



COMPETITION METHODOLOGY

for occupying teaching and research positions

in higher education

CHAPTER I

General provisions

Art. 1 Preamble

(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 Annex 2.

(2) The present Competition Methodology for the occupation of vacant positions provides the minimum standards for occupying the following teaching and research positions:

- a) tenured assistant professor;
- b) lecturer;
- c) associate professor;
- d) professor;
- e) tenured research assistant;
- f) scientific researcher;
- g) scientific researcher III;
- h) scientific researcher II;
- i) scientific researcher I.

(3) Standards applicable to positions provided by § (2) are minimum and compulsory for applying for an advertised vacant position and are hereinafter called university standards.

(4) Any violation of the provisions stipulated in the present methodology by the persons who are involved in the organization and pursuance of the competition procedure will be held liable for misconduct and sanctioned according to the law.

Art. 2. The principles provided by the competition methodology

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. The public character of the organization and pursuance of the competition

(1) The organization of a competition shall be advertised two months at the latest before the date when the first examination takes place. Applications for the competition may be made once the Official Gazette of Romania, Part III, publishes the vacant position(s) and have to be over 15 days before the first examination takes place.

(2) Vacant jobs shall be advertised as follows:

a) in an easily identifiable place on the first page on the website of the “Nicolae Titulescu” University of Bucharest;

b) on a specialized website, administered by the Ministry of National Education;

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

(3) The “Nicolae Titulescu” University of Bucharest is entitled to advertise the competitions by any other means, including by publishing them in mass-media, in scientific national and international publications, on job advertisement websites etc.

(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 official site within the term provided at § (1):

a) description of the vacant position;

b) attributions/activities related to the vacant position, i.e. number of teaching hours as well as the activities included in the teaching workload for those who apply for teaching positions, respectively the research workload;

c) minimum commencing salary;

d) the schedule of the competition;

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

f) the presentation of the competition procedure;

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

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

(5) The advertisements for the positions of associate professor, professor, scientific researcher II and scientific researcher I shall also be published in English.

Art. 4

On the competition web page and on the “Nicolae Titulescu” University official website, the following documents shall be published within 5 working days at the latest from the application deadline for each of the candidates, at the same time 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 (see Annexes 8, 9, 10 and 11).

Art. 5

(1) Competitions are open to all eligible candidates.

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

(1) The following persons are considered to be 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 hierarchically subordinate to 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 within 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 that benefit or benefited within the last 5 years prior to the competition from services or any kind of advantages from one candidate.

Art. 7. Settlement of incompatibility situations

If, after one of the candidates wins the competition, it happens for one or more persons within the "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 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 National Education, within two working days after the situation was settled.

CHAPTER II

The 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. Vacant teaching or research positions

(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 drawn up 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 expires according to the law;
- b) when the person who occupies the position is transferred to another position within the “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 a higher position.

Art. 10. Submission of competition documents to MEN

(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 National Education 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 the following documents to the Ministry of National Education:

- a) the signed (by the Rector) and stamped list which comprises vacant positions and the structure thereof;
- b) excerpt of the employment title list which includes vacant positions for the competition, signed by the Rector, the Dean and the Head of Department or by the Head of the Doctoral 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 includes only disciplines from the syllabuses of the legally set up specializations/study programmes, while specifying the form of study and the place where the competition takes place;

d) the competition methodology of the “Nicolae Titulescu” University of Bucharest.

(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 National Education, 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 Department or by the Head of the Doctoral School in whose structure the position is vacant, by a report approved by the Department Board or by the Board of the Doctoral School or by the Faculty Board.

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

Art. 11. Conditions that must be met in order to apply for an assistant professor position

(1) For the position of tenured assistant professor, it is necessary to:

a) hold a PhD diploma;

b) meet the minimum standards provided for occupying the teaching position of assistant professor according to the present methodology, i.e.:

- 2 articles published in recognized journals that have national or international prestige or in BDI journals;

- 2 participations in national or international scientific conferences.

c) a **written examination**, consisting in examining the candidate’s knowledge in the specialty area for which he/she applied;

d) an **oral examination**, consisting in lecturing a public speech of minimum 45 minutes in which the candidate presents one’s most significant professional results, as well as his/her university career development plan; it is compulsory for this examination to include a set of questions which the committee members and the audience should ask;

e) a **practical examination**, consisting of organizing a seminar/laboratory in one’s specialty domain.

