



COMPETITION METHODOLOGY FOR FILLING IN THE DIDACTICAL POSITIONS

This Methodology was prepared under the provisions:

- *of the National education law, no 1/2011, as amended and supplemented;*
- *of the Law no 53/2003 - Labor Code, as amended and supplemented;*
- *of the Law no 677/2001 on the protection of individuals with regard to the processing of personal data and the free movement of such data;*
- *of the G.D. no 457/2011 regarding the approval of the Framework competition methodology for filling in vacant teaching and research positions in higher education, as amended and supplemented;*
- *of the Order no 6129/2016 regarding the approval of the necessary and compulsory minimum standards for the award of higher education teaching titles, professional research and development degrees, PhD supervisor position and certificate of empowerment.*

CHAPTER I General provisions

Article 1

(1) Only persons fulfilling **the compulsory and national minimum standards** for the registration to the competition for filling in the teaching positions, approved by order of the minister of education, according to article 219 (1) (a) and article 295 (1) of the National education law no 1/2011, and **the university standards, approved by the UNAB Senate** may apply for the teaching positions of the National University of Arts in Bucharest.

- (2) This own competition methodology for filling in vacant teaching positions stipulates the standards and the procedure of the National University of Arts in Bucharest for the following teaching functions:
- a) Lecturer;
 - b) University lecturer;
 - c) Associate Professor;
 - d) University professor.

Article 2

Competitions are open. The competition can be attended by persons who meet the conditions for registration to the competition, with no discrimination, under the law.

Article 3

If, after a candidate wins a competition, one or more persons in the higher education institution are to be in a situation of incompatibility according to article 295 (4) of the National Education Law no 1/2011, the appointment to the post and the granting of the university title by the higher education institution can only take place after the settlement of the incompatibility situation(s). The way of solving the incompatibility situation is communicated to the Ministry of National Education within two working days after the settlement.

CHAPTER II

Competition for the occupancy of the teaching positions for an indefinite period

Article 4

At the National University of Arts in Bucharest, the vacant teaching positions are filled in for an indefinite period, only by public competition, according to the provisions of the present methodology of the framework methodology approved by GD 457/2011, amended and supplemented and in compliance with the provisions National Education Law no 1/2011.

Article 5

- (1) The Departments may only advertise teaching positions if they are vacant.
- (2) A post shall be considered vacant if it is so provided in the job title list, drawn up annually or if it becomes vacant during the academic year. The vacant teaching post of a department is characterized by: position, teaching function and teaching norm.
- (3) The post shall become vacant in one of the following ways:
 - a) by termination of the employment contract, according to the law
 - b) by transferring the person occupying the post to another post within the university, as a result of winning a competition.
- (4) The teaching posts cannot be advertised by transforming a post occupied in a senior post.
- (5) The scientific scope of the advertised post is determined exclusively by the subjects in the curriculum plan in its structure. The scientific scope of the advertised post is determined by the Department Council or by a department board appointed for this purpose.

Article 6

- (1) This methodology establishes the internal standards and the manner of conducting the competition for filling in the teaching positions for an indefinite period of time:
- (2) The standards related to the positions referred to in article 1 (2) are minimum and compulsory requirements for the registration in the competition for filling in the respective positions, hereinafter referred to as the university standards and are found in Annex 1.
- (3) The standards set out in Annex 1 are set by the Management Board and approved by the university Senate. University standards cannot waive from national minimum standards.

Article 7

- (1) The announcement regarding the organization of the competition shall be published at least two months before the date of the first competition examination. The registration to the competition starts on the day of the publication of the post advertised in the Official Journal of Romania, Part III, and ends 15 calendar days before the first competition is held.

