

Methodology
Criteria Employed to Fill Vacant Teaching Positions
In the Bucharest University of Economic Studies
starting with academic year 2017-2018

Chapter I General Provisions

Art. 1 This methodology stipulates the required standards and procedures established by the Bucharest University of Economic Studies (hereinafter referred to as the BUES) to fill a vacant teaching position for the academic functions specified below:

- a) Teaching assistant hired for a definite period of time;
- b) Teaching assistant hired for an indefinite period of time;
- c) University lecturer for an indefinite period of time;
- d) Assistant professor for an indefinite period of time;
- e) University professor for an indefinite period of time.

Art. 2 (1) The respective contests are open in nature. Any person who meets the corresponding requirements will be considered eligible for the contest, without any discrimination, in accordance with the legal provisions in force.

(2) The applicants for the vacant teaching posts in The BUES must comply with the conditions provided by the *BUES own methodology*, necessary to obtain "very good" qualificative.

Art. 3 In the event that, following a particular candidate's being declared winner of the contest, his/her assignment should render one or more employees with the aforesaid university in the position of incompatibility as defined by art. 295 par (4) of The Law of National Education no.1/2011, with subsequent modifications and amendaments, the appointment to the post and the granting of the academic rank can take effect only after the position/situation of incompatibility has been resolved. The operating procedure deployed to settle this matter shall be submitted to the Ministry of National Education within two working days from its determination.

Chapter II The Contest to Fill the Positions of Teaching Assistant, University Lecturer, Assistant Professor and University Professor respectively, for an Indefinite Period of Time

Art. 4 A vacant teaching position for an indefinite period of time can only be filled by public contest, in keeping with the requirements of this methodology, respecting the framework methodology stipulated by G.O. 457/2011, with subsequent modifications and amendments and the provisions of the Law Of National Education no 1/2011, with subsequent modifications and amendments.

Art. 5 (1) The proposal to hold a contest for a vacant position is put forward by the Head of the department which has an opening, by submitting a memorandum signed by The Board of the Department and by the Board of the Faculty respectively.

(2) The comprehensive list of all positions available for contest is forwarded by The Dean to the BUES Management Committee to be considered for approval subject to art. 213, paragraph (13) of the Law of National Education no. 1/2011, with subsequent modifications and amendments.

Art. 6 (1) The deadline for applications for the contest starts from the day the opening is published in the Official Gazette of Romania Part III, and the approval of the Contest Schedule by the BUES Management Committee and ends 15 days prior to the first stage of the evaluation process.

(2) The Contest Schedule and List of Vacant positions is made public on the website of BUES, www.ase.ro and on the webpage of the contest, after the approval of the Contest Schedule by the BUES Management Committee

Art. 7 (1) In order to be considered eligible to enter the contest to fill an opening for the position of teaching assistant for an indefinite period of time the prospective candidate must meet all of the requirements specified below.

- a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;
- b) to comply with the minimal standards for occupying the position of teaching assistant for an indefinite period of time, as stipulated in Annex 1 to this methodology.
- c) the existence of consistency between scientific contributions and position descriptions for interdisciplinary positions;

(2) To qualify to enter the contest to fill the position of university lecturer the candidate is required:

- a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;
- ;

b) to comply with the minimal standards for filling the position of university lecturer, as stipulated in Annex 1 to this methodology.

(3) To be considered suitable to apply for the contest to fill the position of assistant professor the candidate shall conform to all of the conditions below.

a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;

b) to comply with the minimal national standards for occupying a teaching position, specifically the position of assistant professor, as stipulated by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

c) to meet the minimal standards for filling the position of assistant professor, as stipulated in Annex 1 to this methodology. These standards are higher than the national minimal standards approved by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

(4) To submit an application to compete for an available position of university professor the candidate should be able to simultaneously satisfy the prerequisites listed below.

a) to hold a Doctoral Diploma in the specific field of the position or, in the case of interdisciplinary positions, in related fields;

b) holding the title of doctoral supervisor;

c) to comply with the minimal national standards for occupying a teaching position, specifically the position of university professor, as stipulated by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

c) to meet the minimal standards for filling the position of university professor, as stipulated in Annex 1 to this methodology. These standards are higher than the national minimal standards approved by the Ministry of Education, Research, Youth and Sport Order, in accordance with art. 219 (1) let a) of The Law of National Education No 1/2011, with subsequent modifications and amendments.

