



UNIVERSITY
OF ORADEA

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

	Emitting Management Structure	Last Name, First Name	Signature	Date
Devised by	Vice-Rector (Academic Management)	Bendea Gabriel		10.03.2025
Verified	Dept. for Ensuring Quality	Bandici Livia		12.03.2025
Advised	Administration Council	Bungău Constantin		13.03.2025
Approved	Senate of University of Oradea	Căuș Vasile Aurel		27.03.2025
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1. PURPOSE OF METHODOLOGY

The methodology submitted here regulates in detail the organization and the in-progress aspects of public contests for tenure as regards vacant teaching and research positions within the Positions Rolls in the Departments of the University of Oradea.

2. REFERENCES

- The Higher Education Law no. 199/2023;
- H.G. no. 1339/2023 regarding the approval of the Framework Methodology for the contest to fill vacant teaching and research positions in higher education.

3. ABBREVIATIONS

- **UO** – University of Oradea
- **SUO** – The Senate of the University of Oradea
- **SD** – Senate's Decree/Decision
- **PMA** – Vice rector for Academic Management
- **CA** – University Administration Council
- **DE** – University Economic Department
- **SRU** – University Human Resources Office
- **CNATDCU** – National Council for the Validation of Titles, University Diplomas and Certificates

4. METHODOLOGY DESCRIPTION

4.1 General Aspects

Art. 1. (1) The filling of a vacant teaching or research position at the UO is conducted through a public contest. Employment for an indefinite period of time in a position of teaching or research is awarded to the applicant who has obtained the highest score in the public contest organised by the UO.

(2) Both Romanian citizens and foreign nationals are eligible to participate in the contest for a teaching or research position, with no discrimination, in accordance with the provisions of the law.

Art. 2. (1) The UO's specific procedure for appointing teaching and research positions, hereinafter referred to as "UO's own methodology", sets forth the minimum criteria for filling teaching and research vacancies in the UO, in line with the national qualification standards established by Article 156 of the Higher Education Law No. 199/2023, as amended.

(2) UO's own methodology may not include references to seniority and may not contain any discriminatory clauses against individuals from outside the institution or country, compared to individuals from within the institution or country.

(3) The qualification standards for teaching and research positions stipulated in Article 200 of the Higher Education Law No. 199/2023, including any later amendments and additions, represent the minimum and mandatory requirements needed to enter the contest for these positions.

(4) In addition to the baseline criteria established under Article 156 paragraph (1) subparagraph a, and paragraph (2) of the Higher Education Law No. 199/2023, including any later amendments and

additions, the UO has the authority to impose extra minimum requirements for participation in the competition.

(5) The UO is prohibited from determining through its own methodology or any other documents that a candidate meets the national minimum standards for the positions of associate professor and university professor, using standards, criteria or indicators other than those outlined in the national minimum standards, approved by order of the Minister of Education, in accordance with Article 156, paragraph (1), subparagraph a, , and paragraph (2) of the Higher Education Law No. 199/2023, including any later amendments and additions.

(6) The UO's own methodology includes provisions for managing appeals internally within the UO.

4.2. Minimum requirements for occupying teaching and research positions at the University of Oradea

Art. 3. (1) In the UO, the teaching positions include:

- a) Assistant Lecturer;
- b) University Lecturer/Senior Lecturer;
- c) Associate Professor;
- d) Professor.

(2) The UO announces all available positions along with the competition syllabus, at least two months prior to the competition. The announcement of positions open for competition shall be made at least on the UO's own website and on a specialised website managed by the Ministry of Education.

(3) It is not allowed for spouses, in-laws, and family members up to the third degree to simultaneously occupy roles in which one has direct managerial, supervisory, authoritative, or evaluative responsibilities over the other at any level within the UO.

(4) Infringement of the stipulations of paragraph. (2) and (3) shall lead to the invalidation of the competition and to the sanctioning of the guilty parties based on the provisions of the Framework Methodology and of this Methodology.

(5) The responsibility for appointing teaching positions, evaluating, motivating, providing ongoing training, and dismissing teaching and research personnel falls to the UO. This is carried out in accordance with current legislation, the Framework Methodology, this methodology, and the University Charter.

(6) Individuals who have a final conviction for an offense and have not been rehabilitated are not eligible to occupy a teaching position in higher education.

(7) Teaching staff in higher education are required to complete a university-level psycho-pedagogical training program specific to higher education, consisting of 30 ECTS/SECT transferable study credits, either before starting their position or within two years of commencement.

(8) As an exception to paragraph (7), graduates of a psycho-pedagogical training program equivalent to 60 ECTS/SECT transferable study credits are eligible to apply for a teaching position at the UO.

Art. 4 For the position of Assistant Lecturer, the following are cumulatively required:

- a) the candidate should hold a doctoral degree/diploma or be actively enrolled in a doctoral programme, ensuring that the total duration of study, including any legally allowed extensions, is not surpassed;
- b) the publication of at least 1 paper (article, study), *in extenso* in specialized journals or in volumes, *i.e.* proceedings of national or international scientific events, conferences;
 - For the fields of Visual Arts and Architecture and Urbanism (with the exception of The History and Theory of Art), a minimum of one achievement (in terms of scientific research) or participation is required in the following categories of events: personal exhibitions, group exhibitions, fashion runway shows, design projects, architecture projects, presented in a relevant context for the field at a national or international level.

