



UNIVERSITATEA "NICOLAE TITULESCU" DIN BUCUREȘTI

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Anexa 65_1

COMPETITION METHODOLOGY

*for occupying teaching and research positions
in higher education*

CHAPTER I

General provisions

Art. 1

(1) For occupying teaching and research positions within the "Nicolae Titulescu" University of Bucharest only persons who comply with the minimum and compulsory standards established for the application for a teaching/research position in higher education are allowed to participate; these standards, hereinafter called minimum standards, are approved by an Order issued by the Ministry of Education, Research, Youth and Sport, according to Article 219 § (1) letter a) and Article 295 § (1) of the Law on national education no. 1/2011. Minimum standards applied to fundamental domains of study are provided in the annexes to the present methodology.

(2) The Present Competition Methodology for the occupation of vacant positions, hereinafter named the UNT methodology, provides the minimum standards for occupying teaching and research positions for the following teaching and research positions:

- a) tenured assistant lecturer;
- b) lecturer;
- c) associate professor;
- d) professor;
- e) tenured research assistant;
- f) scientific researcher;
- g) 3rd degree scientific researcher;
- h) 2nd degree scientific researcher;
- i) 1st degree scientific researcher.

(3) Standards applicable to positions provided by § (2) are minimum and compulsory



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requirements necessary to apply for occupying those positions and are hereinafter named university standards.

(4) The exam appeals may be submitted exclusively for the violation of legal procedures.

(5) If a candidate is in possession of elements that can prove the violation of the competition legal procedures, the candidate may submit an exam appeal within 5 weekdays from the day the result was communicated. The exam appeal shall be written and registered at the Registry Office of the "Nicolae Titulescu" University of Bucharest and it shall be settled by the Competition Committee.

(6) Violation of provisions included in the present methodology by persons who have attributions related to the organization procedure and to the pursuance of the competition constitutes disciplinary misconduct and shall be sanctioned according to the law.

Art. 2

The present methodology observes the principles that govern higher education, principles which are provided in Law no. 1/2011 and is subject to legal provisions in force.

Art. 3

(1) The announcement of the organization of a competition shall be published two months at the latest before the date when the first stage of the competition takes place. The period of applications for the competition starts on the day when the Official Gazette of Romania, Part III, publishes the vacant position and is over 15 days before the first stage of the competition takes place.

(2) The announcement shall be published according to the following instructions:

a) in a place that is easy to be noticed, on the first page of the "Nicolae Titulescu" University of Bucharest website;

b) on a specialized website, administered by the Ministry of Education, Research, Youth and Sport;

c) in the Official Gazette of Romania, Part III.

(3) "Nicolae Titulescu" University of Bucharest is entitled to announce the competitions by any other means, including by publishing them in mass-media, in scientific national and



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international publications, on websites specialized in the publication of jobs and so on.

(4) At least the following information shall be published on the web page which describes the competition and on the "Nicolae Titulescu" University of Bucharest site within the term provided at § (1):

a) description of the vacant position;

b) attributions/activities which derive from the vacant position, including the teaching hours and the types of activity included in the teaching hours – as regards teaching positions, respectively the research teaching hours;

c) minimum salary offered for the newly hired employee;

d) the calendar of the competition;

e) the topic of the examinations, including delivered lectures or other examinations, as well as the topics which the Competition Committee is going to choose from among the competition subjects;

f) presentation of the competition procedure;

g) full list of documents which candidates must include in the competition file;

h) address to which the competition file must be sent.

(5) Announcements regarding the positions of associate professor, professor, scientific researcher degree II and scientific researcher degree I shall be published in English, as well.

Art. 4

On the competition web page and on the "Nicolae Titulescu" University of Bucharest site the following documents shall be published within 5 working days at the latest from the application deadline for each of the candidates and while observing the protection of personal data in accordance with the law:

a) *curriculum vitae*;

b) the list for checking the fulfilment of the minimum standards.

Art. 5

(1) Competitions are open.

(2) Any person who complies with the conditions provided for the competition application



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shall be entitled to participate without any form of discrimination as to sex, ethnical or social origin, citizenship, religion or faith, disability, political orientation, social or economic condition.