- (2) Notices shall be published in the following ways:
 - a) in a visible place, on the main page of the university website;
 - b) on the specialized website administered by the Ministry of National Education;
 - c) in the Official Journal of Romania, Part III.
- (3) On the university website – section announcements, the following information shall be published at least within the deadline set in (1):
 - a) the description of the post advertised (position in the job title list, position, subjects in the curriculum plan, scientific field);
 - b) the tasks/activities related to the post advertised, including the teaching norm and the types of activities included in the teaching norm, for the teaching positions, respectively the research norm;
 - c) the minimum salary of the post at the moment of employment;
 - d) the competition calendar;
 - e) the topic of the competition tests, including lectures, courses or other such, or the topics from which the competition board can choose the topic of the tests effectively held;
 - f) the description of the competition procedure;
 - g) the full list of documents the candidates have to include in the competition file;
 - h) the address where the competition file must be sent.
- (4) Announcements regarding the positions of associate professor, university professor shall also be published in English.

Article 8

On the competition website and university website, no later than 5 working days after the deadline for the registration for the competition for each of the enrolled candidates and respecting the protection of personal data, the following information will be published:

- a) the curriculum vitae - maximum 100MB/file;
- b) the minimum standards performance checklist - maximum 100MB/file;
- c) the list of works - maximum 100MB/file.

Article 9

- (1) The following persons are considered to be involved in the competition procedure:
 - a) who participate in the decision-making process regarding the appointment of the competition board and of the appeal board;
 - b) who are members or alternates of the boards;
 - c) who are involved in professional or administrative assessment decisions within the competition;
 - d) who are involved in the settlement of appeals.
- (2) The following persons cannot be involved in the competition procedure:
 - a) who are spouses, akin and relatives up to and including the third degree with one or more candidates;
 - b) who are employed in the same institution with a candidate who holds a leading position and are hierarchically subordinated to the candidate;

Article 10

- (1) If, after the publication of the competition boards, one of the candidates finds himself/herself in a situation of incompatibility with any of the members of the board, he/she has the obligation to announce the university in writing within 48 hours, in order

to be able to make a decision. If the incompatibility between the candidate and a member of the board is found, he/she is replaced by an alternate. The failure to notify the university of the situation and the subsequent finding of the situation automatically leads to the cancellation of the competition due to the candidate's fault.

- (2) If, after a candidate wins a competition, one or more university persons are to be in a situation of incompatibility pursuant to article 295 (4) of the Law no 1/2011, the appointment and awarding of the academic title can only take place after the incompatibility situation was settled. The way to settle the incompatibility situation is communicated to the Ministry of National Education within two working days after the settlement.

Article 11

- (1) The University organizes a competition for the indefinite employment of a teaching post, only after the publication by the Ministry of National Education of the post advertised in the Official Journal of Romania, Part III.
- (2) For the purpose of publishing in the Official Journal of Romania, Part III, the National University of Arts in Bucharest sends the following documents to the Ministry of National Education:
 - a) the list of posts proposed to be advertised for the competition and their structure, signed and stamped by the rector of the university;
 - b) the extract from the job title list containing the positions advertised for competition, signed by the rector, the dean and the department director or the head of the doctoral school;
 - c) in the case of teaching posts, the statement of the rector, certifying that all the teaching posts proposed for the competition have in their structure only subjects in the curriculum plans of the specializations/study programs legally established, including as a form of education and place of deployment;
 - d) own methodology.
- (3) The submission to the Ministry of National Education of the application for the publication in the Official Journal of Romania, Part III, of the vacant posts is obligatory for the first 30 calendar days from the beginning of each semester of the academic year.
- (4) The Ministry of National Education checks the structure of the posts in relation to the legal provisions in force.
- (5) The competition procedures may be started only after the publication in the Official Journal of Romania, Part III of the posts open to competition.
- (6) The proposal for the organization of the competition for a vacant post shall be made by the director of the department/head of the doctoral school in whose structure the post is, by a report endorsed by the Department Council or by the Council of the doctoral school and by the Faculty Council. If the director of the department intends to participate in the competition, he/she has no decision-making power in the Department Council, being replaced by another member of the department.
- (7) The list of posts proposed for competition is forwarded by the dean to the Management Board for approval pursuant to article 213 (13) (c) of Law no 1/2011.

