

Job Description for the Advertised Position

The Associate Professor position no. 9 from the Staffing Table of the **Department of Life Sciences** within the **Faculty of Life Sciences and Sports, Sfântu-Gheorghe**, at the "**Sapientia**" University in Cluj-Napoca entails a total 40 hours per week, which corresponds to 1640 hours annually and includes the following activities

- **Teaching Norm (Direct Contact Hours):** 10 direct contact hours per week.
- **Complementary Activities to the Teaching Norm (10 hours/week):**
 - Periodic and semester-end evaluation.
 - Supervision of specialized practical activities.
 - Supervision of Bachelor's theses/diploma projects.
 - Consultations.
 - Student guidance/tutoring.
 - Supervision of student scientific circles.
- **Research Norm:** 12.5 hours per week.
- **Professional and Methodological Development:** 6 hours per week.
- **Activities performed for the benefit of the department, faculty, and university.**

Work Schedule

The position **does not have a fixed schedule**. The organization of weekly activities and the development of the personal schedule, within the 40-hour framework, is conditioned upon the students' semester timetable.

Reporting and Collaboration

- **Reporting:** The position holder reports to the **Head of Department**.
- **Collaboration:** The position holder collaborates with colleagues within the department and the faculty.

Duties and Responsibilities

- **Conceptualizing and planning** activities for courses and laboratory classes (programming own didactic activities).
- **Organizing and conducting** teaching activities according to the timetable.
- **Developing** teaching materials.
- **Designing and implementing** student evaluation tools.
- **Utilizing** optimal communication methods with students.
- **Guiding** students' preparation: providing consultations.
- **Supervising** final year papers (theses).
- **Participating** in methodological professional development activities in the field of specialization.
- **Organizing and participating** in scientific research within the department.
- **Participating** in national and international scientific events.

- **Publishing** at least one teaching and/or scientific material annually.
- **Special tasks** within the department collective (responsibilities related to the library, liaison with the economic and social spheres, liaison with school units, etc.).

Remuneration

Monthly remuneration in the form of a salary 8470 RON.