

## THE APPLICATION FILE FOR THE TEACHING CONTESTS

2<sup>nd</sup> Semester, academic year 2017 - 2018

The application file is formed by the candidate *printed and electronically* and it will be submitted to the Office of Teacher Evaluation, room 2418, Monday-Friday between 09:00-13:00 or through the postal services or through a courier that allows confirmation of receipt at the following address: 6 Romana Sq. sector 1, ZIP 010374, PO BOX 22.

*Further information:*

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

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

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

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

1. Cover page (according to the model)
2. Contents Index
3. 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**);
4. **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, signed and dated.
5. **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;
6. **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.

7. **Scorecard verifying the fulfillment of minimum standards (Annexes 4a-4d)**, according to the present legislation, in print - **2 printed copies**. The verifying scorecard is filled and signed by the candidate; For each article/book/citation/professional achievement/contribution mentioned, the address where it is available will be specified;

8. Authenticated **Copy of the doctorate degree** or certificate of recognition or equivalence of it issued by the Ministry of National Education;/ the non-legalized copy, accompanied by the original, for certification "according to the original" by the BUES Legal Office.

9. **The summary, in Romanian and in a foreign language, of the doctoral thesis**, maximum one page for each language. They will be dated and signed by the candidate;

10. **Copy of the Order of the Minister conferring the status of Doctoral Supervisor** (for the post of professor);

11. **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**);

12. **Copies of other degrees/certificates** that show the candidate's studies (baccalaureate, bachelor, master, etc., diploma / diploma supplement). Copies will be signed by the candidate for certification "according to the original";

13. **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; Copies will be signed by the candidate for certification "according to the original";

14. If the candidate has changed his/her name, **copies of documents showing name change** - marriage certificate or proof of name change; Copies will be signed by the candidate for certification "according to the original";

15. Medical certificate attesting to the appropriate state of health, issued at least 6 months before the competition by the candidate's family physician or by the competent health care units. It will contain clearly the number, date, name of the issuer and its quality, in the standard format established by the Ministry of Health;

16. a. Candidates for university assistant professor 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; in the case of scientific fields which are specific to Romania, the recommendation letters may also be written by personalities in the field in question who work in Romania, but outside BUES.

17. 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. Each document will mention the position on the Verification Sheet for meeting the minimum standards to which it is attached;

18. A CD containing the documents mentioned at points 5, 6 and 7 (editable format), a folder with a maximum of 10 publications, patents or other papers selected by the candidate and considered to be most relevant to their own professional achievements (pdf format) as well and all the contents of the file (pdf format).