Article 12

- (1) The conditions for entering a competition for a teaching position are those set out in this article.
- (2) For the position of **university assistant** employed for an indefinite period it is necessary cumulatively:
 - a) to hold a doctoral degree;
 - b) to fulfil the university standards for the teaching position of university assistant employed for an indefinite period of time, according to the standard criteria of the university (Annex 1);
 - c) for applied-practical art specializations, the bachelor's degree should be for an applied-practical art specialization in the field of visual arts or related art fields (architecture, performing arts).
- (3) For the positions of **lecturer**, it is necessary cumulatively:
 - a) to hold a PhD degree;
 - b) to fulfil the university standards for the teaching position of lecturer employed for an indefinite period of time, according to the standard criteria of the university (Annex 1);
 - c) For applied-practical art specializations, the bachelor's degree should be an applied - practical art specialization in the field of visual arts or related artistic fields (architecture, performing arts).
- (4) For the position of **associate professor**, it is necessary cumulatively:
 - a) to hold a PhD degree;
 - b) to fulfill the national minimum standards for filling in teaching posts, specific to the teaching position of associate professor, approved by order of the minister of education pursuant to article 219 (1) (a) of the Law no 1/2011;
 - c) to fulfill the university standards for the teaching position of associate professor employed for an indefinite period of time according to the standard criteria of the university (Annex 1);
 - d) for applied-practical art specializations the bachelor's degree should be an applied-practical art specialization in the field of visual arts or related artistic fields (architecture, performing arts)
- (5) For the position of **university professor**, it is necessary cumulatively:
 - a) to hold a PhD degree;
 - b) to hold a title of doctoral supervisor;
 - c) to fulfil the national minimum standards for filling in teaching positions, specific to the teaching position of university professor, approved by order of the minister of education pursuant to article 219 (1) (a) of the Law no 1/2011;
 - d) to fulfil the university standards for the teaching position of university professor employed for an indefinite period of time, according to the criteria of the university (Annex 1);
 - e) for the applied-practical art specializations the bachelor's degree should be an applied-practical art specialization in the field of visual arts or related applied-practical art fields (architecture, performing arts).

Article 13

- (1) In order to enroll in the competition for filling in a teaching position, the candidate shall draw up a file containing the following documents:
 - a) the application for a competition, signed by the candidate, which includes a statement regarding the truthfulness of the information presented in the file (Annex 2);
 - b) the proposal for development of the university career of the candidate, both in terms of teaching and artistic and scientific research activities; the proposal is drafted by the candidate, it contains up to 10 pages and is one of the main criteria for the selection of candidates.
 - c) the curriculum vitae in printed and electronic format (PDF signed);
 - d) the list of papers of the candidate in printed and electronic format (PDF signed);
 - e) the checklist for the fulfillment of the minimum standards for presentation at the competition signed by the candidate. It will also be submitted in electronic format (PDF signed) (Annex 4);
 - f) the documents related to holding the doctor's degree: the copy of the PhD degree and, if the original PhD degree is not recognized in Romania, the certificate of its recognition or equivalence;
 - g) a summary in Romanian and in an international language of the doctoral thesis, up to one page per language;
 - h) the statement of the candidate indicating the incompatibility cases provided by Law no 1/2011 in which it would be in case of winning the competition or the lack of these incompatibility cases (Annex 3);
 - i) the copies of other diplomas/documents certifying the applicant's studies; the baccalaureate degree or a certificate of recognition, a bachelor's degree or a certificate of recognition, a master's degree or a certificate of recognition;
 - j) the copy of the identity card or, if the applicant does not have an identity card, the copy of the passport or other identity document drawn up for a purpose equivalent to the identity card or passport;
 - k) the copy of the birth certificate;
 - l) if the candidate changed the name, copies of documents proving the change of name - the marriage certificate or the proof of name change;
 - m) the medical certificate showing that he/she is capable of teaching;
 - n) a maximum of 10 publications, patents or other papers of the candidate, in electronic format, selected by the candidate and considered to be the most relevant for their own professional achievements (portfolio);
 - o) the self-assessment sheet signed by the candidate, according to the standard format provided by this Methodology (Annex 7).
 - p) The proof of the quality of PhD supervisor for the candidates at the position of university professor.
 - q) Three letters of recommendation, accompanied by the contact data of those who agreed to make the recommendations, for the candidates to the position of associate professor and university professor.
- (2) If there are works that are not available in electronic format or cannot be scanned, records or photographs will be submitted.
- (3) Five CDs/DVDs or other electronic support with the entire contents scanned will also be attached to the competition file for submission to the competition board. The documents will be scanned separately. Individual PDFs will be named according to the type of document scanned. In the case of documents containing personal data, they will be protected by hatching.