- For the field of Music (for vocal artists only), a minimum of one achievement pertaining to the following categories: recitals or concerts as a solo artist/lead singer, participation as a member of a chamber music band with up to ten musicians, conductor, or solo artist with an orchestra abroad or nationally.
- c) other requirements, specific to each faculty/department/research centre, established by internal procedures, approved by the University Senate.
- (2) For the position of Lecturer, the following are cumulatively required:
- a) holding of a doctoral degree;
 - b) publication of at least 5 papers (articles, studies) *in extenso* in the field in specialized journals or in volumes, *i.e.* proceedings of national or international scientific events, conferences;
 - For the fields of Visual Arts and Architecture and Urbanism (with the exception of The History and Theory of Art), a minimum of 5 achievements (in terms of scientific research) or participations is required in the following categories of events: personal exhibitions, group exhibitions, fashion runway shows, design projects, architecture projects, presented in a relevant context for the field at a national or international level.
 - For the field of Music (for vocal artists only), a minimum of 5 achievements pertaining to the following categories: recitals or concerts as a solo artist/lead singer, participation as a member of a chamber music band with up to ten musicians, conductor, or solo artist with an orchestra abroad or nationally.
 - c) the elaboration, at the very least in digital format, of a specialized educational content for the students' use uploaded to the UO's e-learning platform (e.uoradea.ro) and relevant to the subject area of the position, or the publication of a textbook relevant to the field of the position;
 - d) other criteria specific for each faculty/department/research centre, established in the faculty's own procedures, approved by the UO University Senate, without enforcing conditions related to seniority, in accordance with legal requirements.
- (3) For the position of Associate Professor/Reader, the following are cumulatively required:
- a) holding of a doctoral degree;
 - b) the fulfilment of the national minimum standards for teaching positions, specific to the teaching position of associate professor, in accordance with Article 156 of the Higher Education Law No. 199/2023, including any later amendments and additions.
 - c) other criteria specific for each faculty/department/research centre, established in the faculty's own procedures, approved by the UO University Senate, without enforcing conditions related to seniority, in accordance with legal requirements.
- (4) For the position of Professor, the following are cumulatively required:
- a) holding of a doctoral degree;
 - b) holding of the habilitation certificate;
 - c) the fulfilment of the national minimum standards for teaching positions, specific to the teaching position of associate professor, in accordance with Article 156 of the Higher Education Law No. 199/2023, including any later amendments and additions.
 - d) other criteria specific for each faculty/department/research centre, established in the faculty's own procedures, approved by the UO University Senate, without enforcing conditions related to seniority, in accordance with legal requirements.
- (5) Within higher medical education, candidates vying for the role of assistant lecturer are required to possess at least the status of resident physician / resident dentist / resident pharmacist in the specialty of the disciplines of the position for which he/she is applying. This requirement does not

apply to positions in fields without an equivalent in the Ministry of Health system or in preclinical disciplines.

(6) Within higher medical education, candidates vying for the role of senior lecturer are required to possess the status of specialist physician / specialist dentist / resident pharmacist and candidates for the competition for the posts of associate professor or professor must also hold the title of primary doctor/primary dental / primary pharmacist in the specialty of the disciplines of the position for which he/she is applying. Exceptions are positions in disciplines that do not have a counterpart in the Ministry of Health network and in preclinical disciplines. This requirement does not apply to positions in fields without an equivalent in the Ministry of Health system or in preclinical disciplines.

(7) In the state and private confessional higher education institutions, candidates must obtain the approval of their respective denomination in order to be able to register for the contest to occupy a vacant position.

Art. 5. (1) In the University of Oradea (UO), the research positions are as follows;

- (a) research assistant;
- b) scientific researcher;
- c) scientific researcher grade III;
- d) scientific researcher grade II;
- e) first degree scientific researcher.

(2) The equivalence of research positions with teaching positions operates in both directions, only with the approval of the university senate, and is as follows:

- a) scientific researcher is equivalent to assistant lecturer, for persons holding a doctor's degree;
- b) scientific researcher grade III is equivalent to university lecturer/senior lecturer;
- c) scientific researcher grade II is equivalent to associate professor;
- d) first degree scientific researcher is equivalent to professor.

(3) Within the UO, in addition to other conditions established by law, the position of scientific research assistant can only be occupied by persons who are doctoral students or who hold a doctoral degree.

(4) Within the UO, in addition to other conditions established by law, the position of scientific researcher grade III, scientific researcher grade II, and first-degree scientific researcher can only be occupied by persons who hold a doctoral degree.

(5) The minimum conditions for registering in the competition for the occupation of a vacant research position are established by the UO, depending on the specifics of the position and in relation to the minimum national standards, approved according to art. 156 para. (2) from the Higher Education Law no. 199/2023, with subsequent amendments and additions, and according to the provisions of Law no. 319/2003 regarding the Statute of research and development personnel, with subsequent additions, as appropriate.

4.3. Organization and conduct of the competition for filling vacant teaching and research positions in higher education institutions

4.3.1. General Framework

Art. 6 - (1) The UO is permitted to organize a contest to fill a teaching or research position only when the position is officially unoccupied.

(2) A position is deemed unoccupied either if it is listed as such in the yearly staffing plan (i.e. job list) or becomes available during the school year.

(3) A position can become vacant through one of these methods:

- (a) the end of the employment contract as stipulated by law;

(b) the relocation of the current holder to a different role within the same institution, either through a competitive process or career advancement in teaching, in compliance with legal requirements.

(4) Positions for teaching and research cannot be made available for competition by upgrading an existing role to one of a higher rank.

Art. 7. (1) The University of Oradea may organize a contest to fill a teaching or research position only after the Ministry of Education has announced the vacancy in the Official Gazette of Romania, Part III..

(2) To have a vacancy listed in the Official Gazette of Romania, Part III, the UO must submit the following documents to the Ministry of Education:

(a) a list of vacant positions that are proposed for contest, signed by the Rector and stamped.

(b) the extract from the Staffing Plan containing the positions up for contest, signed by the Rector, the Dean, and the Head of Department or the Head of the Doctoral School.

(c) in the case of teaching positions, a sworn declaration by the Rector certifying that all the teaching positions proposed to be put out to tender have in their structure only disciplines from the curricula of the legally recognized specialisations/programmes of study, including the form of teaching and the venue;

(d) its own contest methodology.

(3) The submission to the Ministry of Education for announcing the competition positions in the Official Gazette of Romania, Part III, must be made within 30 working days from the start of each semester of the academic year.

(4) The Ministry of Education reviews the submitted documents and the configuration of the positions against current legal requirements, then sends them to the Official Gazette of Romania to announce the vacancies.