Art. 8 To enter the contest for filling a vacant teaching position the prospective candidate should prepare a file that contains the following documents:

a) the standard application form for the contest, signed by the candidate, which shall include a statutory declaration regarding the truthfulness of the information included in the file;

b) the candidate's own projections for his/her academic career development, regarding both teaching objectives and directions for scientific research work. This proposition, signed by the candidate, shall be drafted in no more than 10 pages.

- c) the candidate's Curriculum Vitae, both in printed and electronic forms;
- d) the comprehensive list of the candidate's scientific research papers in printed and electronic forms; only published publications, namely those that have volume, number, pages and / or a digital identifier (DOI), according to international standards, will be considered.
- e) the chart of compliance with the BUES performance standards in accordance with the approved format provided by this very methodology (Annexes 2 a-d) filled in and signed by the candidate;
- f) documents regarding the doctoral diploma held by the candidate: an authenticated copy of the doctoral diploma or the attested certificate of recognition or equivalent released by The Ministry of Education, Research, Youth and Sport;
- g) a copy of the order of the minister conferring the status of doctoral supervisor (for the position of professor);
- h) an abstract, both in Romanian and in an international language, of the doctoral thesis, to be drafted in no more than one page for each respective language;
- i) a declaration on the candidate's own responsibility as to the restrictions imposed by the position of incompatibility subject to Law No 1/2011, highlighting the non/existence of such situations in case the applicant be deemed the winner of this contest;
- j) copies of any other professional degrees/certificates that add to the relevant qualifications. These copies are signed by the candidate to certify that they are „according to the original”;
- k) copy of the I.D. card or, should the applicant be unable to present this, copy of the passport or legally valid equivalents. This copy is signed by the candidate to certify that it is „according to the original”;
- l) in the event that the applicant may have changed his/her name, copies of the documents that attest this change, i.e., marriage certificate or the official documents that certify this deed. These copies are signed by the candidate to certify that they are „according to the original”;
- m) 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;
- n) no more than 10 published research papers, granted patents or other professional achievements considered to be the most relevant proof of the candidate's professional excellence, on CD;
- o) other documents that show compliance with the minimal assessment standards.

Art. 9 The applicant's CV shall include:

- a) details on the research and development projects the candidate has conducted in his/her capacity as program director and the number of granted grants, and, in the event that the candidate has been the beneficiary, relevant information on the source of funding, the amount, the main publications and/or patents;
- b) awards, prizes or other honors the applicant may have been bestowed on, in acknowledgement of his/her scientific contributions;

Art. 10 The comprehensive list of the candidate's research papers shall include:

- a) a selection of no more than 10 research papers considered by the candidate to be the most relevant for his/her scientific profile, attached in electronic format in the file. (Part of) these may also appear further down;
- b) the title of the Ph.D. thesis or theses;
- c) patents, trademarks, copyright registration certificates or any other intellectual property rights;
- d) published books and their respective table of contents;
- e) articles/papers in extenso that appeared in the mainstream international journals;
- f) publications printed in extenso in abstracts of the most relevant international professional conferences;
- g) other types of research work and contributions.

Art. 11 (1) The applicants for the position of assistant professor shall include in the folder at least 3 names and contact addresses of personalities in the respective field from this country or from abroad, other than the members of the scientific community of the targeted university, who have accepted to put forward letters of recommendation acknowledging the professional/academic qualities of the candidate.

(2) Candidates for the position of university professor must include in the file at least 3 names and contact addresses of personalities in that particular field from abroad, who have consented to write a recommendation letter to acknowledge the professional/academic qualities of the applicant; 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 the higher education institution which is holding the contest for filling the position.

