degree is obtained. If the doctoral assistant does not obtain the doctoral degree within the maximum period of study, which includes the admissible extensions, according to the law, the employment contract terminates;
 - b. To meet the standards specific to the position of teaching assistant, as stipulated in the score grid (an annex to this methodology), approved by the University Senate, without imposing any seniority conditions, according to the law. These standards represent a criterion of evaluation of universities as per art. 229, paragraph 1, of the Law of Higher Education no. 199/2023, with subsequent amendments and completions;
3. For the position of **lecturer/chief of works**, the following are required *cumulatively*:
 - a. Ph.D. diploma in the field of the position in competition;
 - b. To meet the standards specific to the position of lecturer/chief of works, as stipulated in the score grid (an annex to this methodology), approved by the University Senate, without imposing any seniority conditions, according to the law. These standards represent a criterion of evaluation of universities as per art. 229, paragraph 1, of the Law of Higher Education no. 199/2023, with subsequent amendments and completions;
4. For the position of **associate professor**, the following are required *cumulatively*:
 - a. Ph.D. diploma in the field of the position in competition;
 - b. To meet the minimum national standards specific to the position of associate professor, as approved by art. 156 of the Law of Higher Education no. 199/2023, with subsequent amendments and completions;
 - c. To meet the minimum standards specific to the position of associate professor, as stipulated in the score grid (an annex to this methodology), approved by the University Senate, without imposing any seniority

conditions, according to the law. These standards need to be equal or superior to the minimum national standards approved by Order of the Ministry of Education, according to art. 156 of the Law of Higher Education no. 199/2023, with subsequent amendments and completions.

5. For the position of **professor**, the following are required *cumulatively*:

- a. Ph.D. diploma in the field of the position in competition;
- b. Habilitation certificate in the field of the position in competition or the position of a Ph.D. coordinator;
- c. To meet the minimum national standards specific to the position of professor, as approved by art. 156 of the Law of Higher Education no. 199/2023, with subsequent amendments and completions;
- d. To meet the minimum standards specific to the position of professor, as stipulated in the score grid (an annex to this methodology), approved by the University Senate, without imposing any seniority conditions, according to the law. These standards need to be equal or superior to the minimum national standards approved by Order of the Ministry of Education, according to art. 156 of the Law of Higher Education no. 199/2023, with subsequent amendments and completions.

Art. 13

To enter the competition for a research position, it is required to meet the conditions stipulated by Law no. 319/2003 on the Statute of the research-development personnel and by the Law of Higher Education no. 199/2023, with subsequent amendments and completions, as follows:

- a. For positions on indefinite period, the Ph.D. diploma as per art 202, paragraph (1) of the Law of Higher Education no. 199/2023, with subsequent amendments and completions;
- b. To meet the minimum national standards specific to research positions, as stipulated in the annex to this methodology, as per art 3.

Art. 14

1. To enter the competition for a teaching and research position in the Romanian-American University, the candidate will prepare a ***candidature file***, containing the following documents as per the law:

- a. ***The competition application*** (institutional form), with the candidate's handwritten signature;
- b. ***The affidavit*** (institutional form), with the candidate's handwritten signature, on the accuracy of the data and information from the file and the originality of the scientific and research activity, as per the law;
- c. ***The proposal regarding the development of the academic career*** of the candidate from teaching perspective, for teaching positions, and from the perspective of the research activities. The proposal will be prepared by the candidate, on maximum 10 pages, typed as per the requirements indicated in the annex to this methodology and represents one of the main criteria of candidates' classification;
- d. ***Curriculum vitae*** of the candidate, written in Romanian and filed in *printed format* (institutional form), with the signature on each page and in *electronic format* (DVD/flashcard inscribed with the name and surname of the candidate and the teaching/research position in competition);
- e. ***The list of the scientific works*** of the candidates in *printed format* (institutional form), with the signature on each page and in *electronic format* (DVD inscribed with the name and surname of the candidate and the teaching/research position in competition);
- f. ***The report for the verification of University standards' fulfillment*** in order to enter the competition. The report, specific to the position in competition, will be filled in and signed by the candidate on each page.
- g. ***The documents regarding the possession of the Ph.D. diploma***: true copy of the PhD. diploma and, if the original Ph.D. diploma is not recognized in Romania, the true copy of the recognizance certificate or an equivalent of the said, according to the law;