(2) Examinations stipulated at **c)**, **d)** and **e)** may be held in the same day, successively. Each of these examinations shall be marked separately. The final admission mark must be at least 8 (eight), and it is calculated by simple arithmetic average. The day and place where examinations are

to be held must be communicated on the “Nicolae Titulescu” University site 5 days before examinations are organized at the latest.

Art. 12. Conditions that must be met in order to apply for the didactical position of lecturer

(1) 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 course book for a discipline included in the workload on condition that the course book is published by a renowned publishing house in the area of social sciences (10 points/course book) or 1 course book published with a collective of authors (6 points/course book);

- 1 (one) monograph / seminar book / compilation of texts and applications for disciplines provided in the structure of the advertised position on condition that this publication is edited by a publishing house that is renowned in the area of social sciences – either as a single author (10 points / book) or as a co-author (6 points / book)

- 4 (four) articles / studies published in recognized journals which have a national or international prestige or in BDI journals (2 points / article);

- 2 (two) articles/studies published in collective volumes / proceedings of national or international conferences (2 points/article).

c) a practical examination, consisting of a demonstrative lecture for the disciplines included in the vacant position on a topic that is established by the Competition Committee within 48 hours before the set examination date and hour.

d) an oral examination, consisting of the delivery of a public lecture in which the candidate is going to present his/her most significant professional results and the academic career development plan; it is compulsory for this examination to include a set of questions which the committee members and the audience should ask.

(2) The two examinations mentioned at **c)** and **d)** may be held on the same day, consecutively. Grading shall be separate for each of them. The final admission mark must be at least 8 (eight), and it is calculated by simple arithmetic average. The day and place where examinations are to be held must be communicated on the “Nicolae Titulescu” University site 5 days before examinations are organized at the latest.

Art. 13. Conditions that must be met in order to apply for the didactical position of associate professor

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

- a) have a PhD degree;
- b) meet the minimum standard requirements for occupying the teaching position of associate professor approved by the Order of the Minister of National Education nr. 6560/20.12.2012, republished for the Committee for Legal Sciences, the Committee for Economics and Business Administration, and the Committee for Sociology, Political and Administrative Sciences, The Committee for Economic Sciences and Business Administration; the minimum standard requirements are part of the present methodology (see Annex 2);
- c) **a practical examination**: consisting of a demonstrative lecture for one of the disciplines included in the vacant position on a topic that is established by the Competition Committee within 48 hours before the set examination date and hour.
- d) **an oral examination**: consisting of a public lecture in which the candidate shall present his/her significant professional results and the academic career development plan; it is compulsory for this examination to include a set of questions which the committee members and the audience should ask.

(2) The two examinations mentioned at c) and d) may be held on the same day, consecutively. Grading shall be separate for each of them. The final admission mark must be at least 8 (eight), and it is calculated by simple arithmetic average. The day and place where examinations are to be held must be communicated on the “Nicolae Titulescu” University site 5 days before examinations are organized at the latest.

Art. 14. Conditions that must be met in order to apply for the position of professor

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

- a) have a PhD degree;
- b) meet the minimum standard requirements for occupying the teaching position of professor approved by the Order of the Minister of National Education nr. 6560/20.12.2012, republished for the Committee for Legal Sciences, the Committee for Economics and Business Administration, and the Committee for Sociology, Political and Administrative Sciences, The Committee for Economic Sciences and Business Administration; the minimum standard requirements are part of the present methodology (see Annex 2);
- c) **a practical examination**: consisting of a demonstrative lecture for one of the disciplines included in the vacant position on a topic that is established by the Competition Committee within 48 hours before the set examination date and hour.
- d) **an oral examination**: consisting of a public lecture in which the candidate shall present his/her significant professional results and the academic career development plan; it is compulsory for this

examination to include a set of questions which the committee members and the audience should ask.