(5) The contest procedures can be only set into motion upon publication of the vacant position up for contest in the Official Gazette of Romania, Part III. Entry to the contest for a teaching or research position begins on the day of the publication of the announcement in the Official Gazette of Romania, Part III. Registration ends 15 calendar days before the deployment of the first contest.

(6) The proposal to organise a contest for an open position is made by the department head or the director of the doctoral school where the vacancy exists, through a report endorsed by both the departmental or doctoral school council and the faculty council.

(7) The list of positions to be filled through contest must receive the faculty council's endorsement, be ratified by the dean, and then be forwarded to the UO Administrative Council for final approval, as stipulated by Article 139 letter d) of the Higher Education Law No. 199/2023, with its amendments.

(8) Vacancy announcements for teaching and research roles will be made available in the following locations:

(a) prominently displayed on the UO website's homepage.

(b) on a dedicated website overseen by the Ministry of Education, known as the platform for the contest to fill open teaching and research positions in higher education.

(9) The Ministry of Education's platform, which is dedicated to listing teaching and research job openings, will publish the following information:

a) a detailed overview of the vacancy,

b) responsibilities and tasks associated with the position, including the teaching and research workload as well as the types of tasks encompassed by these workloads,

c) the starting salary level for the position upon hiring,

d) a schedule for the competition,

e) subjects for the competition, encompassing potential lecture topics, courses, or other activities, or themes from which the competition committee may select,

f) a description of the contest procedure,

- g) a comprehensive checklist of the documents required for the competition application,
 - h) the address to which the contest dossier should be sent.
- (10) Announcements related to the positions of Associate Professor and Professor, Senior Researcher II and Senior Researcher I will be also published in English.

Art. 8. (1) Within five business days following the closure of the application period, the UO website will disclose the following details for each candidate, ensuring the protection of personal data in line with Regulation (EU) 2016/679 by the European Parliament and of the Council concerning the protection of natural persons with respect to the processing of personal data and the free movement of such data, thereby repealing Directive 95/46/EC (General Data Protection Regulation):

- a) curriculum vitae;
- b) the verification sheet for meeting the minimum requirements and standards;
- c) complete list of works.

(2) The same data are uploaded by the UO and on the competition web page, managed by the Ministry of Education.

Art. 9. (1) The contests organized by the University of Oradea are open in terms of type of contest.

(2) The contest methodology cannot contain discriminatory provisions regarding candidates based on gender, ethnic or social origin, citizenship, religion or belief, disabilities, political opinions, social or economic condition.

(3) The job description for the position being advertised will be detailed and accurately reflect the actual requirements of the UO, ensuring it does not unduly restrict the pool of potential candidates.

Art. 10. - (1) Individuals involved in the competition procedure include those who:

- a) take part in selecting the competition committee;
- b) serve as members or alternate members of the competition committee;
- c) participate in making professional or administrative evaluations during the competition;
- d) assist in resolving appeals.

(2) Individuals who find themselves in any of the circumstances outlined in Art. 201 para. (4) of the Higher Education Law No. 199/2023, as amended and supplemented, are not permitted to participate in the competition process.

(3) Should a situation arise where, after a candidate has won a competition, one or more individuals from the UO are deemed incompatible as per the criteria outlined in Art. 3 paragraph (3) of this methodology, the appointment to the position and the conferment of the academic title or professional research-development rank by the UO can only proceed once the incompatibility issue(s) has been resolved. The resolution approach for the incompatibility must be reported to the Ministry of Education within two working days following its resolution.

4.3.2. Registration for the contest

Art. 11. (1) To apply for a teaching or research position, candidates must compile a dossier with documents outlined in Annex 2 of this methodology, including:

- a) A competition application form signed by the candidate, featuring a sworn statement about the accuracy of the information in the dossier (Annex 1);
- b) A career development proposal, from a teaching perspective for teaching roles and regarding scientific research activities, limited to 10 pages and crucial for evaluation;
- c) The candidate's curriculum vitae, signed by them (Europass format);
- d) A signed list of the candidate's publications;
- e) A checklist for meeting the minimum qualifications and standards (Annex 3), provided by the

faculty's procedure, aligned with national standards as specified in Art. 156 para. (1) letter a) and para. (2) of the Higher Education Law No. 199/2023, including amendments. This form must be filled out and signed by the candidate;

- f) Proof of a doctoral degree: a certified copy of the doctorate and, if obtained abroad, a certified copy of its recognition or equivalence certificate;
 - g) For professorship candidates, a copy of the minister's order confirming their qualification, or if obtained abroad, a certificate of recognition or equivalence by Romania;
 - h) Summaries of the doctoral thesis and, if applicable, the habilitation thesis in Romanian and an internationally recognized language, up to one page for each;
 - i) A declaration of potential conflicts of interest as outlined in the Higher Education Law No. 199/2023, including amendments, or a statement of absence of such conflicts;
 - j) For situations described in Art. 4 paras. (5) and (6) of this methodology, certified copies of relevant medical qualifications;
 - k) Copies of other educational certificates (high school diploma, bachelor's, master's degrees); l) Copies of diploma supplements, transcripts, or academic records for each completed cycle of studies;
 - m) A copy of an ID card, or if unavailable, a passport or other equivalent identification document;
 - n) If applicable, documents verifying a name change, such as a marriage certificate or legal name change proof;
 - o) Up to 10 selected works, patents, or publications in electronic format, deemed most relevant by the candidate;
 - p) For positions as a university lecturer/scientific researcher grade II or university professor/scientific researcher grade I: three recommendation letters as per Art. 13 of this methodology;
 - q) A criminal background check certificate;
 - r) A certificate of behavioral integrity;
 - s) A medical certificate on a form issued by joint order of the Minister of Education and the Minister of Health;
 - t) A specific medical certificate for the teaching profession, issued following the joint order of the Minister of Education and the Minister of Health;
 - u) Consent for the UO to process personal data.
- (2) The curriculum vitae of the candidate should detail:
- a) Academic achievements and degrees earned;
 - b) information about professional experience and relevant jobs previously held;
 - c) Leadership roles in research and development projects or grants, if any, including funding sources, amount of funding, and key publications or patents as outcomes;
 - d) Recognition received, such as awards, for scientific contributions.
- (3) UO faculties will specify, within their own contest procedure, the regulations that apply to the candidate's works that are not available in digital format.
- (4) All documents mentioned in paragraph (1) must be submitted in both hard copy and digital form, with the entire content digitized. The list of publications, curriculum vitae, and compliance checklist should be digitized into separate files, collectively not exceeding 10 MB. Personal information (photos, personal identification numbers, home addresses, signatures, etc.) should not be included in the scanned files. (
- (5) The candidate is responsible for assembling their contest dossier, which must be delivered to the specified address of the higher education institution listed on the contest website, either directly or via courier services that provide delivery confirmation. The dossier should be distributed to the contest committee members after the deadline for submission has passed but no later than five working days before the contest's first test.