- h. **The summary, in Romanian and in a language of international circulation, of the Ph.D. thesis and/or, as necessary, of the habilitation thesis**, on a page for each language, signed by the candidate;
 - i. **The affidavit** (institutional form) of the candidate, signed by hand, indicating the situations of incompatibility, as stipulated by the Law of Higher Education no. 199/2023, with subsequent amendments and completions, likely to occur if the candidate wins the competition or the lack of such incompatible situations (annex);
 - j. For the specific case of the position of professor, **true copy of the habilitation certificate**;
 - k. **Copies of other diplomas** indicating the candidate's studies; the copies are to be signed by the candidate, with a view to be certified, and are to bear the citation "According to the original" written by hand;
 - l. **Copy of the identity card** or, if the candidate does not have an identity card, copy of the passport or of any other identity document issued for purposes similar to those of the identity cards or passports;
 - m. If the candidate has changed his/her names, copies of the documents indicating the change of the name - **marriage license or proof of the name's change**.
 - n. **Maximum 10 publications, patents or other works of the candidate**, in printed and electronic format (DVD/flashcard inscribed with the name and surname of the candidate and the teaching/research position in competition), as selected by the candidate and considered the most relevant for his/her professional accomplishments;
 - o. **3 recommendation letters**, according to art. 13, paragraphs 1 and 2 of the G.D. no. 1339/2023 regarding the Competition Methodology for filling in higher education vacant teaching and research positions, valid for every one of the candidates to the positions of Associate Professor/ Scientific researcher, 2nd degree, respectively Professor/ Scientific researcher, 1st degree;
 - p. **criminal record certificate**;
 - q. **behavioral integrity certificate**;
 - r. **medical certificate**, in the form of a specific form adopted by joint Order of the Ministry of Education and Ministry of Health;
 - s. **medical opinion** on carrying out the didactic profession, issued according to the joint Order of the Ministry of Education and Ministry of Health;
 - t. **Other documents** that prove the fulfillment of the minimum standards of evaluation.
2. If one of the candidate's works is not available in electronic format, the candidate will submit the original, for compliance purposes, when the file is registered.

Art. 15

The candidate's **curriculum vitae** (institutional form) must include, according to the law, information concerning the following:

- a. Studies graduated and diplomas obtained;
- b. Professional experience and relevant employments;
- c. Research-development projects conducted by the candidate as project manager/ partner in charge with the project/ member and the grants obtained, if such exist, indicating, for each, the funding source, the funding volume and the main resulting publications or patents;
- d. Awards, affiliations or other elements for the recognizance of candidate's scientific contributions;

Art. 16

The candidate's complete **list of scientific publications** will be structured, according to the law, as follows:

- a. The list of the maximum 10 works considered the most relevant for their professional accomplishments. They will be filed in printed and electronic formats and can also be found in the other classes of works

indicated hereby. For the professor position, the list of works will also indicate which of the works are prepared after obtaining the habilitation certificate;

- b. The Ph.D. thesis/theses; For the position of professor the habilitation thesis
- c. Patents and other titles of industrial property, as the case may be;
- d. Books and chapters in books;
- e. Articles/studies in extenso, published in the magazines from the main international scientific flow;
- f. Other scientific works and contributions considered relevant by the candidate;

Art. 17

1. The candidates to the positions of associate professor or scientific researcher of 2nd degree must include in their competition file **at least three names and contact addresses** of personalities of the said field, **from Romania or abroad**, who are not members of the Romanian-American University and who have accepted to write **recommendation letters** concerning the candidate's professional skills.

2. The candidates to the positions of professor or scientific researcher of 1st degree must include in their competition file **at least three names and contact addresses** of personalities of the said field, **from abroad**, from academic and research institutions and who have accepted to write **recommendation letters** concerning the candidate's professional skills.

3. As exception, according to the law, for Romanian specific scientific fields, the recommendation letters, for candidates to positions of professors or scientific researcher of 1st degree, can also be from personalities of the said Romanian field, who are not members of the academic institution where the position enters the competition.

4. The Romanian specific scientific fields are decided by means of the Order of the Minister of Education.

Art. 18

1. **The competition** file is prepared by the candidate and **submitted** to the Head of the Human Resources Department of the Romanian-American University, at the address indicated on the institution's webpage, in the dedicated section for faculty positions competition, directly or through postal or courier services that confirm receipt.

2. Upon the receipt/submission of the candidate file, the manager of the Head of the Human Resources Department of the Romanian-American University will record the competition application.