(3) Description of the vacant position will be detailed so that it would correspond to the real needs of the higher education institution, thus avoiding to artificially limit the number of potential candidates.

Art. 6

(1) The following persons are considered involved in the competition procedure:

- a) those who participate in the decision-making process for appointing the competition committee;
- b) those who are members or a substitute member within the competition committee;
- c) those who are involved in the professional or administrative evaluation process within the competition;
- d) those who are involved in solving exam appeals.

(2) The following persons cannot be involved in the competition procedure:

- a) those who are husband and wife, akin persons and relatives up to the third degree with one or more of the candidates;
- b) those who are employed in the same institution with a candidate who has leading attributions and are subordinates of the candidate;
- c) those who are associated with one of the candidates in companies in which they hold shares of at least 10% of the company's equity;
- d) those who were or are paid by research projects at which one of the candidates was in the position of a project manager within the last 5 years prior to the competition;
- e) those who benefit or benefited within the last 5 years prior to the competition from services or any kind of advantages from one candidate.

Art. 7

If, after one of the candidates wins the competition, it happens for one or more persons within "Nicolae Titulescu" University of Bucharest to find oneself in a situation of incompatibility according to Article 295 § (4) of Law no. 1/2011, the appointment and the awarding of the



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university title or professional degree for research-development may be made only after the situation/situations of incompatibility is/are settled. The manner in which the situation of incompatibility is settled shall be communicated to the Ministry of Education, Research, Youth and Sport within two working days after the situation was settled.

CHAPTER II

Competition for occupying teaching and research positions

Art. 8

The occupation of tenured teaching and research positions shall be accomplished only by public competition.

Art. 9

(1) A competition for occupying a teaching or research position can be made only if this position is declared vacant.

(2) A position is considered vacant if this is specified in the employment title list, which is yearly conceived or if this position is going to become vacant during the academic year.

(3) The position becomes vacant in one of the following ways:

a) when the employment contract specifies this according to the law;

b) when the person who occupies the position is transferred on another position within “Nicolae Titulescu” University of Bucharest after a competition is won.

(4) Teaching and research positions cannot be announced as vacant by transforming an already occupied position into higher position.

Art. 10

(1) A competition for occupying a tenured teaching or research position can be organized only after that position has been published by the Ministry of Education, Research, Youth and Sport in the Official Gazette of Romania, Part III.

(2) For the publication of a position in the Official Gazette of Romania it is necessary to submit to the Ministry of Education, Research, Youth and Sport the following documents:



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a) the signed (by the Rector) and stamped list, as well as the structure of those positions which are proposed for being published as vacant;

b) excerpt of the employment title list which includes vacant positions for the competition, signed by the Rector, Dean and the Head of the Department or by the Head of the PhD School;

c) for teaching positions, the Rector's statutory declaration in the higher education institution, declaration which confirms that all teaching positions proposed to be published for a competition to be held includes only disciplines from the syllabuses of the legally set up specializations/study programmes, including the form of study and the place where the competition takes place;

d) UNT methodology.

(3) The requirement to publish the vacant position for the competition in the Official Gazette of Romania, Part III, shall be announced to the Ministry of Education, Research, Youth and Sport within the first 30 days of each semester of the academic year.

(4) Competition procedures can be started only after the vacant position has been published in the Official Gazette of Romania, Part III.

(5) The proposal for organizing a competition for a vacant position shall be made by the Head of the Department or by the Head of the PhD School in whose structure the position is vacant, by a report approved by the department council or by the council of the PhD School and the Faculty Council.

(6) The list with positions for which a competition is organized shall be approved by the Dean and submitted to the "Nicolae Titulescu" University of Bucharest's Board for it to be approved according to Article 213 § (13) letter c) of Law no. 1/2011.

Art. 11

(1) Application conditions for the competition organized for occupying a teaching position are similar to the ones provided by the present article.

