

## THE APPLICATION FILE FOR THE TEACHING CONTESTS

1<sup>st</sup> Semester, academic year 2016 - 2017

The application file is formed by the candidate *printed and electronically* and it will be submitted to the Office of Teacher Evaluation, room 2418, 15-17 Calea Dorobanților, sector 1, Monday-Friday between 09:00-13:00 or through the postal services or through a courier that allows confirmation of receipt.

*Further information:*

Directly, at room 2418, Monday-Friday between 9:00-13:00;

By telephone: 021-3191900, 021-3191901, extensio 427;

E-mail: gabriela.zamfir@ase.ro.

The candidates will submit a **plastic file, with index strip**, filled according to the model:

**On the cover page of the file** the following will be recorded (according to the model):

THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES,

Faculty (present legal name).....,

Department....., Position .....Coding.....,

Academic Discipline(s).....,

Area of Specialization .....

### APPLICATION FILE,

Candidate.....(FIRST NAME and last name - Academic title, as appropriate)

**List of documents available, in order, at registration, on the APPLICATION FORM of the candidate:**

1. **List of documents;**

2. **Application for the contest (Annex 1)**, signed by the candidate, which includes a statutory declaration regarding the reliability of the information in the file. (**Annex 1a**);

3. **An academic career development proposal**, both in terms of teaching and in terms of scientific research; the proposal is written by the candidate, contains up to 10 pages and is one of the main criteria of selecting candidates;

4. **Curriculum Vitae (Annex 2)** of the candidate - **2 printed copies**.

The Curriculum vitae of the candidate should include:

- a) Information about studies and diplomas obtained;
- b) Information about work experience and jobs;
- c) Information about research and development projects which the candidate led as project manager and grants obtained, if any such projects or grants exists, indicating for each the funding source, funding amount and the main publications and patents resulted;
- d) Information about the awards or other recognition of scientific contributions of the candidate;

5. **List of the applicant's works (Annex 3)** - **2 printed copies**.

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

- a) A list of maximum 10 papers considered by the applicant most relevant for his/her professional achievements, in electronic format, which can be found in other types of work under this article;
- b) The doctoral thesis or theses;
- c) Patents and other intellectual property titles;
- d) Books and chapters in books;
- e) Articles/studies *in extenso*, published in the international scientific mainstream journals;
- f) Papers *in extenso*, published in the main works of international conferences;
- g) Other works and scientific contributions.

6. **Scorecard verifying the fulfillment of minimum standards**, according the present legislation, in print - **2 printed copies**. (**Annexes 4a-4d**). The verifying scorecard is filled and signed by the candidate;

7. **Copy of the doctorate degree** or certificate of recognition or equivalence of it issued by the Ministry of National Education;

8. **The summary, in Romanian and in a foreign language, of the doctoral thesis**, maximum one page for each language;

9. **Statutory declaration by the candidate, indicating the incompatibility situations**, stipulated by Law no. 1/2011, in which the candidate would find himself/herself if he/she won the contest or the lack of such incompatibility situations (**Annex 5**);
10. **Copies of other degrees** that are showing the candidate's studies;
11. **Copy of identity card** or, if the candidate does not have an ID card, of passport or other identity document issued for an equivalent purpose;
12. If the candidate has changed his/her name, **copies of documents showing name change** - marriage certificate or proof of name change;
13. Maximum of 10 publications, patents or other works of the candidate - ***electronically***, considered to be most relevant for his/her professional achievements.
14. a. Candidates for university lecturer positions should include in the application form **at least three names and addresses of personalities in the field**, domestic or foreign, outside the higher education institution who have the position up for contest, who agreed to prepare letters of recommendation regarding the candidate's professional qualities.
- b. Candidates for university professor positions should include in the application form **at least three names and addresses of foreign personalities in the field**, who agreed to prepare letters of recommendation regarding the candidate's professional qualities.
15. Other documents that certify fulfillment of the minimal standards required by the evaluation criteria. Wherever it is necessary, the candidate will supply Xeroxed copies of documents that certify achievement of those criteria that cannot be evaluated based on the contents of the file.