3. Each competition file will be subject to the lawfulness approval procedure by the Legal Office.

4. In order to get the lawfulness endorsement, each file must include the results of the verification of the information contained in the verification sheet as indicated in art 14 (1) lit.f). This result is established by a Control Commission, appointed by the decision of the Rector, at the proposal of the Board of Directors.

5. Within 24 hours as of the end of the competition registration period, the Head of the Head of the Human Resources Department within the Romanian-American University sends the files to the Control Commission, with a delivery-reception report drafted in two copies, one for each party.

6. Within maximum 24 hours, the Control Commission makes a decision on the results of the verification of information contained in the candidates' checking sheets and sends the file to the Head of the Head of the Human Resources Department, with a delivery-reception report drafted in two copies, one for each party.

7. Within 24 hours, the Head of the Head of the Human Resources Department within the Romanian-American University sends the candidates' files to the Legal Office with a delivery-reception report drafted in two copies, one for each party, in order to received the legal notice.

8. The Legal Office checks a candidate's compliance with the requirements for accessing the competition, under the decision stipulated at paragraph (6) and other documents necessary for registration in the competition. The notice of the Legal Office and the resolution of the scientific committee are communicated to the candidate within

maximum 48 hours as of the issuance thereof, but at least 5 business days prior to the first competition exam.

9. Candidates who meet the legal requirements to access the competition will be invited by the Head of the Human Resources Department within the Romanian-American University to sit for the competition exams (by phone and information on the web page, in the dedicated section).

10. The Head of the Head of the Human Resources Department within the Romanian-American University must inform (by phone and through information on the web page, in the dedicated section) the candidates whose files did not receive the legal notice.

11. The files that obtained the legal notice are sent to the members of the competition committee starting with the date when the legal notice has been received, but no later than 5 business days prior to the first competition exam.

Art. 19

1. The **competition commission** assesses the candidate according to the law as follows:

- a. The relevance and impact of the candidate's scientific results;
- b. The candidate's ability to conduct students or junior researchers;
- c. The candidate's teaching skills;
- d. The candidate's capacity to transfer his/her knowledge and results to the social or economic environment or to popularize their own scientific results;
- e. The candidate's capacity to work in teams and the efficiency of his/her scientific collaborations, depending on the candidate's field particularities;
- f. The candidate's capacity to conduct research-development projects;
- g. The candidate's professional experience in other institutions, except for the Romanian-American University

2. The contest commission is required to verify and state the fulfillment by the candidate, from the point of view of the didactic and scientific relevance, of the national minimum standards.

Art. 20

1. The candidate's **professional skills** are to be assessed by the competition commission based on the competition file and, additionally, based on **two trials**, respectively a **public lecture** and a **course**, for the positions of lecturer/chief of works, associate professor and professor and a **public lecture** and a **seminar/laboratory** for the position of teaching assistant.

2. **The public lecture** will take 45 minutes when the candidate will present the most significant previous professional accomplishments and the plan for his/her academic career's development. This trial will mandatory include a session of questions from the commission and the public. The candidate's scientific activity, the questions of the commission and the public and the candidate's answers will be indicated in the assessment report (institutional form). The Romanian-American University will post, on its webpage, on the section designated to the competition, the place, time and day of the public lecture.

3. The Romanian-American University will post, on its webpage, on the section designated to the competition, the place, time and day of the competition and the topic approached by the candidate during the competition for the teaching position of lecturer/chief of works, associate professor and professor, with at least 5 work days in advance The scientific and methodical- teaching activity of the candidate, the commission's questions and the candidate's answers will be indicated in the assessment report.

4. The Romanian-American University will post, on its webpage, on the section designated to the competition, the place, time and day of the seminar/laboratory and the topic approached by the candidate during the competition for the position of the teaching assistant, with at least 5 work days in advance. The scientific and methodical- teaching activity of the candidate, the commission's questions and the candidate's answers will be indicated in the assessment report

5. Failure to attend one of the trials leads to the failure of the competition.

6. The minimum standard for passing the contest is the attainment of the score for the specific position, as provisioned in the annexes of the current methodology.

7. The candidates' hierarchy is to be set according to the total score they get, in accordance to the evaluation by the specialty commission.

8. The candidates for a foreign language-taught position (all the subjects in the job description or at least one of them) are to make their presentation in the specific language.

Art. 21

1. The membership of the competition commission will be announced following the publication of the competition, for each position in competition.

2. The competition commission can also include a deputy member.

3. The Department Council or the doctoral school where the position is assigned will propose the members of the competition commission.