Art. 12 The application file is completed by the candidate, printed and electronically, who shall register it with the Academic Assessment Office of the BUES, ASE, 6 Piata Romana Sq., sector 1, Bucharest 010374, Romania, P.O. 22, in person or by a postal or courier service that can ensure the acknowledgement of receipt. The application files are forwarded to the Contest Evaluation Committee right after the deadline for registration of the applications expires, but not later than 5 working days prior to the first stage of the assessment procedures.

Art. 13 (1) Compliance with the legal conditions to enter the contest is certified by way of a certificate provided by the BUES Legal Department, to substantiate the truth and validity of the information in the performance compliance chart as laid down by art. 8 let. e) of this own methodology and after the verification of other documents required for the contest application, as well as based on the certification of the contest evaluation committee in charge with verifying that all the conditions provided in art. 7 (1), let. e,f, (2) let. b, (3) let. b, c and (4) let. c, d have been fulfilled.

(2) The contest evaluation committee appointed by the rector's order for each separate contest shall certify compliance with the minimal standards by verifying the chart of compliance with the standards stipulated under art. 8 let. e in this methodology, the curriculum vitae, the comprehensive list of the candidate's scientific research papers attached to the file.

(3) Following the verifications stipulated under paragraph (2) above, the contest evaluation committee shall issue a certificate of fulfilment / unfulfilment of the conditions provided under art. 7, (1), let.e,f, (2) let. b, (3) let. b, c and (4) let. c, d.

(4) The contest evaluation committee shall submit the contest files and the certificates issued for each file to the BUES legal department within the utmost 5 working days from receiving the contest file from the Office of Teacher Evaluation.

(5) The certification by the BUES legal department shall be submitted to the candidate within the utmost 48 hours after having been issued, but not later than 5 working days prior to the first stage of the assessment procedures, by e-mail or fax (to the address mentioned by the candidate in the CV).

Art. 14 The comprehensive list of all the candidates who meet the legal conditions to enter the contest will be posted on the site www.ase.ro and also on the official Notice Board of the contest. The applicants will be invited to the competition via email or fax (at the addresses provided by the candidate in the CV).

Art. 15 The contest evaluation committee will assess the candidates against:

- a) the teaching competencies of the candidate, for those positions that entail academic teaching activities;
- b) the relevance and impact of the respective applicant's research work;
- c) the candidate's ability to guide students and young researchers;
- d) the candidate's ability to transfer his/her knowledge and contributions to the economic or social environment or to disseminate his/her own research work;
- e) the candidate's team-work capabilities and the efficiency of the candidate's scientific collaborations, according to the specific assessment criteria for each particular field;
- f) the candidate's expertise in conducting research and development projects;
- g) the professional skills acquired in academic institutions other than the university that the candidate is applying for.

Art. 16 (1) The professional competencies of the candidate for the position of teaching assistant are assessed by the Contest Evaluation Committee after the completion of all the stages below:

a) Stage 1 : the assessment of the candidate to the contest for the position of teaching assistant based on the score obtained to the BUES chart for the performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1). This stage is eliminatory, its result being admitted or rejected.

b) Stage 2 : the assessment of the paper written by the candidate on a topic provided by the contest theme(s) list. This paper is graded by each committee member by grades from 10 to 1, the final score is yielded by the average arithmetic mean of each of these grades. The minimum score is set at 7.

c) Stage 3 : teaching a seminar or performing a practical test on a topic consistent with the description of the published vacancy. The topic of the seminar is established by the Contest Evaluation Committee and announced to the candidate at least 48 hours before teaching the seminar. The seminar can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The seminar is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 7.

(2) The candidates are ranked according to the average arithmetic mean of the final grades pertaining to stages 2 and 3 provided that the minimum standard stipulated for each stage is obtained.

(3) The applicants for a teaching position that entails academic disciplines in a foreign language will take the above mentioned tests in that respective language.