(2) The two examinations mentioned at **c)** and **d)** may be held on the same day, consecutively. Grading shall be separate for each of them. The final admission mark must be at least 8 (eight), and it is calculated by simple arithmetic average. The day and place where examinations are to be held must be communicated on the “Nicolae Titulescu” University site 5 days before examinations are organized at the latest.

Art. 15. Conditions that must be met in order to apply for a research position

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; these standards are specific for the advertised vacant position.

Art. 16. The Competition file

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

- a)** the application for the competition, signed by the candidate, which includes a statutory declaration regarding the correctness of the information comprised by the file (see Annex 3);
- b)** the candidate's proposal for the academic career development plan, which refers both to teaching activities and to scientific research activities – these conditions are compulsory for teaching positions; this proposal is drawn up by the candidate, it comprises maximum 10 pages and it is one of the most important criteria for selecting the candidates.
- c)** the candidate's *curriculum vitae*, both printed and electronic;
- d)** a list of the candidate's publications, both printed and electronic;
- e)** the list for checking the fulfilment of the university competition 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 certificate of authorization; the summary must have 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;
- i)** copies of other diplomas that certify the candidate's studies;
- j)** 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;
- k)** 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;
- l)** maximum 10 publications, invention patents or other works of the candidate, which must be brought in electronic form, selected by the candidate and considered to be the most relevant for his/her professional career.

(2) If the candidate's publications are not available electronically, they will be brought in printed form.

Art. 17. The *curriculum vitae*

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 that 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 on awards or other acknowledgements of the applicant's scientific contribution.

Art. 18. The applicant's publications list

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

- a)** the list of maximum 10 papers that are considered by the applicant to be the most relevant for his/her own professional achievements; these papers must be provided in an electronic form and included in the competition file and they can also be found in the other categories of papers stipulated in this article;
- b)** doctoral thesis/theses;
- c)** invention patents and other industrial property titles;
- d)** books and chapters in books;
- e)** articles/studies *in extenso*, published in internationally ranked scientific journals;

- f) papers *in extenso*, published in the proceedings of the most important international conferences in the specialty area;
- g) other papers and scientific contributions, or, if the case may be, artistic creations.

Art. 19. Letters of recommendation

(1) The candidates applying for positions of Associate Professor or Scientific Researcher II shall include, in the competition file, the names and contact addresses of at least 3 personalities from their specialty domain, who may come from Romania or abroad, but not from the “Nicolae Titulescu” University of Bucharest and who have accepted to write recommendation letters attesting the applicant’s academic qualities.

(2) The candidates applying for the positions of Professor or Scientific Researcher I shall include in the competition file the names and contact addresses of at least 3 foreign personalities who come from their specialty domain, who have accepted to write recommendation letters attesting the applicant’s academic qualities.

(3) As for scientific domains specific for Romania, recommendation letters for candidates applying for the positions of professor or scientific researcher I can also be written by Romanian personalities from outside the “Nicolae Titulescu” University of Bucharest.

Art. 20. Submitting the competition file

The competition file is to be prepared by the applicant and shall be submitted to the “Nicolae Titulescu” University of Bucharest directly or by post or by courier, with confirmation of the receipt. The competition file is sent to the competition committee once the deadline for the competition file submission is over, but no later than 5 working days before the date when first examination is established.

Art. 21. Approval of the legal committee

The applicant’s compliance with the legal provisions stipulated for participating in the competition is certified by the legal committee after consulting the information included in the checking list as stipulated in article 13 paragraph (1) letter e) and in other documents necessary for the application. The applicant is to be notified about the approval of the legal committee within 48 hours at the latest since this document was issued, but not earlier than 5 working days before the first examination was set for the competition.

Art. 22.

The applicants that comply with the legal provisions set forth for the competition participation shall be notified by the higher education institution as to the place and hour when they must attend the examinations by means of an advertisement posted on the website of the “Nicolae Titulescu” University of Bucharest.