Art. 12. The contest dossier will include the candidate's works, articles/studies, and publications pertinent to the subject area of the position. The inventory of these documents will be organized in the following manner:

- a) a list of a maximum of 10 works considered by the candidate to be the most relevant to the subject area of the post for which he/she is applying;
- b) the doctoral thesis or theses;
- c) patents and other industrial property rights;
- d) books and chapters in books;
- e) articles/studies in extenso, published in journals in the main international scientific stream;
- f) publications in extenso, published in proceedings of major international scientific conferences;
- g) other scientific works and contributions or, where appropriate, in the field of artistic creation.

Art.13 - (1) Candidates for the posts of Associate Professor or Research Scientist Grade II must include in the contest dossier at least three letters of recommendation, regarding the professional qualities of the candidate, from personalities in the respective field, from the country (outside the UO) or from abroad.

(2) Candidates for the posts of professor or research scientist grade I must include in their application at least three letters of recommendation, relating to the candidate's professional qualities, from personalities in the field concerned from abroad.

(3) In the case of scientific fields with Romanian specificity, the letters of recommendation for candidates for the posts of university professor or scientific researcher grade I may also come from personalities in the respective field from Romania, from outside the UO.

Art. 14. - (1) The fulfilment by a candidate of the legal conditions to participate in the contest is certified by the legal department of the UO.

(2) This legal assessment is made by the designated department, after the resolution of the scientific committee on the verification of the information in the verification sheet on the fulfilment of minimum requirements and standards, provided for in Art. 11 para. (1) letter e) of this methodology. The Scientific Committee is appointed by decision of the Rector, on the proposal of the UO Administrative Board.

(3) The legal assessment and the resolution of the scientific committee shall be communicated to the candidate no later than 48 hours after its issue, but at least 5 working days before the first round of the competition.

4.3.3. Conduct of the contest

Art. 15 - (1) Contests shall be held no later than 45 days after the end of the registration period.

(2) The contest consists of the evaluation of the scientific work and teaching skills of the candidates for the teaching positions and the evaluation of the scientific work and research skills of the candidates for the research positions.

Art. 16 - (1) Candidates who meet the legal requirements for the competition and have received a favourable legal assessment will be invited by the UO to sit the competition tests. The date, time and place of the competition tests are announced on the UO website.

(2) The contest committee evaluates the candidate in the light of the following criteria:

- a) the relevance and impact of the candidate's scientific achievements in relation to the field of disciplines of the post for which he/she is applying;
- b) the candidate's ability to mentor students or young researchers;
- c) the candidate's teaching skills, in the case of teaching positions;

- d) the candidate's ability to transfer his/her knowledge and results to the economic or social environment or to popularise his/her own scientific results;
 - e) the candidate's ability to work in a team and the effectiveness of his/her scientific collaborations, depending on the specificities of the candidate's field;
 - f) the candidate's ability to conduct research and development projects;
 - g) the candidate's professional experience in institutions other than UO.
- (3) When the vacancy is for the position of assistant lecturer/senior lecturer/ university lecturer, the contest committee has the obligation to verify and ascertain compliance with the educational and scientific standards specific to the role, as endorsed by the university senate and in accordance with the law.
- (4) When the vacancy is for the position of associate professor/professor, the contest committee is required to verify and establish that the candidate meets the minimum standards and additional requirements in terms of teaching and scientific relevance. The minimum standards and additional requirements may not deviate from the national minimum standards set forth in Article 156 paragraph (1), letter a) of the Higher Education Law No. 199/2023, with its amendments.
- (5) In the case of a research post, the competition committee shall verify and ascertain that the candidate meets the national minimum standards for the award of professional research and development degrees approved according to Art. 156 para. (2) of the Higher Education Law No. 199/2023, with its amendments.
- (6) The criteria referred to in para. (2) shall be evaluated on the basis of the contest dossier and, if necessary, additionally through one or more competition tests, which may include, according to the provisions of the faculty's own procedure: lectures, holding a course, seminar, etc.
- (7) For the posts of assistant lecturer, the competition will include a written test and/or a practical test (seminar, laboratory, project or other specific to the field). The subject of the practical test will be decided by the chair of the contest committee, in consultation with its members, and will be announced at least 3 working days before the test on the competition website, together with the date, time and venue of the competition, inviting all candidates to sit the tests.
- (8) In the case of vacancies for the positions of university lecturer/senior lecturer, associate professor, and professor, a mandatory part of the competition is a teaching demonstration. This segment should also allow for a period of questioning by the committee. The topic for the teaching demonstration is determined by the head of the contest committee after discussions with committee members. It is made public on the contest's website at least three working days before the examination, along with details of the date, time, and venue, encouraging all applicants to participate in the evaluation.
- f) the candidate's ability to manage research and development projects;
 - g) the candidate's professional experience in institutions other than UO.