Art. 17 (1) The professional competencies of the candidate for the position of university lecturer are assessed by the Contest Evaluation Committee after completing all of the stages below:

a) Stage 1: the assessment of the public lecture on a topic provided by the contest theme(s) list. The topic of the public lecture is established and announced to the candidate at least 48 hours before it is scheduled to take place. The public lecture can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The public lecture is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 7. This stage is eliminatory, the final result being admitted or rejected.

b) Stage 2: the assessment of the candidate to the contest for the position of university lecturer is based on the score obtained to the BUES chart for the

performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1).

(2) The minimum overall pass-grade is the minimum score for “very good” qualificative, for the position of assistant professor provided under Annex 1, by academic fields.

(3) The candidates are ranked according to Annex 1 requirements, by academic fields.

(4) If the candidates are applying for an academic position that requires the extensive use of a foreign language, they will perform in that foreign language.

Art. 18 (1) The professional competencies of the candidate for the position of assistant professor shall be evaluated by the Contest Committee when the following stages have been completed:

a) Stage 1: the assessment of the public lecture on a topic provided by the contest theme(s) list. The topic of the public lecture is established and announced to the candidate at least 48 hours before it is scheduled to take place. The public lecture can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The public lecture is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 8. This stage is eliminatory, the final result being admitted or rejected.

b) Stage 2: the assessment of the candidate to the contest for the position of assistant professor is based on the score obtained to the BUES chart for the performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1, by academic fields).

(2) The minimum overall pass-grade is the minimum score for “very good” qualificative, for the position of assistant professor provided under Annex 1, by academic fields.

(3) The candidates are ranked according to Annex 1 requirements, by academic fields.

(4) If the candidates are applying for an academic position that requires the extensive use of a foreign language, they will perform in that foreign language.

Art. 19 (1) The professional competencies of the candidates for the position of university professor are appraised by the Contest Committee after fulfilling all the requirements of the process below.

a) Stage 1: the assessment of the public lecture on a topic provided by the contest theme(s) list. The topic of the public lecture is established by the Contest Committee and announced to the candidate at least 48 hours before it is scheduled to take place. The public lecture can be attended by the BUES students and by the members of the department whose structure includes the vacancy. The public lecture is graded by each committee member by grades from 10 to 1, the final score being yielded by the average arithmetic mean of these grades. The minimum score is set at 9. This stage is eliminatory, the final result being admitted or rejected.

b) Stage 2: the assessment of the candidate to the contest for the position of university professor is based on the score obtained to the BUES chart for the performance standards of the candidates to the vacant teaching positions approved by the BUES Senate (Annex 1, by academic fields).

(2) The minimum overall pass-grade is the minimum score for “very good” qualificative, for the position of university professor provided under Annex 1, by academic fields.

(3) The candidates are ranked according to Annex 1 requirements, by academic fields.

(4) If the candidates are competing for an academic position that entails teaching in a foreign language all of the above evaluation stages will proceed in that particular foreign language.

Art. 20 (1) The Contest Evaluation Committee is set up after the open position has been published, and its structure depends on the type of vacant position.

(2) The Contest Evaluation Committee for assistant professor and university professor shall have at least one deputy member from BUES and at least one deputy member from outside BUES.

(3) The Board of the Department that has an opening shall put forth a proposal for the nomination of the committee members. For the proposed foreign members of these committees, the board of the department will also attach the performance compliance chart to attest that they meet the BUES conformity requirements regarding academic ranking.

(4) The structure of the Contest Evaluation Committee, as proposed by the entities in par. (3) above, shall be endorsed by The Dean at the Meeting of the Faculty Board, which shall subsequently approve it.

(5) The list of members of the contest commission, accompanied by the approval of the Faculty Board and Management Committee, shall be submitted to the University Senate for approval.

(6) After the University Senate has signed this proposal, the Contest Evaluation Committee can be appointed by the Rector’s Decision.