- (4) Candidates will present their civil status and studies documents in original in order to check their veracity.

Article 14

The candidate's curriculum vitae must include information about:

- a) the studies made and the degrees obtained;
- b) the relevant professional experience and jobs;
- c) the research and development projects he/she managed as project manager and the grants obtained, if such projects or grants exist, indicating for each of them the source of financing, the volume of funding and the main publications or patents produced;
- d) the prizes or other elements of recognition of the applicant's scientific contributions.

Article 15

The candidate's full list of works will be structured as follows:

- a) the list of the maximum 10 papers considered by the candidate to be most relevant for their own professional achievements, which are included in electronic file in the file and can be found in the other categories of works provided for in this article;
- b) the PhD thesis or theses;
- c) the invention patents and other intellectual property titles;
- d) the books/chapters in books;
- e) the articles/studies in extenso, published in journals from the main international scientific flow;
- f) the publications in extenso, appearing in the works of the main international specialized conferences;
- g) other scientific papers and contributions or, as the case may be, artistic creation.

Article 16

The competition file made by the candidate on paper and electronic format is submitted to the university registry (19 General Constantin Budişteanu street, district 1, Bucharest) or through post or courier services that allow receipt acknowledgment.

Article 17

- (1) In the competition file, the candidates for associate professor positions must include at least three letters of recommendation on the professional qualities, prepared by personalities from the respective field from the country or abroad, outside the National University of Arts in Bucharest, as well as the name, the contact addresses of those who accepted to prepare the recommendations.
- (2) In the competition file, the candidates for the positions of university professor must include at least three letters of recommendation on the professional qualities, prepared by personalities from the respective field from abroad, as well as the name, the contact addresses of those who accepted to prepare the recommendations.

Article 18

- (1) The competition file shall be examined in terms of legality of the registration to the competition by a board proposed by the Management Board, assigned by rector's decision.
- (2) The board for assessing the legality of the competition files will be composed of five members.

- (3) Following the analysis of the files, based on the information in the checklist referred to in article 13 (1) (e) and based on the other documents submitted for the registration to the competition, the board for assessing the legality of the competition files provided in paragraph (2) shall draw up a minutes with all the candidates, which will show their fulfilment, respectively their failure to meet the conditions for entering the competition.
- (4) The minutes drawn up by the board for assessing the legality of the files shall be approved at the meeting of the Management Board and submitted afterwards to the Legal Service for endorsement. A candidate's fulfilment of the legal conditions for presentation to the competition will be certified on the application form by the Legal Service, based on the resolution at the paragraph (3) or, failing that, by a member delegated by the Management Board, with legal education. The endorsement shall be communicated by the legal service, namely the delegated member, to the candidate within 48 hours of its issuance but not less than five working days prior to the first test of the competition.
- (5) If it is negative, the candidate may file an appeal to the Management Board within two working days from the notification. The answer shall be communicated to the candidate within three working days from the appeal.
- (6) The candidates who meet the legal conditions for submission to the competition will be invited by the Legal Service, or in its absence, by a delegated member with legal education of the university to take the competition tests.
- (7) The competition file shall be submitted to the members of the competition board from the closing date of the submission process of the competition files, but no later than five working days before the first competition test.