4.3.4. Formation and Responsibilities of the Contest Committee

- Art. 17** - (1) The composition of the contest committee for each advertised position will be established following the competition announcement in the Official Gazette of Romania, Part III.
- (2) The committee will consist of 5 individuals, including the chair, all of whom are experts in the field relevant to the position or in closely associated areas.
- (3) Additionally, the committee will include at least two substitute members (with one being from outside the UO for professor or lecturer positions) to fill in if a regular member is unavailable, chosen through the same selection process as the original committee members.
- (4) Suggestions for the specific members of the competition committee are to be made by the Council of the department or doctoral school hosting the position.
- (5) Based on these suggestions, as outlined in paragraph (4), the dean will seek the faculty council's feedback on the proposed committee members.

(6) The list of committee members, along with the faculty council's feedback, will be forwarded to the university senate for endorsement. Upon the senate's approval, the rector will officially appoint the contest committee.

(7) The rector's decision, once made, will be communicated to the Ministry of Education and the composition of the committee will be posted on the competition website within two working days. For positions such as university lecturer, university professor, scientific researcher grade II, and scientific researcher grade I, the UO will also announce the committee's composition in the Official Gazette of Romania, Part III.

Art. 18 - (1) The contest committee's decisions are made through the open vote of its members. For a decision to be considered valid, it must garner the vote of at least three committee members.

(2) The chairperson of the contest committee oversees the committee's operations. ‘

(3) Committee members can be affiliated with the UO or external, from within the country or internationally.

(4) In the case of positions such as university lecturer, university professor, research scientist grade I, or research scientist grade II, a minimum of three committee members must be external to the UO, either domestically or internationally.

(5) Committee members are required to hold a teaching or research qualification that is equal to or higher than the level of the position being filled, or for international members, qualifications that meet the equivalent minimum standards.

(6) Exclusively for the purposes of serving on the contest committee, the academic or research qualifications of international members will be considered equivalent to domestic titles, subject to approval by the University Senate regarding the committee's composition.

(7) The chair of the contest committee can be:

(a) the head of the department or the doctoral school hosting the position;

(b) the dean or vice-dean of the faculty where the position is located;

(c) a tenured professor at the UO, an expert in the relevant field or a closely related area, nominated by the department or faculty council organizing the contest.

(8) A substitute chairperson, who may also act as a substitute committee member, will be designated alongside the appointment of the committee chairperson.

4.3.5. Competition results

Art. 19 - (1) Following the completion of the evaluation process, the contest committee shall establish, for each position, the ranking of the candidates and shall nominate the candidate with the best results.

(2) The chairman of the contest committee shall draw up a report on the competition (Annex 5) on the basis of the assessment reports (Annex 4) drawn up by each member of the contest committee and in accordance with the ranking of candidates decided by the committee.

(3) The contest report is signed by each member of the contest committee.

(4) The result of the contest shall be published on the competition website within 2 working days of the end of the competition.

(5) All competition materials, including the final report and individual assessments by committee members, are to be presented to the faculty dean. The dean is responsible for organizing a faculty council review, which requires a quorum of at least two-thirds of council members to officially confirm the competition results.

(6) The faculty council is tasked with verifying adherence to established procedures and providing feedback on the competition report from this perspective. Any dissenting or abstaining votes must be substantiated, with veto power granted if legal violations are demonstrated. The faculty council does not have the authority to alter the candidate rankings determined by the selection committee.

(7) Following the faculty council's decision, a summary of the council meeting minutes, alongside a signed attendance notice, will be compiled. These documents are incorporated into each candidate's dossier.

(8) The University Senate is responsible for evaluating procedural adherence as per the UO and respective faculties' methodologies, deciding to either endorse or reject the competition report. The candidate rankings as established by the competition committee remain unmodifiable by the University Senate.

4.3.6. Appeals Committee: Composition and Responsibilities

Art. 20 - (1) If a candidate has evidence that may demonstrate non-compliance with the evaluation procedure based on the criteria set out in Art. 16 para. (2) of this methodology and/ or breaches in the protocols for organizing and managing the contest, they are entitled to submit an appeal within three business days after the results have been disclosed.

(2) Appeals shall be made in writing, registered at the UO registry and submitted to the Appeals Committee for decision.

(3) The Appeals Committee will review the concerns outlined in the candidate's appeal, make a decision within two working days of its submission, and finalize the contest report (Annex 5). This decision will be published on the competition's website within two working days after the appeal is filed.

(4) The procedures and timing for forming the Appeals Committee mirror those used to establish the contest committee.

(5) Individuals serving on the contest committee are ineligible to serve on the Appeals Committee.

(6) The Appeals Committee is formally established through a decision by the Rector, following endorsement by the University Senate.

4.3.7. Appointment to the post

Art.21 - (1) Following the approval of the result of the competition by the University Senate, the Rector shall issue a decision for appointment to the post and award the corresponding university title to the successful candidate. This appointment will take effect from the semester subsequent to the one during which the competition took place.

(2) Decisions regarding the assignment of positions and conferral of academic titles on winners, along with a brief on the execution and management of the competitions at the UO, will be forwarded within five days of being made. This documentation is to be sent in digital form, along with a transmission note, to the National Commission for the Accreditation of University Degrees, Diplomas, and Certificates (CNATDCU) via the Ministry of Education's relevant department.

4.3.8. Organisation and Conduct of Competitions for Research Positions in Higher Education Institutions

Art. 22 - (1) As an exception to the rules set in Art. 15 para. (1) and Art. 17 para. (2) of this methodology, research positions will be governed by the stipulations of Law No. 319/2003, with its subsequent amendments.

(2) In organizing contests for research positions at the UO, the responsibilities outlined in Law No. 319/2003, as amended, will be allocated as follows:

- a) Tasks assigned to the scientific council of the institution will be undertaken by the faculty council;
- b) Functions allocated to the Board of Directors of the institution will be carried out by the University Senate;

- c) Obligations for the scientific secretary or scientific director of the unit will be fulfilled by the department head, head of the doctoral school, dean, or vice-dean, in line with their specific methodology.