(7) No later than two working days after the issuance of the Rector's Decision, it shall be submitted to the Ministry of National Education, and the nominated members of this committee shall be published on the Contest web page. For the positions of assistant professor and university professor the list of the committee members must be published in the Official Gazette of Romania, Part III.

Art. 21 (1) The Contest Evaluation Committee shall include 5 members experts in the field of the position for which the contest is held or in related fields. The President is one of the committee members.

(2) In the event that one of the committee members may be unable to attend a meeting, he/she shall be replaced by a deputy member who shall be appointed using the same procedure as for the commission members.

(3) The President shall conduct all the proceedings of the committee.

(4) The members of the committee can be from the same university, from other Romanian universities or from a higher education institution abroad. The members from other Romanian universities must be tenured teachers in certified university, or scientific researchers tenured in Romanian Academy or other research institutes.

5) Equivalence of research functions with didactic functions is as follows:

a) a researcher holding a doctoral degree is equivalent to a university assistant;

b) a scientific researcher third degree is equivalent to a university lecturer / chief of works;

c) a scientific researcher second degree is equivalent to a university assistant professor;

d) a scientific researcher first degree is equivalent to a university professor.

(6) For the position of assistant professor or university professor, no less than 3 members of the committee shall be from outside the university that runs the contest, from Romania or abroad.

(7) The academic ranking of the committee members shall be superior or at least equal to that of the vacancy. Committee members from an abroad institution shall satisfy the BUES conformity standards to match the vacant position.

(8) With a view to meeting conformity standards for nomination as a member of the Contest Evaluation Committee, the BUES Senate is empowered to deem an academic or research rank granted by a foreign university equivalent with its respective counterpart in Romania. The validity of this deed is restricted to the particular circumstances of this nomination.

(9) The President of the Contest Evaluation Committee shall be : elected subject to the conditions below:

(a) for the positions of teaching assistant and university lecturer, the President is the Head of the Department that has the vacant position or a member of the Board elected at the Department Board Meeting, at the very moment when the committee is appointed and delegated to that effect by the Board vote.

(b) for the positions of assistant professor and university professor , the President is the Dean or the Deputy Dean of the faculty that has the vacancy or a member of the faculty Board delegated to that effect by the Board vote.

Art 22 (1) The contest shall officially finish in no more than 45 days from the closing deadline for application.

(2) For the positions that involve academic teaching activities, the contest procedure consists of the evaluation of the candidates' achievements in research as well as in tutoring and mentoring.

(3) For each vacant post, the Contest Evaluation Committee shall set forth the candidates' ranking score and designates the winner, by making public the score on each domain, activity, criterion, category and sub-category.

(4) The President shall draft an evaluation report on the contest final result, against the assessment reports forwarded by each of the committee members, to endorse the candidates' rank score.

(5) The committee shall then ratify the decision on the contest evaluation report. This deed must be signed by the President and by each of the committee members.

(6) The Faculty Board shall determine whether the procedures provided by this own methodology have been observed and subsequently declare the conformity of the contest evaluation report. The candidates' ranking score as established by the contest committee cannot be modified by the Board.

(7) The Management Committee and the University Senate shall consider the completion of the procedures subject to this methodology and deem the validity of the contest evaluation report. The candidates' ranking score cannot be modified by neither the Management Committee, nor the University Senate.

Art. 23 (1) The final result of the contest shall be posted on the BUES official web page www.ase.ro and on the Contest web page, administered by the Ministry of National Education, no later than 2 working days from the closing date of contest.

(2) In the event that one candidate should be able to present evidence that the contest proceedings have not been respected, he/she shall file a notice of complaint no later than 5 working days from the publishing of the final results. This notice of complaint, in printed form, shall be registered with the BUES official Registrar and it shall be resolved by the Contest Committee.

(3) The contestation of the final note of the written paper, in the case of the contest organized for the position of university assistant, shall be made in writing, within 5 working days from the communication of the result, shall be registered with BUES Registrar and shall be settled by the Appeal Commission consisting of 3 members, including its president, specialists in the field of the contest or in adjacent fields, appointed by the same procedure and in the same time as the Contest Committee.