Article 19

- (1) The competition board shall evaluate the candidate in the light of the following:
 - a) the relevance and the impact of the candidate's scientific/artistic results;
 - b) the candidate's ability to guide students or young researchers;
 - c) the candidate's teaching skills;
 - d) the candidate's ability to transfer his/her knowledge and results to the economic or social environment or to popularize his/her own scientific/artistic results;
 - e) the candidate's ability to work in team and the efficiency of his/her scientific collaborations, depending on the specificity of the candidate's field;
 - f) the candidate's ability to manage research and development projects;
 - g) the candidate's professional experience in institutions other than the National University of Arts in Bucharest.
- (2) The competition board is obliged to check and ascertain that the candidate fulfils the national minimum standards.

Article 20

- (1) The candidate's professional competencies shall be assessed by the competition board, the only one authorized to do so on the basis of the competition file and, in addition, by one or more competition tests, including lectures, courses or other similar courses, according to this Methodology.
- (2) The professional competencies of the candidate shall be assessed in relation to the level of the post and in relation to the subjects in the teaching position for which they compete. The competition tests can be found in Annex no. 1.
- (3) The day, the time and the venue of the competition tests will be announced on the

university website (www.unarte.org – section Announcements).

- (4) For all the posts, at least one competition test shall be a minimum 30-minute lecture in which the candidate presents the previous most significant professional results and the university career development plan.
- (5) The candidates who do not come from higher education shall also hold a teaching lecture. The topic of the teaching lecture will be announced to the candidates 48 hours before the submission, by posting on the university website.

Article 21

- (1) The composition of the competition board and the appeal board shall be set up after the publication of the notification of the post open for competition, for each post opened for competition.
- (2) The composition of the boards shall include an alternate member.
- (3) The department or the doctoral school council in which structure the post is makes proposals for the nominal composition of the competition board and the appeal board. The department head sends the extract with the proposal of the composition of the boards to the Human Resources Directorate. The Human Resources Directorate has the obligation to initiate a correspondence under the rector's signature with the university/universities within which are affiliated the professors outside the university who were proposed to participate in the competition boards to obtain the confirmation of their university degree and their availability to participate in the respective board during the competition. In case of failure to conform, the procedure is resumed until the legal requirements are met.
- (4) The composition of the competition board and of the appeal board is proposed by the dean of the faculty, on the basis of the proposals stipulated in paragraph (3) that are confirmed, and is endorsed by the Faculty Council. The nominal composition of the competition board and the appeal board, accompanied by the approval of the faculty council is submitted to the university Senate for approval.
- (5) Upon approval by the university Senate, the competition board and the appeal board are appointed by rector's decision.
- (6) Within two working days after the rector's decision on the appointment of the boards is issued, it is submitted to the Ministry of National Education, and the nominal composition of the competition board and the appeal board is published on the university website. For the positions of associate professor and university professor, the composition of the boards is published in the Official Journal of Romania, Part III.

Article 22.

- (1) The competition board and the appeal board are made up of 5 members, including the chairmen, specialists in the field of the post opened for competition or in close fields. The members of the board may be from within or outside the university, from the country or abroad.
- (2) In the event of the unavailability of the participation of a member in the works of the board, that member shall be replaced by the alternate member appointed by the same procedure as the members of the committee.
- (3) The decisions of the competition board shall be taken by the secret vote of the members. A board decision is valid if at least three members of the board voted.
- (4) The proceedings of the competition board shall be conducted by the chairman of the board.
- (5) In order to hold a post of associate professor and university professor, at least three members of the board must be outside the National University of Arts in Bucharest, in the country or abroad.

- (6) The members of the competition board must have a teaching or research title higher or at least equal to that of the post open for competition or, for the members abroad, to meet the university standards corresponding to the post open for competition.
- (7) For the exclusive purpose of participation in the competition board, the equivalence of teaching or research titles of foreign members with the teaching or research titles in the country shall be made by the approval by the university Senate of the nominal composition of the board.
- (8) The chairman of the competition board may be one of the following:
 - a) the department head or, as the case may be, the head of the doctoral school where the post is;
 - b) the dean or the vice-dean of the faculty where the post is;
 - c) a permanent postholder in the university, specialist in the position field or in a similar field, delegated for this purpose by the vote of the department council, namely the faculty council that organizes the competition.
- (9) In order to determine the composition of the appeal board, the same procedure as for the composition of the competition board is carried out.
- (10) The members of the competition board cannot be part of the appeal board.