4.4. Concluding and Interim Provisions

Art. 23 - Should a vacancy announced for competition remain unfilled, the contest can be reconducted, adhering fully to the established procedures, in the next semester or academic year, as deemed suitable.

Art. 24 - (1) The outcomes of the competition will be disclosed on the UO's website no later than two working days following the contest's conclusion. Additionally, these results will be posted on the digital platform overseen by the Ministry of Education.

(2) By no later than September 1st each year, the UO must compile a comprehensive electronic report detailing the organization, conduct, and outcomes of competitions for teaching and research positions. This report is to be forwarded to the CNATDCU for acknowledgment, via the Ministry of Education's dedicated department.

Art. 25 - (1) The heads of departments, faculty deans, and the rector hold responsibility to the university senate for ensuring the integrity and adherence to quality, ethical standards, and academic principles, as well as compliance with existing laws during the competitions.

(2) Upon identifying any discrepancies, the University Senate is authorized to impose penalties as defined within its regulations, which may include the removal of department heads and deans based on a substantiated recommendation from the Board of Directors, the Rector, or by its own accord.

(3) The Ministry of Education has the authority to enforce legal penalties for breaches of legal requirements in the hiring process for teaching and research roles, acting on an analysis conducted by the CNATDCU.

(4) Should legal proceedings uncover procedural violations in the competition for filling teaching and research vacancies at the UO, the competition will be declared null and must be reinitiated

Art. 26 - (1) The appointment to a teaching position is subject to 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 opinions required for the exercise of the profession are established by joint order of the Minister of Education and the Minister of Health, which shall be published in the Official Gazette of Romania, Part I.

2) Continuation in a teaching role is contingent upon regular health assessments. The frequency of these exams and the criteria for medical clearance are outlined in the directive mentioned in paragraph (1), with the necessary funding for these health evaluations provided by the national budget.

(3) Faculty members who dispute their medical evaluation have the right to seek a second opinion regarding their fitness for educational duties.

(4) In cases where staff exhibit psycho-behavioural issues affecting their professional capacity, the UO, upon request from any party involved in the educational process and by the directive of the Board of Directors, can mandate a comprehensive new medical review.

(5) Instances of psycho-behavioural unfitness are assessed by a 3–5-member medical specialist committee, formed at the university centre level under an agreement between the Ministry of Education and the Ministry of Health, which then conducts an evaluation of the individual's capability to function in the educational sector.

(6) Failure by teaching personnel to undergo the mandated medical evaluation is considered a breach of discipline and can result in the termination of their employment contract.

Art. 27 - (1) This methodology will be implemented starting from the second semester of the 2024-2025 academic year.

(2) Faculties within the UO are tasked with developing their specific procedures for appointing teaching and research staff, which should be approved by the Administrative Council and the UO Senate by the scheduled meetings in March 2025 at the latest.

(3) The procedures developed by each faculty for filling teaching and research vacancies must align with the guidelines of this methodology, ensuring that no standards are set below those stipulated herein.

Approved,
RECTOR,

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

**TO THE RECTOR
OF THE UNIVERSITY OF ORADEA,**

I, the undersigned..... born on (day, month, year)
..... in the city of....., domiciled in the city of....., street... .. no.
..... block..... sc..... ap..... floor.....county..... telephone....., identity
card series no. issued by on, graduate of the
Faculty,
study program, class, with the overall average and average
..... / in the bachelor's / master's final examination, employee of in the position of
....., please approve my application for the contest for the position of,
position, disciplines
.....
at the Department..... Faculty.....

I mention that I hold a doctoral degree/diploma obtained on (Order ME) in the field
of

**Being aware of the provisions of Article 326 of the New Penal Code concerning false statements, I
declare on my own responsibility that the information provided in the contest file is true and that the data
provided correspond entirely to the truth.**

Date

Signature.....

Note: Successful candidates will conclude a full-time employment contract with the University of Oradea for an
indefinite period of time.

**To
The University of Oradea**

We certify the legality of the application for the contest

LEGAL OFFICE

Date.....Signature.....

OPIS

CONTEST FILE
for vacant teaching and research positions

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____

Position _____ to _____ apply

for _____ Position _____

Disciplines _____

Department _____

Faculty _____

- 1.** In order to enter the contest for a teaching or research position, the candidate prepares a contest file containing the following documents:

No.	LIST OF DOCUMENTS	YES	NO
1.	Application form for the contest entry, signed by the candidate, accompanied by a statement on his/her own responsibility for the veracity of the information provided in the file. (<i>Annex 1</i>)		
2.	A proposal for the development of the academic career of the candidate, both in terms of teaching and scientific research		
3.	Curriculum vitae according to the Contest Methodology, Art. 11, paragraph (1) and (2)		
4.	The list of published works of the candidate according to the Contest Methodology, Art.12		
5.	Checklist for the verification of compliance with the minimum requirements and standards for occupying the position (<i>Annex 3</i>)		