(4) In the event that the vacant position could not be filled, a new contest can be launched in the subsequent academic semester, subject to all the conditions provided by the contest methodology.

Art. 24 (1) The successful candidate shall be appointed to the position and granted the correlative academic rank by the Decision of the BUES Rector, only after the University Senate has ratified the official contest result. This deed shall come into effect on the first day of the next academic semester.

(2) For the academic teaching positions, the decision to appoint to the position and to grant the correlative academic rank, attached to the Contest Evaluation Report shall be submitted to the Ministry of National Education, as well as to Romania's National Council of Degree and Diploma Certification subsequently referred to as CNATDCU, no later than two working days from the signing of the appointment decision.

Chapter III The Contest to Fill the Positions of Teaching Assistant for a Definite Period of Time

Art. 25 (1) Doctoral students registered with BUES Ph.D. Programmes¹ who satisfactorily meet the application requirements are encouraged to enter the contest, with no discrimination, subject to the legal conditions in effect.

(2) The employment contract for the position of teaching assistant shall be signed for the legal period of duration of the doctoral studies, but not more than 5 years. The period of duration shall be acknowledged by the Department Head and Board and it shall be publicized at the date the contest is launched.

Art. 26 (1) Departments may launch a contest for the position of teaching assistant for a definite period of time for Bachelor's Degree academic activities.

(2) The Head of the Department that has a vacancy shall put forth the proposal to launch a contest to fill the position of teaching assistant for a definite period of time, by submitting a memorandum approved by the Department Board.

(3) The list of vacant positions proposed to be filled by contest shall be further ratified by the Faculty Board and submitted to the BUES Management Board for approval. This list shall be posted on the BUES official web site and on the department Notice Board.

(4) The contest date shall be at any time during the semester when the announcement was made, while the employment contract shall be effective from the first day of the subsequent academic semester.

(5) The deadline for application to the contest shall be posted on the official BUES site at least one month prior to the first stage of the contest proceedings.

Art. 27 (1) To enter the contest to fill the position of teaching assistant for a definite period of time all of the conditions below shall be satisfied simultaneously by the applicant:

¹Except for the domains in which the BUES does not organize doctor's degrees.

- a) to be a doctoral student;
- b) the doctoral student's area of specialization/ the theme of the Ph.D. thesis shall be in a field related to the vacancy;

Art. 28 (1) In order to enter the contest to fill the academic position of teaching assistant for a definite period of time, the candidate must present a file that includes the following documents:

- a) the standard application form, signed by the candidate, which also contains a declaration on the candidate's own responsibility as to the truth and validity of the credentials and information in the file;
- b) the certificate that attests that the candidate is a doctoral student, the Ph. D. thesis domain, the degree of completion of the Ph.D. Degree Program, the title of the doctoral thesis;
- c) the candidate's plan for his/her academic career development; this proposal is drafted by the candidate in no more than 5 pp.
- d) the candidate's Curriculum Vitae, in printed form;
- e) the list of the candidate's research papers, in printed form;
- f) a statutory declaration by the candidate, indicating the (non)existence of the incompatibility situations stipulated by Law no. 1/2011, with subsequent modifications and amendments, in which the candidate would find himself/herself if he/she won the contest;
- g) authenticated copies of the Bachelor's Degree Diploma with its supplement/grades sheet, authenticated copies of the Master's Degree Diploma with its supplement/grades sheet and copies of other relevant professional studies and qualifications;
- h) copy of the I.D. card or, should the candidate be unable to present this, copies of the passport or any other legally valid equivalent;
- i) in case the candidate may have changed his name(s), copies of the documents that attest this change-marriage certificate or any other deed to this effect;
- j) the written agreement of the Ph.D. Tutor to allow the doctoral student to apply for a specified vacant academic position, which should confirm that the teaching activities should not affect the doctoral student's individual research schedule and the fact that the position disciplines are related to the doctoral thesis field;

(2) The application file is completed by the candidate and submitted to the Academic Assessment Office by the candidate or sent to 6 Piata Romana Sq., sector 1, Bucharest 010374, PO 22 by those postal or courier services that allow acknowledgement of receipt.