(2) For the position of a assistant lecturer hired for a limited period, it is necessary to:

a) hold a PhD diploma;

b) meet the standards provided for occupying teaching positions specific for the position of a teaching assistant hired for a limited period as provided by the present methodology as follows:

- 2 articles published in a B degreed journal;



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- 2 participations in scientific sessions;
- the mastering of a language which is spoken at international level.

(3) For the position of lecturer/senior lecturer it is necessary to:

a) have a PhD degree;

b) meet the minimum standard requirements for occupying the teaching positions of lecturer/senior lecturer which are included in the present methodology as follows:

- 1 (one) single author book: 10 points/book or co-author: 6 points/book;
- studies published in CNCSIS (A, B+, B) recognized journals which are indexed in BDI – 2 points/article;
- articles/studies published in collective volumes / proceedings of international conferences: 2 points/article.

It is not possible for any indicator to be zero.

c) publish a seminar workbook, compilation of texts and applications, coursebook specific for the disciplines for which there are vacant positions; these books must be published at a publishing house which is recognized by CNCSIS, with ISBN, as a single autor or co-author;

d) lecture a demonstrative lecture for the disciplines included in the vacant position on a topic that is established by the Competitionn Committe within 48 hours before the set examination date and hour.

e) deliver a public lecture in which the candidate is going to present the most significant previous professional results and the academic career development plan. At the public lecture, the members of the committee and the public are entitled to ask questions. Each member of the committee is going to grade the public lecture and the demonstrative lecture.

The two examinations mentioned at **d)** and **e)** can be held on the samee day, consecutively. Grading shall be separate for each of them. The minimum grade for passing the examination is 8, which shall be granted by every member of the committee. The final grade is obtained as a simple aritmetic average. The day and place when and where these exams are held shall be announced on the webpage of the “Nicolae Titulescu” University of Bucharest within at least 5 working days before the exam takes place.

(4) For the positions of an associate professor it is necessary to:



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a) have a PhD degree;

b) accomplish the national standards for occupying teaching positions that are specific for the position of an associate professor according to the minimum criteria approved by the Ministry of Education, Research, Youth and Sport for Panel 4, Social Sciences, the Committee for Sociology, Political and Administrative Sciences, The Committee for Economic Sciences and Business Administration and the Committee for Legal Sciences, which is part of the present methodology;

c) publish a course for a discipline which is comprised within the structure of the teaching hours; the course shall be published after obtaining the title of lecturer at a CNCSIS recognized publishing house (with ISBN) or at a famous publishing house from abroad (with ISBN), as a main author or co-author;

d) publish a compilation-type book with texts and applications, seminar workbook or seminar guide published at a CNCSIS recognized publishing house (with ISBN), as a single author or co-author;

e) lecture a demonstrative lecture at one of the disciplines provided by the vacant position on a topic that is established by the competition committee within 48 hours before the date and fixed examination hour.

f) deliver a public lecture in which the candidate presents the most significant professional results he acquired previously and the university career development plan. During the public lecture, the committee members and the public representatives are entitled to ask questions. Each member of the committee is going to mark the public lecture and the demonstrative lecture.

The two examinations - mentioned at e) and f) - can be held on the same day, consecutively.

The day and place when and where these examinations are to be held shall be announced on the web page of the “Nicolae Titulescu” University within at least 5 working days before the examinations is organized.

Each committee member is going to assess the level of the public lecture and the demonstrative lecture by using the qualifications: passed/failed. If the final qualifications are different, the final qualification is the one which is similarly given by at least three of the total possible number of five assessments.

(5) For the position of professor it is necessary to:

a) have a PhD degree;



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b) have a certificate of authorization or the right to coordinate PhD theses, which was obtained before Law no. 1/2011 entered into force;

c) meet national standards for occupying teaching positions that are specific for the teaching position of professor and that were approved by the Ministry of Education, Research, Youth and Sport for Panel 4, Social Sciences, the Committee for Sociology, Political and Administrative Sciences, the Committee of Economic Sciences and Business Administration and the Committee for Legal Sciences, which is part of the present methodology (annex 1);

d) publish a coursebook for at least one discipline comprised in the structure of the teaching hours; the course must be published during the last five years after the previous promotion, at a CNCSIS recognized publishing house (with ISBN) or at a famous foreign publishing house (with ISBN), as a single author or co-author;

e) deliver a demonstrative lecture at one of the disciplines provided for the vacant position, which is established by the competition committee 48 hours before the established competition date and hour;

f) publish a compilation-type book with texts and applications, a seminar workbook or a seminar guide published at a CNCSIS recognized publishing house (with ISBN), as a single author or coauthor.