6.	A copy of the PhD Diploma and, if the PhD Diploma was obtained abroad, the attestation of equivalence or recognition by the Romanian State – the original document will be presented for conformity		
7	For the position of University Professor, a copy of the ministerial decree to attest the habilitation title and, in the case of such a title obtained abroad, a copy of its attestation of equivalence or recognition by the Romanian State - the original document will be presented for conformity		
8.	Summary of PhD thesis or, where appropriate, of the habilitation thesis, in Romanian and in a language of international circulation, in maximum one page for each language		
9.	Declaration on the applicant's responsibility indicating the incompatibility situations provided by Higher Education Law Nr. 199/2023 in which he/she might find himself/herself in the case of winning the contest or the absence of such incompatibility situations (<i>Annex 6</i>)		
10.	For candidates applying for a post in higher medical education, a copy of the certificate (original documents must be presented for conformity) attesting to the possession of at least the title of: - resident physician/resident dentist/resident pharmacist in the specialty of the disciplines of the position for which he/she is applying - for the position of assistant lecturer; - specialist physician/specialist dentist/specialist pharmacist in the specialty of the disciplines of the position for which he/she is applying - for the position of senior lecturer; - primary physician/primary dentist/primary pharmacist in the specialty of the disciplines of the position for which he/she is applying - for the post of associate professor or university professor Exceptions are positions in disciplines that do not have a correspondence in the Ministry of Health network and those in preclinical disciplines.		
11.	Copies of other diplomas or certificates of recognition attesting to the candidate's studies: baccalaureate diploma, bachelor's degree, master's degree - original documents must be submitted for conformity		
12.	Copies of diploma supplements, transcripts or transcripts issued for each course of study - original documents must be submitted for conformity		
13.	A copy of the identity card or passport or other identity document issued for a purpose equivalent to the identity card or passport - original documents must be submitted for conformity		
14.	Copies of documents certifying the change of name if the candidate has changed his/her name: marriage certificate or proof of change of name - original documents must be submitted for conformity		
15.	A maximum of 10 publications, patents or other works of the candidate, selected by him/her and considered to be the most relevant for his/her professional achievements - in electronic format only		
16.	At least three letters of recommendation (according to the Framework Methodology, Art. 13) from personalities in the field of the post: - from abroad - for candidates for the position of university professor; - from the country (outside the UO) or from abroad - for candidates for the position of associate professor		
17.	Criminal record certificate		
18.	Certificate of behavioural integrity		
19.	Medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health		

20.	Medical opinion for the exercise of the teaching profession, issued in accordance with the provisions of the joint order of the Minister of Education and the Minister of Health		
21.	Acceptance of processing of personal data by the UO (<i>Annex 7</i>)		

2. If work is not available electronically or cannot be scanned (theatrical or musical performances, paintings etc.) recordings or photos will be submitted.
3. A CD /DVD/memory stick or other electronic media will be attached to the contest file with all its contents scanned for its sending to the contest committee and for uploading the file on the website of the contest. The List of publications, the CV and the Checklist (*Annex 3*) will be scanned as separate files, not larger than 10 MB. On the scanned documents no personal data of the candidate (photo, PNC, address, signature etc.) will be visible.

Verified when submitting the file

Candidate

H.R.D.

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

MODEL
*will be adapted to the specific requirements and standards of each scientific field
managed by the faculty, for each teaching position*

I. CANDIDATE DATA

SURNAME_____NAME_____PNC_____

Position_____Disciplines_____

Position in the staffing plan_____Department_____

Faculty_____

Present teaching position_____ Position in the staffing plan _____

Disciplines_____

Department_____Faculty_____

University_____

II. DATA RELATED TO THE COMPLIANCE WITH THE CONTEST CONDITIONS**1. Bachelor's Degree and Master's Degree**

No.	Higher Education Institution	Field	Period	Title

2. PhD Studies

No.	PhD Organizing Institution	Field	Period	Scientific title

3. Studies and post-doctoral scholarships

No.	Organizing Institution	Field	Period	Obs.

4. Teaching/professional degrees

No.	Institution	Field	Period	Title/teaching function/ professional degree

III. SPECIFIC DATA REGARDING THE COMPLIANCE WITH REQUIREMENTS AND STANDARDS

1. Assistant Lecturer

- the candidate must hold a doctoral degree/diploma or be enrolled in a doctoral programme, without exceeding the maximum period of study, which includes extensions permitted by law;
- publication of at least 1 work (article, study), in extenso, in specialised journals or in volumes of national or international scientific events, or
 - for the fields of *Visual Arts and Architecture and Urbanism* (excluding History and Theory of Art): at least 1 artistic research activity and/or participation in the following categories: solo exhibitions, group exhibitions, fashion shows, design or architecture projects presented in a professional setting relevant to the field, at national or international level
 - for *Music* (only for performers): at least 1 achievement in the categories: recitals or concerts as a soloist, member of a chamber ensemble with up to 10 performers, conductor, soloist with orchestra at home or abroad.
- c) other additional standards, specific to each faculty/department/centre, mentioned in the faculty's own procedure, approved by the UO University Senate, without the imposition of seniority requirements, as required by law:
 - (additional standards will be mentioned)
 -

NOTE:

Details of the scientific works/achievements certifying the compliance with the standards will be mentioned (including the scores obtained)

ACCOMPLISHED/NOT ACCOMPLISHED

2. Senior Lecturer

- a) the candidate must hold a doctoral degree/diploma
- b) publication of at least 5 papers (articles, studies), in extenso, in specialist journals or in volumes of national or international scientific events, or:
 - for the fields of *Visual Arts and Architecture and Urbanism* (excluding History and Theory of Art): at least 5 achievements and/or participations, as an artistic research activity, in the categories: solo exhibitions, group exhibitions, fashion shows, design or architecture projects presented in a professional setting relevant to the field of activity, at national or international level.
 - for *Music* (only for performers): at least 5 achievements in the categories: recitals or concerts as a soloist, member of a chamber orchestra with up to 10 performers, conductor, soloist with orchestra at home or abroad.
- c) the production, at least in electronic format, of specialist teaching material, posted on the UO's e-learning platform (e.uoradea.ro), in the field of the disciplines included in the position, or a specialist book, in the field of the job;
- d) other additional standards, specific to each faculty/department/centre, mentioned in the faculty's own procedure, approved by the UO University Senate, without the imposition of seniority requirements, as required by law:
 - (additional standards will be mentioned)
 -

NOTE:

Details of the scientific works/achievements certifying the compliance with the standards will be mentioned (including the scores obtained)

ACCOMPLISHED/NOT ACCOMPLISHED

3. Associate Professor

- a) the candidate must hold a doctoral degree/diploma
- b) compliance with the national minimum standards for the position of associate professor, standards approved under Article 156 of the Law on Higher Education No 199/2023, as amended and supplemented

NOTE:
the minimum standards for the position of Associate Professor specific to each scientific field managed by the faculty will be used

- c) other additional standards, specific to each faculty/department/centre, mentioned in the faculty's own procedure, approved by the UO University Senate, without the imposition of seniority requirements, as required by law:
 - (additional standards will be mentioned)
 -

ACCOMPLISHED/NOT ACCOMPLISHED

4. Professor

- a) the candidate must hold a doctoral degree/diploma
- b) the candidate must hold a habilitation certificate
- c) the candidate must meet the minimum standards for the position of university professor, standards approved under Article 156 of the Law on Higher Education No 199/2023, as amended:

NOTE:
the minimum standards for the position of University Professor specific to each scientific field managed by the faculty will be used

- d) other additional standards, specific to each faculty/department/centre, mentioned in the faculty's own procedure, approved by the UO University Senate, without the imposition of seniority requirements, as required by law:
 - (additional standards will be mentioned)

-.....