Art. 29 (1) Compliance with the statutory conditions to enter the contest is certified by the BUES Legal Department which shall verify the truth and validity of the

credentials and information in the application file. This certificate shall be forwarded to the candidate in no more than 48 hours from its issuance, also no less than 5 working days before the first stage of the evaluation process, via email or fax (at the addresses provided by the candidate in his CV).

(2) The Contest Evaluation Committee, proposed by the Department Head, verified by Faculty Board and approved by Management Committee, consists of 3 members, of which one is the President, whose area of specialization must be in the same domain as or in a related field with the vacant position. The committee shall also designate a Secretary, who is not a member of the committee, nominated by the Department Head.

(3) The nominal list of the Contest Commission, accompanied by the verification of the Faculty Council and Management Committee. is submitted to the Senate and subject to its approval.

(4) The evaluation process shall have 2 stages as below:

a) Stage I is a preliminary stage; it is the process of verifying the performance compliance requirements. The List with the candidates that satisfy the legal conditions for application shall be posted on the notice board of the department, together with the date, time and venue of the interview.

b) Stage II is the evaluation of the professional competencies by considering the candidates' plans for academic career development and by holding a subject specialty interview. In case the vacant position entails academic activities in a foreign language, that language will be used during the interview.

(5) The candidate's plans for academic career development as well as the interview assessment are graded by each member of the committee with grades from 10 to 1, the score for each of those sections is the arithmetic average of their respective grades. The final score is the average of Stages I and II above. The minimal pass-grade is 7 for each of these two Stages.

(6) The final result of the contest shall be posted on the Department Notice Board and on the BUES official web site.

(7) If a candidate has evidence that may demonstrate lack of compliance with the legal procedures, he / she may file an appeal within 48 hours after the results have been made public. The complaint shall be made in writing, recorded at BUES Registrar and is settled by the Contest Commission.

(8) The contest results shall be endorsed by the Faculty Board and Management Committee and submitted to the University Senate for approval.

Chapter IV Final Dispositions

Art. 30 (1) The following information must be posted on the BUES official web page www.ase.ro, as well as on the contest web page, administered by the Ministry of National Education:

a) the job description and requirements for the vacant position;

- b) the duties, responsibilities and activities entailed by the position, including the statutory teaching time, the time and length of teaching sessions and the nature of the contractual activities;
- c) the minimum annual salary for the vacant position at the hire date;
- d) the official contest calendar;
- e) the contest theme(s), in particular the theme of the public lecture(s);
- f) the full description of the contest stages and proceedings;
- g) the comprehensive list of the documents the candidates must file in the application file;
- h) the official address where the application file must be filed.

(2) The items in art. 30 (1) shall also be posted on the Contest Official Notice Board.

Art. 31 Failure to comply with the provisions of this methodology by any of the officials assigned with a role in the contest proceedings and logistics shall be deemed a disciplinary offence and it shall be sanctioned in conformity with the provisions of the Law of National Education no. 1/2011 and of other legal acts, depending on the criminal nature of the deed.

This methodology has been developed in conformity with the Contest Framework Methodology to fill the vacant positions in academic education and research provided by G.O. 457/2011, with subsequent modifications and amendments, ratified by the BUES University Senate in its Meeting on 16 Nov 2011 and modified and amended in the BUES University Senate Meeting on 27 Jun 2012, 20 Mar 2013, 29 May 2013, 7 Oct 2015, 30 Mar 2016, 28 Sept 2016, 17 May 2017 and 27 Sept 2017.

President of the Senate of the BUES,
Professor Pavel Năstase, Ph. D.

Rector of the BUES,
Professor Nicolae Istudor, Ph. D.