Article 23

- (1) Competitions shall be held no later than 45 days after the end of the enrollment period.
- (2) The competition consists of the assessment of the scientific/artistic activity and the teaching qualities.
- (3) For each post, the competition board decides on the hierarchy of the candidates and nominates the candidate who achieved the best results.
- (4) The chairman of the competition board draws up a report on the competition, based on the assessment papers prepared by each member of the competition board (Annex 6) and observing the hierarchy of the candidates decided by the board.
- (5) The competition report is approved by decision of the competition board and is signed by each of the members of the competition board and by the chairman of the board.
- (6) The chairman of the competition board shall submit the report in paragraph (5), approved by decision of the board, the assessment reports and the original file of the candidate at the Faculty Council.
- (7) The faculty council examines the observance of the procedures established by this Methodology and grants or does not grant its opinion on the competition report. The hierarchy of candidates established by the competition board cannot be modified by the Faculty Council. The validation of the competition requires the presence of at least two thirds of the members of the Faculty Council. The students' representatives in the Council do not participate in the vote. The decision is taken by simple majority vote.
- (8) The report on the competition approved/nonapproved is submitted to the UNAB Senate, which examines the compliance with the procedures established by this Methodology and approves or not the report on the competition. The hierarchy of candidates established by the competition board cannot be modified by the Senate.
- (9) The Senate's decision shall be taken by simple majority vote of the members present. In order for the meeting to be legally constituted, the number of members of the Senate present must represent at least two-thirds of the total number of its members. The students' representatives in the Senate do not participate in the vote.

Article 24

- (1) The appointment on the post and the granting of the corresponding academic title following the approval of the result of the competition by the University Senate shall be made by rector's decision, starting with the next semester of the competition.
- (2) The decision to appoint and grant the corresponding academic title together with the competition report shall be sent to the Ministry of National Education and the National Council for Titles, Diplomas and Certificates, hereinafter referred to as CNATDCU, within two working days from the issue of the appointment decision.
- (3) If the post open for competition was not filled, the competition may be resumed in full compliance with the competition procedure.
- (4) The result of the competition shall be published on the competition website within two working days after the competition was finalized.

Article 25

- (1) Appeals may be lodged solely for failure to comply with legal competition procedures.
- (2) If a candidate has elements that can prove the non-observance of the legal competition procedures, the candidate may file an appeal within three working days from the communication of the result. The appeal shall be made in writing, registered at the university registry and settled by the appeal board, within three working days from the submission of the appeal.
- (3) The non-observance of the provisions of the Methodology by the persons with responsibilities in the procedure for organizing and conducting the competitions is a disciplinary offense and is sanctioned according to the provisions of Law no 1/2011 or other legal provisions, depending on the framing of the deed.
- (4) The University shall draw up annually, by September 1st at the latest, an annual report on the organization, conduct and completion of competitions for the filling in of the teaching positions, if any. The report is sent for notification to the Ministry of National Education and CNATDCU.

CHAPTER III

Competition for the occupancy of the teaching positions for an indefinite period of time

Article 26

- (1) The employment on a vacant, reserved or temporary vacant teaching post can be done for a definite period of time. Professors and specialists who meet the minimum criteria for occupying a higher education teaching post established by law and regulations approved by the University Senate can benefit from employment for a definite period of time.
- (2) The employment of specialists of recognized scientific and professional value from the country and abroad, as invited associate professors, shall be endorsed by the Department Council and approved by the Management Board.
- (3) The proposal for organizing the competition for a vacancy for a definite period of time shall be made by the department Director in whose structure the post is, through a report endorsed by the department Board.
- (4) The list of posts open for competition is approved by the dean and submitted to the Management Board of the National University of Arts in Bucharest for approval.
- (5) The duration of a definite period is maximum three years. Exceptionally, the PhD students may be employed for a definite period of maximum five years.
- (6) The responsibilities of PhD students, assigned as research assistants or university assistants for a definite period of time, shall be determined by the University Senate, at the proposal

of the Faculty Council.