ACCOMPLISHED/NOT ACCOMPLISHED

I hereby confirm that the above-mentioned data are true and refer to my own professional and scientific work.

Date _____

Candidate_____

APPRAISAL REPORT
of the candidate for the position

MODEL
*will be adapted to the specific requirements and standards of each scientific field
managed by the faculty, for each teaching position*

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____

Position to apply for _____ Disciplines _____

Position in the staffing plan _____ Department _____

Faculty _____

I. EVALUATION OF TEACHING AND SCIENTIFIC ACTIVITY

NOTE:
*will be adapted to the requirements and standards specific to each teaching position and
each scientific field managed by the faculty*

Score of test 1 _____

The grade for test I is determined based on the calculated value of the ratio
"Score of test I / Minimum standard score" as follows:

- for values between 1 and 1.199: Grade of test I = 5
- for values between 1.2 and 1.399: Grade of test I = 5.5
- for values between 1.4 and 1.599: Grade of test I = 6
- for values between 1.6 and 1.799: Grade of test I = 6.5
- for values between 1.8 and 1.999: Grade of test I = 7
- for values between 2 and 2.499: Grade of test I = 7.5
- for values between 2.5 and 2.999: Grade of test I = 8
- for values between 3 and 3.499: Grade of test I = 8.5
- for values between 3.5 and 3.999: Grade of test I = 9
- for values between 4 and 4.499: Grade of test I = 9.5
- for values over 5: Grade of test I = 10

Grade of test 1 _____

REQUIREMENTS AND STANDARDS	ACCOMPLISHED/NOT ACCOMPLISHED
----------------------------	-------------------------------

II. WRITTEN - PRACTICAL TEST, etc. (for assistant lecturer positions)

TEACHING LECTURE (for university professor, associate professor, senior lecturer positions)

The candidate **has/does not have** the knowledge and skills required for the position. The grade awarded also takes into account the candidate's proposed academic career development.

Grade awarded: minimum (compulsory) - 8 points, maximum - 10 points

If the candidate does not obtain a grade of 8, he/she does not pass the second test and, consequently, cannot occupy the position for which he/she is applying.

Grade of test II _____

FINAL GRADE _____

(obtained as the arithmetic mean, calculated with two exact decimals, of the grades from tests I and II)

Following the evaluation of the candidate _____, registered in the contest for the position of _____, position nr. _____, Department _____, Faculty _____, by ranking the results of the candidates (if applicable), he/she occupies the position _____ and I propose that he/she should **fill / not fill** the position for which he/she applied.

Date _____

Committee member _____

REPORT
on the contest for filling teaching and research positions
Session _____

Members of the contest committee (surname, name, teaching title, institutional affiliation):

President: _____

Member: _____

Member: _____

Member: _____

Member: _____

appointed by the decision of the Rector of the University of Oradea no. _____ on the
_____, for the evaluation of the candidates applying for the contest for filling the vacancy
of _____, position _____, Disciplines

Department _____, Faculty _____,

following the running of the contest in accordance with the Faculty's own procedure, draw up the
following report:

I. DATA OF THE APPLYING CANDIDATES

1. Applying candidates:

2. Candidates present in the contest: at the written – practical test/teaching lecture

II. OBTAINED RESULTS

(candidates will be ranked in descending order of final grades obtained)

No.	Applying candidates	Accomplishment of requirements and standards		Final grade awarded by the president and committee members					Final grade for the competition*
		YES	NO	P	1	2	3	4	
1									
2									
3									
....									

* arithmetic average (calculated to two exact decimals) of the final grades awarded by the president and the members of the committee

The results of the contest were made public on the _____, time _____, by

III. DECISION OF THE CONTEST COMMITTEE

Following the evaluation of the professional and scientific activity and of the competition tests held, the committee proposes, with _____ votes 'for', _____ votes 'against' and _____ votes 'abstentions', that Mrs/Mr _____ be appointed to the position for which the contest was held.

Date: _____

Committee President _____

Committee Members _____

IV. APPEALS

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

V. DECISION OF THE APPEAL COMMITTEE

Handling of the appeal_____

Date: _____.

President of the appeal committee _____

Members of the appeal committee _____

I,, in the case of winning the contest for the teaching position of, declare on my own responsibility that:

a.	I am not in any of the situations of incompatibility provided for by the Law on Higher Education no. 199/2023 and the Charter of the University of Oradea.
b.	I am in the following incompatibilities provided for by the Law on Higher Education 199/2023 and the Charter of the University of Oradea:

Signature:

Agreement and information on the processing of personal data

I, the undersigned,residing in (city)
....., county, street, no., bl.
....., sc., ap., holder of the ID card series, number, issued by
....., on the date, PNC, participant in the contest organized by the University of Oradea, I hereby give my consent to the use and processing by the University of Oradea of my personal data contained in the documents submitted for the contest file.

I agree that my name and surname be used for the display of the lists of the results of the contest.

I declare that I have been informed of all my rights under the "*Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data*" and that the data provided will be treated confidentially, will be protected, will not be passed on to any third party except on legal grounds.

They will be used for the purpose of organising and running the contest, in compliance with all legal provisions. Name, surname, telephone number and e-mail address will be processed and used for the purpose of providing the candidate with appropriate information during the contest.

Date _____

Signature_____