g) deliver a public speech in which the candidate is going to present the most significant professional results and his academic career development plan. At the public lecture, the committee members and the public may ask questions. Each member of the committee is going to grade the public lecture and the demonstrative lecture.

The two examinations - mentioned at **e)** and **g)** - can be held on the same day, consecutively.

The day and place when and where these examinations are going to be held shall be announced on the web page of the “Nicolae Titulescu” University of Bucharest within at least 5 working days before the examination takes place.

Each committee member is going to assess the level of the public lecture and the demonstrative lecture by using the qualifications: passed/failed. If the final qualifications are different, the final qualification is the one which is similarly given by at least three of the total possible number of five assessments.



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Art. 12

In order to apply for a research position it is necessary to meet the conditions stipulated by Law no. 319/2003 on the Statute of the research and development staff and the Law no. 1/2011, i.e.:

- a) for tenured positions, it is necessary to have a PhD degree, as provided by Article 294 § (1) of Law no. 1/2011;
- b) it is necessary to meet the minimum national standards for occupying research positions that are provided by the UNT methodology in annexes 1- 4.

Art. 13

(1) In order to apply for a teaching and research position the candidate prepares a file that comprises at least the following documents:

- a) application for the competition, signed by the candidate, which includes a statutory declaration regarding the correctness of the information comprised by the file;
- b) a proposal for university career development plan of the candidate which refers both to teaching activities and to scientific research activities; this proposal is drawn up by the candidate, it comprises 10 pages at the most and it is one of the most important criteria for selecting the candidates.
- c) *curriculum vitae* of the candidate in a printed and electronic format;
- d) list of the candidate's papers in a printed and electronic format;
- e) the list for checking the fulfilment of the minimum standards. This document is filled in and signed by the candidate;
- f) documents that certify the holding of the PhD degree: legalized copy of the PhD degree and, if the original PhD degree is not recognized in Romania, a certification for its assessment is necessary;
- g) summary, in Romanian and an international language, of the PhD thesis or, if the case may be, of the professorship, on one page at the most for each language;
- h) statutory declaration of the candidate which must include, as provided by Law no. 1/2011, the incompatibility situations / the lack of such incompatibility situations which might result if the candidate obtains the position he/she has applied for;



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i) if the competition is held for the professor position, a legalized copy of the certificate of authorization is necessary;

j) copies of other diplomas that certify the candidate's studies;

k) a copy of the ID and if the candidate does not have an ID, a copy of the passport or of another identity document that was issued as an equivalent for the ID / passport;

l) if the candidate has changed his name, copies of the documents that confirm the changing of the name are required such as: marriage certificate or proof of name change;

m) maximum 10 publications, invention patents or other works of the candidate, which must be brought in an electronic format, selected by the candidate and considered to be the most relevant for his/her professional career.

(2) As regards the papers of the candidate, if they are not available in an electronic format, they will be brought in a printed one.

Art. 14

The applicant's Curriculum Vitae should comprise:

a) information about institutions graduated and diplomas obtained by the applicant;

b) information about professional experience and relevant positions;

c) information about research-development projects the applicant supervised as project manager, as well as the grants he/she obtained; provided such projects or grants exist, the applicant must give details on the source and the amount of the financing and the main publications or patents registered;

d) information about awards or other acknowledgements of the applicant's scientific contribution.