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization

Performance Standards for the Position of Teaching Assistant for an Indefinite Period of Time

Posted in the Official Gazette of Romania No. date

Candidate's Name Date of birth:
 Current position: Hire date:
 Name of Employer:

1. Bachelor's Degree

No.	Name of University and Faculty	Area of specialization	Date	Name of Degree
1.				

2. Master's Degree

No.	Name of University and of Master's Programme	Area of specialization	Date	Name of Degree
1.				

3. Ph.D. Degree

No	Name of Accredited University/Institution	Area of Specialization	Date	Name of Degree/Title
1.				

4. Postdoctoral Studies and Research Grants (stages of over six months)

No.	Country/Institution	Area of Specialization/ Research Domain	Date	Type of Grant
1.				

5. Academic Ranks and Professional Degrees

No.	University/Institution	Area of specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualificative.

7. Professional-scientific achievements.

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university assistant, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

.....

Date

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization.....

Performance Standards for the Position of University Lecturer

Posted in the Official Gazette of Romania, No. date

Candidate's Name Date of Birth:
 Current Position Hire Date:
 Name of Employer:

1. Bachelor's Degree

No.	Name of University and Faculty	Area of Specialization	Date	Name of Degree
1.				

2. Master's Degree

No.	Name of University and of Master's Programme	Area of Specialization	Date	Name of Degree
1.				

3. Ph. D. Degree

Nr. crt.	Name of Accredited University/Institution	Area of Specialization	Date	Name of Degree/Title
1.				

4. Postdoctoral Studies and Research Grants (stages of six months and above)

No.	Country/Institution	Area of Specialization /Research Domain	Date	Type of Grant
1.				

5. Academic Ranks/Professional Degrees

No.	University/Institution	Area of Specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. *Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualificative.*

7. *Professional-scientific achievements.*

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university lecturer, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

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Date

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization.....

Performance Standards for the Position of Assistant Professor

Posted in the Official Gazette of Romania No.....Date.....

Candidate's Name Date of Birth:
 Current Position Hire Date:
 Name of Employer:

1. Bachelor's degree

No.	Name of University and Faculty	Area of Specialization	Date	Name of Degree
1.				

2. Ph. D. Degree

No.	Name of Accredited University/Institution	Area of Specialization	Date	Name of Degree/Title
1.				

3. Postdoctoral Studies and Research Grants (stages of over six months)

No.	Country/Institution	Area of Specialization/ Research Domain	Date	Type of Grant
1.				

4. Accrediting/Empowerment Certificate

No.	Name of Institution	Domain	Date	Name of Title
1.				

5. Academic Ranks/Professional Degrees

No.	University/Institution	Area of specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualificative.

7. Professional-scientific achievements.

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university assistant professor, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

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Date

University.....
 Faculty.....
 Department.....
 Position Coding..... Academic Discipline(s).....
 Area of Specialization.....

Performance Standards for the Position of University Professor

Posted in the Official Gazette of Romania no. date

Candidate's Name Date of Birth:
 Current Position Hire Date:
 Name of Employer:

1. Bachelor's Degree

No.	Name of University and Faculty	Area of specialization	Date	Name of Degree
1.				

2. Ph. D. Degree

No.	Accredited University/Institution	Area of specialization	Date	Name of Degree/Title
1.				

3. Postdoctoral Studies and Grants (stages of over six months)

No.	Country/Institution	Domain/Area of specialization	Date	Type of Grant
1.				

4. Accrediting/Empowerment certificate

No.	Institution	Domain	Date	Name of Title
1.				

5. Academic Ranks/Professional Degrees

No.	University/Institution	Area of Specialization	Date	Title/Academic Rank or Professional Degree
1.				

6. Mandatory fulfillment, in accordance with Annex 1, of the requirements for obtaining "very good" qualificative.

7. Professional-scientific achievements.

In order to prove the fulfillment of the minimum required and obligatory standards for awarding the academic title of university professor, the professional-scientific achievements will be structured according to Annex 1 to this methodology, related to the scientific field of the post.

Candidate,

.....

Date