Art. 23. Competition committee members

- (1) The structure of the competition committee is established after the vacant position has been advertised for each vacant position separately. The competition committee members may include substitute members.
- (2) The competition committee is made up of five members, including its chairman, specialists in the domain in which the vacant position is advertised or in other domains that are related to it.
- (3) The chairman of the committee shall be the Dean, the Head of Department or the Director of the Doctoral School, depending on the type of the the vacant position. The chairman of the competition committee presides over the committee proceedings.
- (4) The Board of the Department or the Board of the Doctoral School which has advertised the vacant position makes proposals for each individual member of the competition committee. The structure of the competition committee is proposed by the Dean of the Faculty, after considering the department board’s proposals and it is approved by the Faculty Board. The structure of the competition committee, accompanied by the approval of the Faculty Board, is sent to the University Senate for approval. Subsequent to the University Senate’s approval, the competition committee is appointed through the rector’s decision.
- (5) Within two working days since the rector’s decision was adopted, the decision is communicated to the Ministry of National Education, and the competition committee structure is posted on the competition website; as for the positions of Associate Professor, Professor, Scientific Researcher I and Scientific Researcher II, the competition committee structure is published in the Official Gazette of Romania Part III.
- (6) The members of the committee may belong to the “Nicolae Titulescu” University of Bucharest or to other Romanian or foreign higher education institutions.
- (7) For occupying the positions of Associate Professor, Professor, Researcher I and Researcher II, at least 3 members of the committee must come from outside the “Nicolae Titulescu” University of Bucharest and belong to other Romanian or foreign higher education institutions.
- (8) The members of the competition committee must have an academic or research title superior to or at least similar with the position open for competition; foreign members must comply with the “Nicolae Titulescu” University’s standards approved for the vacant position.

(9) In order to become a member of the competition committee, foreign academics may have their university or research titles recognized as equivalent to Romanian academic or research titles if they are validated by the University Senate through the approval of the appointed committee members.

(10) 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.

Art. 24. Decisions of the competition committee

The decisions of the competition committees are adopted through the secret vote of the committee members. A decision adopted by the committee is valid if it is voted by at least 3 committee members.

Art. 25. Candidate assessment

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

- a) 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 require teaching activities;
- d) the applicant's capacity to transfer his/her knowledge and results to the economic or social environment or to popularize his/her own scientific results;
- e) the applicant's ability to work in a team and the efficiency of his/her scientific collaborations in relation to the characteristics 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 the "Nicolae Titulescu"

University.

(2) The applicant's professional competence is assessed by the competition committee by analysing his/her application file and, additionally, by his/her participation in one or more examinations, according to current methodology. The "Nicolae Titulescu" University of Bucharest communicates the date, the hour and the place of the examinations on the competition website.

Art. 26. Completion of the competition

(1) Competitions take place within maximum 45 days since the application period came to an end.

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

(3) The chairman of the competition committee draws up a competition report based on the assessment records drafted by each member of the competition committee, while observing the applicants' hierarchy established by the committee.

(4) The report on the competition is approved through the decision made by the competition committee and it is signed by each member of the competition committee and by the chairman of the committee.

(5) 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 modified by the Faculty Board.

(6) 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 modified by the University Senate.

Art. 27. Exam appeals

(1) Exam appeals may be lodged exclusively for violation of the competition procedure.

(2) 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.

Art. 28. Appointment

(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 National Education** and to the National Board for the Attestation of University Titles, Degrees and Certificates (CNATDCU), hereafter named CNATDCU, within two working days since the appointment decision was issued.

Art. 29. Reorganization of the competition

Provided the vacant position has not been occupied, the competition can be reorganised, while observing the competition procedure.

Art. 30. Publication of competition results

The results of the competition are posted on the competition website within two working days after the competition ended.

Art. 31. Annual report on the organized competitions

By September 1st, next academic year, the “Nicolae Titulescu” University shall write an annual report on the organisation, pursuance and completion of the competitions held for occupying the vacant teaching and research positions. For notification, the report is sent to the Ministry of National Education and to CNATDCU.

The present methodology was approved at the meeting of the University Senate on 21st June 2011 and it was modified at the meeting of the University Senate on 23rd October 2012 and at the meeting of the University Senate on 23rd September 2013.