Art. 15

The applicant's complete paper list will be structured as follows:

a) the list of maximum 10 papers considered by the applicant to be the most relevant for his/her own professional achievements, which are electronically contained in his/her competition folder and which can also be found in the other categories of papers stipulated in this article. To fill the professor position, the list of papers shall be drafted so as to point out to those papers that were published after getting the professorship;

b) doctoral thesis/theses;



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- c) patents and other industrial property titles;
- d) books and chapters in books;
- e) articles/studies *in extenso*, published in well-known and internationally rated journals;
- f) papers *in extenso*, published in the proceedings of international conferences;
- g) other papers and scientific contributions, or, if it is the case, artistic creations.

Art. 16

(1) The applicants for Associate Professor or 2nd Degree Scientific Researcher positions shall include, in his/her competition folder, the names and contact addresses of at least 3 personalities from the respective domain, from Romania or abroad, but not belonging to “Nicolae Titulescu” University of Bucharest, whose vacant position is to be filled, who have accepted to write recommendation letters attesting the applicant’s academic qualities.

(2) The applicants for Professor or 1st Degree Scientific Researcher positions shall include, in his/her competition folder, the names and contact addresses of at least 3 foreign personalities from the respective domain, from the list of higher education and research institutions approved by the order of the Minister of Education, Research, Youth and Sport, as provided by art. 216 paragraph (2) letter f) of National Educational Law no. 1/2011, who have accepted to write recommendation letters attesting the applicant’s academic qualities.

(3) As for scientific domains specific to Romania, recommendation letters for the professor or 1st degree scientific researcher applicants can also be written by Romanian personalities, not related to “Nicolae Titulescu” University.

Art. 17

The competition folder is to be made by the applicant and shall be filed with “Nicolae Titulescu” University of Bucharest directly or by post or by courier, with confirmation of the receipt. The competition folder is sent to the competition committee starting with the date marking the end of the competition folder filing period, but no later than 5 working days before the first examination set for the competition.



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Art. 18

The applicant's compliance with the legal provisions of participating in the competition is certified by the legal department, resulting from checking the information from the checking list as stipulated in art. 13 paragraph (1) letter e) and other documents necessary for the application. The applicant is to be notified not later than 48 hours since this document has been issued, but not earlier than 5 working days before the first examination set for the competition.

Art. 19

The applicants that comply with the legal provisions regarding their competition participation shall be invited by the higher education institution to attend the examination by means of an advertisement posted on “Nicolae Titulescu” University of Bucharest's website.

Art. 20

The Competition Committee assesses the prospective applicant from the following points of view:

- a) degree of relevance and impact of the applicant's research activity;
- b) the applicant's ability to guide students or young researchers;
- c) the applicant's teaching skills, for the positions that include teaching activities;
- d) the applicant's capacity to transfer his/her knowledge and results to the economic or social environments, or to popularize his/her own scientific results;
- e) applicant's ability to work in a team and the efficiency of his/her scientific collaborations, according to the specificity of the applicant's domain;
- f) the applicant's ability to manage research-development projects;
- g) the applicant's professional experience in other institutions than “Nicolae Titulescu” University, especially his/her experience within higher education and research institutions comprised in the list approved by the order of the Minister of Education, Research, Youth and Sport, as provided by art. 216 paragraph (2) letter f) of National Educational Law no. 1/2011.

Art. 21

The applicant's professional competence is assessed by the competition committee by



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analysing his/her application folder and, additionally, by his/her participation in one or more examinations, according to current methodology.

Art. 22

(1) The structure of the competition committee is established after the vacant position has been advertised, and for each vacant position separately.

(2) The structure of the competition committee may comprise substitute members.

(3) The Board of the department or that of the doctoral school in whose structure the vacant position is makes proposals for each individual member of the competition committee..

(4) The structure of the competition committee is proposed by the Dean of the Faculty, taking into account the proposals put forth in paragraph (3) and it is endorsed by the Faculty Board.

(5) The detailed structure of the competition committee, accompanied by the endorsement of the Faculty Board is sent to the University Senate for approval.

(6) As result of the University Senate's approval, the competition committee is appointed by rector's decision.

(7) Within two working days since the rector's decision has been issued, the decision is sent to the Ministry of Education, Research, Youth and Sport, and the detailed structure of the competition committee is posted on the competition website, and, for the Associate Professor, Professor, 1st Degree Researcher and 2nd Degree Researcher positions, the committee structure is published in the Official Gazette of Romania Part III.