- (7) The PhD students under internship can be appointed as research assistants or university assistants for a definite period of time. They can carry out teaching activities, according to the doctoral studies contract, within 4-6 conventional teaching hours per week, at the request of the department director, approved by the Administration Board.
The teaching activities that exceed this level will be paid in accordance with the legislation in force. The PhD students benefit from all the rights of the research assistants or the university assistants, including seniority.
- (8) The individual employment contract for a definite period of time concluded between the university and the members of the teaching and research staff as a result of an internal competition may be renewed according to the personal professional results, assessed on the basis of the criteria adopted by the university Senate, as well as depending on the employment needs and the financial resources of the university, in accordance with the legal provisions in force.

Article 27

- (1) In relation to its own academic needs, the University Senate may approve, for a definite period of time, the invitation within the university of university professors and other specialists of recognized value in the field from the country or from abroad, as associated academic professors.
- (2) The Senate calls into question the approval of the invitation of the professor or the specialist of recognized value in the field, from the country or abroad, as an associate university professor invited only after the approval of the department Board and the approval of the Management Board.
- (3) In the case of specialists without a recognized academic degree in the country, the University Senate approves, by assessment, the teaching degree corresponding to the performance, according to the national standards. They do not need to hold a PhD degree.
- (4) Reserved, vacant or temporary vacant teaching posts shall be covered, as a matter of priority, by the teaching staff of the university or by the associated teaching staff, in the case of hourly or positions cumulative pay.
- (5) The following principles shall be considered:
 - a) the continuity in teaching activity;
 - b) the manning of the number of conventional hours set by the Senate;
 - c) the manning in the budget for staff costs.
- (6) The competition for the occupancy of posts for a definite period of time shall be held at least 15 days before the beginning of the academic year, respectively the semester. In case of job vacancies during the academic year, a competition may be held only with the approval of the Management Board, according to the same procedure provided in this Methodology.
- (7) The competition is announced by the department requesting the post at least five working days before the date of the competition, by publication at the department premises. The announcement comprises at least: the position, the place in the position roll and the subjects open to competition.
- (8) The registration at the competition is made on the basis of a request and submission of a file, no later than the date before the competition, to the faculty secretariat. The competition file will contain:
 - a) the candidate's CV;

- b) the candidate's works in electronic format, selected by him/her and considered to be most relevant for his/her own professional achievements (portfolio);
 - c) the copies of the study papers. The candidates who hold a university degree will not submit the study papers.
- (9) The competition board shall be made up of the department director and two other members with a teaching degree at least equal to the position open for competition, being approved by the Department Council.
 - (10) The competition will consist of an interview and an analysis of the file.
 - (11) Upon completion of the competition, the department director will display the results to the faculty's notice and will submit a written report on the competition to the Faculty Council that will approve it and submit it to the Management Board for approval.
 - (12) Appeals may be filed solely for non-observance of legal competition procedures. If a candidate has evidence that he/she is unable to comply with the legal competition procedures, he/she may appeal within 48 hours of the result being displayed. The appeal shall be made in writing, registered at the university registry and shall be settled by a board appointed by the Management Board, within 48 hours since the appointment.

Article 28

The employment for a definite period of time shall be made following the rector's decision.

Article 29

Candidates' files will be handed over to the Human Resources Directorate, completed in the case of candidates admitted with civil status documents, certificate of seniority in education and work, the collaboration agreement with the university of the institution where the basic function is and an extract of the bank account for the payment of wages.

CHAPTER IV Final provisions

Article 30

Annexes 1-8 are an integral part of this Methodology.

Article 31

- (1) This Methodology shall enter into force on the date of its approval at the Senate meeting on November 27th, 2018 by resolution under number 53.
- (2) On the date of entry into force, the Competition Methodology for the occupancy of teaching posts approved at the Senate meeting on February 8th, 2018, and any other contrary provision is repealed.

RECTOR,

Univ. Prof. PhD. Cătălin Mihai Bălescu