



VACANCY DESCRIPTION

FACULTY OF LAW

II. DEPARTMENT OF PRIVATE LAW

Associate Professor, vacancy ref. 8, disciplines: Organisation of Liberal Legal Professions, Institutions of Civil Procedural Law I, Institutions of Civil Procedural Law II, Civil Procedural Law II, Civil Procedural Law III, Civil Procedural Law I.

a) Description of the Associate Professor Position, vacancy ref. 8. This position consists of:

- Discipline *Organisation of Liberal Legal Professions* for *Judicial Career* Master's Degree Program, comprising 1.25 lecture-hours and 0.5 seminar-hours.
- Discipline *Institutions of Civil Procedural Law I* for *Judicial Career* Master's Degree Program, comprising 1.25 lecture-hours and 0.5 seminar-hours.
- Discipline *Institutions of Civil Procedural Law II* for *Judicial Career* Master's Degree Program, comprising 1.25 lecture-hours and 0.5 seminar-hours.
- Discipline *Civil Procedural Law I* for *Law Bachelor's Degree Program* and *European and International Law Bachelor's Degree Program*, comprising 1 seminar-hour.
- Discipline *Civil Procedural Law II* for *Law Bachelor's Degree Program* and *European and International Law Bachelor's Degree Program*, comprising 4 seminar-hours.
- Discipline *Civil Procedural Law III* for *Law Bachelor's Degree Program* and *European and International Law Bachelor's Degree Program*, comprising 4 seminar-hours.

b) the duties/ activities of the vacant position proposed for promotion are:

- to give lectures;
- to coordinate seminars, practical and laboratory works, to guide year projects;
- to supervise dissertations.

c) the minimum gross salary offered for the position when being hired is LEI 7433, plus the 15% doctoral bonus of LEI 1.115 lei

d) the vacancy schedule:

- the announcement regarding the organization of the competition shall be published two months at the latest before the date when the first stage of the competition takes place;

- the application period for the competition starts on the day when the announcement regarding the organization of the competition is published on the institution website and is over 15 days before the first stage of the competition takes place.
- e) the topics for the examination are included in the appendix;
- f) the description of the examination procedure is provided in the methodology annexed to this document;
- g) the list of documents which applicants shall include in their application file:
- the application form, signed by the applicant; this form shall include a statutory declaration for the accuracy of the information included in the file;
 - the form according to which the applicant fulfils the university standards for taking part in the examination, as shown in the model form provided in the university methodology, which is to be filled in and signed by the applicant;
 - the applicant's curriculum vitae (paper and electronic version);
 - the applicant's list of published papers (paper and electronic version);
 - the documents which confirm the PhD degree: legalized copy of the PhD diploma and, if the original PhD diploma is not recognized in Romania, the certificate which confirms its validity;
 - the summary of the PhD thesis, both in Romanian and in an international language, in no more than one page for each language;
 - a proposal for the applicant's academic career development plan, comprising both teaching and research activities; this proposal is drawn up by the applicant, it comprises 10 pages at the most and it is one of the most important criteria for selecting the applicants;
 - a statutory declaration in which the applicant points out to the incompatibilities which might exist – as provided by Law no. 1/2011, as subsequently amended and supplemented, in case he/she passes the examination or the lack of such incompatibilities;
 - a statutory declaration in which the applicant should indicate that no disciplinary sanctions has been enforced on him/her in the last 3 years;
 - a document certifying that the applicant's academic activity in the last 3 years has been evaluated as 'excellent';
 - copies of other diplomas which certify the applicant's studies (baccalaureate diploma or certificate which confirms it, bachelor's degree diploma and diploma supplement or certificates which confirm this degree, master's diploma and diploma supplement or certificate which confirms this degree, certificates which confirm attendance of professional training courses etc.);
 - copy of the identity card or, if the applicant does not have an identity card, of the passport or another document which confirms his/her identity and which was issued as an equivalent of his/her identity card or passport;

- if the applicant has changed his/her name, he/she must present copies which confirm the change of his/her name – marriage certificate or the proof that the name was changed;
- maximum 10 research papers/studies (electronic version) selected (the most representative for his/her professional accomplishments) by the applicant; if these papers are not available in an electronic format, they will be presented in a printed form;
- medical certificate issued by the family doctor, showing that he/she is fit to teach;
- applicants for the position of associate professor must include in the examination file at least 3 names and contact addresses of personalities in the field, from the country or abroad, from outside the higher education institution, who have agreed to write letters of recommendation concerning the professional qualities of the applicant;
- evidence for observance of the national standards for occupying teaching positions, which are specific for the didactical position of associate professor, in conformity with the minimum criteria approved by the Romanian Ministry of Education.

h) the address to which the competition file must be sent is Bucharest, Calea Văcărești, no. 185, sector 4, 2nd floor, Personnel Office.