

METHODOLOGY

regarding the organization of competitions for the
filling of teaching and research vacancies in the
academic departments of the WUT and
examinations for promotion in the teaching career at
the WUT

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CHAPTER I

General Provisions

Art. 1. This methodology is associated with the internal regulations of the West University of Timisoara (hereinafter, WUT) and sets out how to organize and carry out competitions within the faculties of the WUT for the filling of vacant teaching and research positions in the academic departments of the WUT, as well as the examinations for advancement in the teaching career, so as to ensure the selection and development of valuable staff, considering human resources as a strategic resource.

Art. 2. The strategic objective is the recruitment and training of teaching staff to ensure the fulfillment of the mission and strategic plans of the faculty, according to performance and efficiency criteria, through the following means:

- (1) organizing competitions to fill teaching and research vacancies in the academic departments of WUT;
- (2) organizing examinations for advancement in the teaching career.

Art. 3. This methodology applies to the faculties of the WUT. The structures involved in the application of this procedure are:

- WUT Management;
- WUT Senate;
- WUT Faculties;
- Management and Faculty Councils;
- WUT Scientific Council;
- Teacher Training Department (DPPD);
- Academic Departments of the Faculties of the WUT and Department Councils;
- Quality Management Department;
- Human Resources Department;
- WUT Legal Office.

Art. 4. Objectives:

- (1) to plan the recruitment of teaching staff from among graduates who meet the criteria necessary to fulfill the mission and strategic plans of the faculty, for the teaching positions of academic assistant and research assistant;
- (2) planning for the promotion of tenure-track faculty to senior teaching positions;
- (3) developing strategies for recruiting individuals from outside the WUT who meet the minimum and mandatory standards for application to the competition for higher education teaching and research positions;

- (4) developing strategies for the promotion of individuals from within the WUT who meet the minimum and mandatory standards for advancing in their teaching career;
- (5) analyzing the human resources situation in the departments and the retirement situation for the next 5 years.

Art. 5.

(1) In accordance with the legal provisions and this methodology, WUT organizes:

a. Competitions to fill vacant teaching and research positions in the academic departments of the WUT, both for an indefinite and a fixed-term period, for the following teaching and research positions:

- Teaching Assistant;
- Senior Lecturer/Head of practical module;
- Associate Professor;
- Full Professor;
- Research Assistant;
- Researcher;
- Researcher level III;
- Researcher level II;
- Researcher level I.

b. **examinations for promotion in the teaching career** for the following teaching positions:

- Senior Lecturer/Head of practical module;
- Associate Professor;
- Full Professor.

(2) A position shall be considered vacant if it is so provided for in the annual title list of posts or if it becomes vacant during the academic year.

(3) The position shall become vacant in one of the following ways:

- (a) termination of individual contract of employment, in accordance with the law;
- (b) transfer of the person occupying the position to another position within the same higher education institution, as a result of winning a competition or following promotion in the teaching career, in accordance with the law.

(4) The organization of examinations for promotion in the teaching career shall exclusively ensure the advancement in their teaching career of the permanent teaching staff of the WUT, by moving to a higher teaching position, in compliance with the minimum necessary and mandatory standards for the conferment of teaching titles in higher education, approved by the University Senate, established in accordance with art. 156, para. (1), lit. a) of the Higher Education Law no. 199/2023, with subsequent amendments and additions, and legal regulations in force.

(5) The filling of a vacant teaching or research post in the UVT shall be carried out through public competition. Employment for a fixed/indefinite term, in any teaching or research position, shall be possible only for the candidate who has obtained the highest score in the public competition organized by the higher education institution.

CHAPTER II

Reference documents

Art. 6. The organization of the competitions to fill vacant teaching and research positions in the academic departments of the WUT and the examinations for promotion in the teaching career at the WUT shall be based on the following reference documents:

- a) Higher Education Law no. 199/2023, as amended and supplemented;
- b) Romanian Government Decision no. 1339 of December 29, 2023 on the approval of the Framework Methodology regarding the filling of vacant teaching and research positions in higher education;
- c) Romanian Government Decision 56 of January 25, 2024 on the approval of the Framework Methodology regarding the organization and carrying out of the examination for promotion in the higher education teaching career;
- d) Order of the Minister of National Education and Scientific Research no. 6.129 of December 20, 2016 on the approval of the minimum necessary and mandatory standards for the conferral of teaching titles in higher education, professional degrees in research and development, the quality of doctoral supervisor and the habilitation certificate;
- e) Joint Order of the Minister of Education and the Minister of Health on the approval of the procedure for granting medical opinions for the exercise of teaching or auxiliary teaching functions and the model medical certificate for the appointment to a teaching or auxiliary teaching function in higher education;
- f) Law No. 319 of July 8, 2003 on the Status of Research and Development Personnel, with subsequent amendments and additions (Law No. 69 of March 19, 2018);
- g) Specific WUT regulations and internal norms.

CHAPTER III

Stages of the opening of teaching and research positions in the academic departments of the WUT and of the examination for promotion in the teaching career

Art. 7.