Art. 23

(1) The competition committee is made up of five members, including its chairman, specialists in the domain of the position open for competition or in domains close to it.

(2) Provided one of the members of the committee is unable to take part in the committee workings, the member in question is replaced by the substitute member, appointed according to the same procedure as the other members of the committee.

(3) The decisions of the competition committee are taken by secrete vote expressed by its members. A decision of the committee is considered valid if it has been voted by at least three members of the committee.



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(4) The workings of the committee are run by the chairman of the committee.

(5) The members of the committee may belong to “Nicolae Titulescu” University of Bucharest, or to other Romanian or foreign higher education institutions. As for foreign higher education institutions, they have to belong to the list of higher education and research institutions approved by the order of the Minister of Education, Research, Youth and Sport, as provided by art. 216 paragraph (2) letter f) of National Educational Law no 1/2011.

(6) For filling an Associate Professor, a Professor, a 1st Degree Researcher and a 2nd Degree Researcher position, at least 3 members of the committee must not be not related to “Nicolae Titulescu” University of Bucharest, belonging to other Romanian or foreign higher education institutions.

(7) For filling a Professor position, except for scientific domains specific to Romania and for those related to system of defence, public order and national safety, the moment the position open for competition is advertised in *Monitorul Oficial*, Part III, at least one member of the committee must have an employment contract with a foreign higher education and research institution, belonging to the list of higher education and research institutions approved by the order of the Minister of Education, Research, Youth and Sport, as provided by art. 216 paragraph (2) letter f) of National Educational Law no 1/2011.

(8) The members of the competition committee must have a university or research title superior to or at least similar with the position open for competition, or, for the foreign members, to comply with “Nicolae Titulescu” University of Bucharest’s standards referring to the position open for competition, stipulated in art. 1, paragraph (2).

(9) With the single purpose of being a member of the competition committee, the foreign members’ university or research titles can be validated by the University Senate’s approval of the detailed structure of the committee.

(10) The chairman of the committee shall be the Faculty Dean, the Department Chair or the Director of the Doctoral School, the position open for completion belongs to.

Art. 24

(1) Competitions take place within maximum 45 days since the application period has ended.

(2) The competition means the assessment of the applicants’ scientific activity and teaching



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skills, for the teaching positions only.

(3) For each position, the competition committee decides the hierarchy of the applicants and appoints the applicant with the best results.

(4) The chairman of the competition committee writes a competition report, based on the assessment records drafted by each member of the competition committee, observing the applicants' hierarchy decided by the committee.

(5) The report on the competition is approved by decision of the competition committee and is signed by each member of the competition committee and by the chairman of the committee.

(6) The Faculty Board analyses the compliance with the procedures established by means of the current methodology and gives its assent or withholds its assent to the report on the competition. The hierarchy established by the competition committee cannot be amended by the Faculty Board.

(7) The University Senate analyses the compliance with the procedures established by means of the current methodology and gives its assent or withholds its assent to the report on the competition. The hierarchy established by the competition committee cannot be amended by the University Senate.

Art. 25

(1) The appointment and granting of the obtained university title, subsequent to the University Senate's approval of the competition result, shall be done by Rector's decision, starting with the following semester.

(2) For teaching positions, the appointment and granting of the obtained university title decision, together with the competition report shall be sent to the Ministry of Education, Research, Youth and Sport and to the National Board for the Attestation of University Titles, Degrees and Certificates (CNATDCU), hereafter named CNATDCU, within two working days since issuing the appointment decision.

Art. 26

Provided the position open for competition has not been filled, the competition can be reorganised, totally complying with the competition procedure.



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Art. 27

The result of the competition is posted on the competition website, within two working days since the competition ended.

Art. 28

By September 1, next academic year, “Nicolae Titulescu” University shall write an annual report about the organisation, the development and the results of the competitions for filling the teaching and research positions. For notification, the report is sent to the Ministry of Education, Research, Youth and Sport and to CNATDCU.