4. Based on the proposal indicated in paragraph (3), the school dean requires the approval of the School Council regarding the members of the contest committee.

5. The name of the commission's members, as approved by the School Council, will be sent to the University Senate for endorsement.

6. Following the endorsement of the University Senate, the competition commission is appointed based on the University's Rector.

7. In two work days following the decision of the University Rector, such decision will be sent to the Ministry of Education and the name of the commission's members will be published on the webpage of the Romanian-American University, in the competition designated section. For the positions of associate professor, professor, scientific researcher of 1st or 2nd degree, the names of the commission's members will be published in the Official Gazette of Romania, Part 3.

Art. 22

1. The competition commission consists of 5 members, including its president, specialists in the field of the position in competition or in related fields, having a superior or equal teaching or research position to the position in competition, and for the foreign members to meet the university standards for the position in competition.

2. If one of the members is not available to participate in the commission's works, such member will be replaced by the deputy member, appointed as per the same procedures as the commission members.

3. The decisions of the competition commission are made by the secret vote of its members. A decision of the commission is valid if it has the vote of at least 3 members of the commission. If the decision is not validated, the arbitrage will be employed and the manager of the department/doctoral school, where the position is assigned, will analyze the competition documents and will hear the scientific arguments of each member of the commission if the said is not member of the competition commission. The decision of the manager of the department/doctoral school is final. If the manager of the department/doctoral school, where the position is assigned, is part of the commission, the competition documents and the hearing of the scientific arguments of each member of the commission will be performed by the vice-rector in charge with the teaching activity for the teaching positions, respectively in charge of the scientific research for the research positions. Their decision will be final.

4. The works of the competition commission are chaired by the commission's president.

5. The commission members can be from or from outside the Romanian-American University, from Romania or abroad.

6. To fill in a position of associate professor, professor, scientific researcher of 1st or 2nd degree, at least 3 members of the competition commission must be from outside the Romanian-American University, from accredited institutions of academic education and/or research, from Romania or abroad.

7. To fill in a position of teaching assistant, lecturer/chief of works, research assistant, scientific researcher, scientific researcher of 3rd degree, the competition commission will usually include full-time teaching personnel of the Romanian-American University specialized in the field of the position in competition or in related fields and holding a superior or equal position.

8. The members of the competition commission must have a teaching or research degree superior or equal to the position in competition and the foreign members must meet the standards of the University related to the position in competition, as indicated in art 3, paragraph (2).

9. For the exclusive purpose of participation in the competition commission, the validation of the teaching or research positions of the foreign members with the teaching or research titles from Romania will be approved by the Senate of the Romanian-American University.

10. The president of the competition commission can be as follows:

- a. The manager of the department/doctoral school where the position is assigned;
- b. The dean or pro-dean of the school where the position is assigned;
- c. Full time teaching personnel specialized in the field of the position in competition or in related fields,

delegated for such activity with the vote of the Department Council, and of the School Council that organizes the competition.

- d. A member of the Council of the Department, of the Council of the School or the Senate, delegated for that purpose with the vote of that body.

Art. 23

1. In order to establish the composition of the appeal boards, the same procedure is followed as for establishing the composition of the contest commission.
2. The members of the contest commission cannot be part of the appeal board.
3. After the University Senate approval, the Board of Appeal will be named through Rector's decision.

Art. 24

1. The competitions will be held in maximum 45 days from the completion of the registration period.
2. The competition consists of the evaluation of the scientific activities and the methodical-teaching skills for the teaching positions.
3. For each position, the competition commission will decide the hierarchy of the candidates and will nominate the candidate who scores the best results.
4. The president of the competition commission will draft a **report of the competition** (institutional form) based on the assessment report (institutional form) drafted by each member of the competition commission and in compliance with the candidate hierarchy decided by the commission.
5. The competition report will be approved based on the decision of the competition commission and will be signed by each of the members of the commission and by the president of the commission.
6. The School Council will analyze the compliance with the procedures set by the particular methodology of the Romanian-American University and will endorse or not the competition. The candidates' hierarchy decided by the competition commission cannot be altered by the School Council. If the School Council endorses the report, it will be forwarded for approval to the Senate of the Romanian-American University.
7. If the School Council does not endorse the report, the arguments substantiating such decision will be indicated in writing and the document signed by the school's dean and the council president will be forwarded for approval to the University Senate.
8. The University Senate will analyze the compliance with the procedures indicated in this methodology and will approve or not the competition report. The candidates' hierarchy decided by the competition commission cannot be altered by the University Senate. If the University Senate approved the competition report, it will be considered valid and legal and the candidate(s) declared passed will be appointed as per the law.
9. If the University Senate does not approve the competition according to the stipulations indicated in paragraph (7), the teaching/research position in question will be considered vacant and a new competition will be organized, in compliance with this methodology and the legal provisions in force.

Art. 25

1. The appointment and the award of the related university title by the Romanian-American University, following the approval of the competition's result by the University Senate, will be made based on the decision of the Rector, starting with the semester following the competition.
2. For the teaching positions, the appointment and the award of the related university title and the competition report will be sent to the Ministry of Education and to the National Council for Titles, Diplomas and

Certificates, hereinafter referred to as CNATDCU, in 2 workdays from the issuance of the appointment decision.

Art. 26

1. The research positions are subject to the provisions of art. 22, paragraph 1 of the Government decision no. 1339/2023, as exception from the provisions of art. 18, paragraph (2) and art 16, paragraph (1).
2. As regards the competitions for filling in the vacant research positions of the Romanian-American University, the provisions stipulated by Law no. 319/2003 are met as follows:
 - a. Those indicated for the Scientific Council of the institution, by the School Council.
 - b. Those indicated for the university's administration board, by the University Senate;
 - c. Those indicated for the scientific secretary or the scientific manager of the university, by the department manager, the manager of the doctoral school, dean or vice-dean, as per this methodology.

Art. 27

The competition's result will be published on the institution's webpage, in the designated section, in two work days from its completion. The results of the competition will be uploaded on the electronic platform managed by the Ministry of Education.

Art. 28

1. According to the legal provisions in force, any claims can be filed exclusively for the non-compliance with the legal provisions.
2. If a candidate is in possession of elements indicating the infringement of the legal competition procedures, the candidate can file a claim in 3 workdays from the communication of the result. The claim will be made in writing, recorded with the University's registry, and settled by the Board of Appeal.

Chapter III

Final provisions

Art. 29

If the position in competition is not filled in, the competition can be resumed in full compliance with the competition procedure, during the following semester or the following academic year, according to the situation.

Art. 30

The enrolment in the competition for a teaching or research position, which is vacant in the Romanian-American University, confirms the full acceptance, by the candidates, of this methodology.

Art. 31

According to the legal provisions in force, the Romanian-American University will prepare yearly, until the 1st of September at the latest, a yearly institutional report regarding the organization, development and completion of the competitions for the teaching and research positions. The report will be sent, for notification purposes, to the Ministry of National Education and CNATDCU.

Art. 32

1. Failure to observe the provisions of this methodology by the responsible persons in the procedure for the organization and development of the competition for the teaching and research positions from the Romanian-American University represents disciplinary infringement and it is punished as per the provisions of Higher Education Law no. 199/2023 or according to any other legal provisions, depending on the deed's classification.

2. Admission to a teaching position is conditional upon the presentation of a medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health. The permits for practicing the profession are established by joint order of the Minister of Education and the Minister of Health.
3. A teaching position is conditioned by a periodic medical check-up. The periodicity and granting of approvals for the exercise of the profession are established by joint order of the Minister of Education and the Minister of Health, and the funds necessary for these controls are provided from the state budget.
4. The teaching staff who consider themselves wronged can request an expertise of the work capacity in the field of education.
5. In situations of professional incapacity of a psycho-behavioral nature of the staff employed in the Romanian-American University, teaching staff may request, upon notification of any factor involved in the educational process, and with the approval of the board of directors, a new complete medical examination.
6. Situations of professional incapacity of a psycho-behavioral nature are analyzed and established by a committee consisting of 3-5 members, medical specialists, established at the level of the university center on the basis of a protocol between the Ministry of Education and the Ministry of Health, which carries out the expertise of work capacity in the field of education.
7. Refusal of the teaching staff to attend the medical examination constitutes a disciplinary offense and may lead to the termination of the individual employment contract.

Art. 33

From the date of entry into force of this Methodology, all competitions for vacant teaching and research positions at the Romanian American University shall be conducted in accordance with its provisions.

This Methodology was approved by the Senate of the Romanian-American University in Bucharest, in its session of 25.10.2023 and updated in the meeting of 01.02.2024. On the date of entry into force of the present methodology, the provisions of the previously applied methodology are repealed.

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Rector,
Costel Negricea, PhD

University Senate President,