(1) In September of each year, each academic department shall draw up the title list of positions for the following academic year. If on this occasion it is established that some of the vacancies cannot be filled by the full-time or part-time teaching staff of the WUT (including emeritus professors or retired professors), the university may initiate procedures to organize competitions for filling the vacant teaching and research positions, and to organize

examinations for promotion in the teaching career.

(2) For the vacant positions in the title lists of the departments within the WUT faculties, a competition or an examination for promotion in the teaching career may be organized if these positions have a perspective of at least 3 years and are made up of activities belonging to one field of study or 2-3 related fields. For teaching positions of full professor and associate professor, a competition or examination for promotion in the teaching career may be organized only if they contain at least one compulsory subject from the curriculum of a university study program and do not contain optional subjects.

(3) Vacancies to be advertised or for which a promotion examination is to be organized will be identified in the title lists of academic departments only if their existence can be ensured for a period of at least 3 years, on the basis of:

- (a) approved curricula;
- b) study formations estimated by statistical calculations over the last 3 years;
- c) the academic loads established by law.

Art. 8. Following consultation with the tenured teaching staff of the department/doctoral school, the Head of Department/Doctoral School Director, with the advice of the Department/Doctoral School Council, proposes to the Faculty Council the need to open teaching and research posts in the department/doctoral school to organize examinations for promotion in the teaching career, by drawing up a justifying report, according to the model attached to this methodology. It must contain:

- (1) the necessity of filling the position in the context of achieving the objectives of the faculty development plan;
- (2) the scientific value expected from the candidates;
- (3) the prospects of the position;
- (4) the number of existing positions in the same specialty;

- (5) the statistical analysis over the last 3 years on the evolution of the number of candidates and students enrolled in the study programs where the activities of the positions advertised or for which the promotion examination is organized, as the case may be;
- (6) the human resources development strategy, including the situation of retirees over the next 5 years;
- (7) the scientific research strategy of the department/doctoral school and how the occupant of the position should fit into this strategy;
- (8) the internationalization strategy of the department/doctoral school and of the study programmes managed by the department and how the post holder should integrate this strategy;
- (9) the individual job description of the position to be advertised or for which a promotion examination is to be organized, as appropriate, including the job description and the duties/activities related to the position advertised or for which a promotion examination is to be organized, as appropriate. In the case of vacant research posts within the academic departments of the WUT open for competition, the individual job description shall also contain clearly defined and quantified research indicators;
- (10) the subject descriptions included in the post;
- (11) the minimum salary;
- (12) the job description outlining the vacancy advertised or for which a promotion examination is being organized, as appropriate;
- (13) the syllabus for the competition/examination for promotion in the teaching career - the subjects of the competition/examination.

Art. 9.

- (1) The justification shall be submitted to the Faculty Council for endorsement

(2) The list of the vacant teaching and research positions proposed to be filled by competition/to organize the promotion examination in the teaching career, endorsed by the Faculty Council and approved by the Dean of the Faculty, together with the minutes of the meeting in which it was validated and the related endorsed reports, is submitted to the vice-rector in charge and to the Department for Quality Management, which shall take the necessary steps to submit it for approval by the WUT Board of Directors.

(3) The documents referred to in paragraph (2) shall be sent to the Department for Quality Management both in electronic, signed and scanned format and in physical format, within 20 calendar days from the beginning of each semester.

Art. 10.

(1) The list of vacant teaching and research positions within the WUT academic departments envisaged to be opened, respectively the list of vacant teaching positions envisaged to be filled by taking the examination for promotion in the teaching career shall be submitted to the approval of the WUT Board of Directors, only after they have been endorsed by the Faculty Council and approved by the Dean of the Faculty.

(2) The person in charge within the Department for Quality Management shall send the following documents to the competent ministry for verification and publication in the Official Gazette of Romania, Part III, **for the positions put out to open competition** for an indefinite period

i) the list of the positions envisaged to be put out to competition (only permanent positions) and their structure, signed and stamped by the WUT Rector;

(ii) the extract from the titles list containing the positions advertised, signed by the Rector, the Dean and the Head of Department or Head of Doctoral School;

iii) in the case of teaching positions, a sworn statement by the WUT Rector attesting that all the teaching positions proposed to be advertised have in their structure only subjects from the curricula of the legally established specializations/ programs of study, including the form of education and the place of the teaching;

iv) its own methodology for the organization of competitions for filling vacant teaching and research positions in the academic departments of the WUT and for the examinations for promotion in the teaching career of the WUT.

(3) The person in charge within the Quality Management Department shall send the following documents to the relevant ministry for endorsement, **for the posts for which promotion examinations in the teaching career are organized:**

(i) the list of the posts approved by the University Senate for which the examination is to be held and their structure, assumed by the WUT Rector;

ii) the excerpt from the title list containing the positions open for promotion examinations, signed by the Rector, the Dean and the Head of Department or Head of Doctoral School;

iii) a sworn statement by the WUT Rector attesting that all teaching positions open for promotion examinations are structured only in subjects from the curricula of the legally established specializations/ programs of study, including the form of education and the place of study;

iv) Own methodology regarding the organization of the competitions for filling vacant teaching and research positions in the academic departments of the WUT and the examinations for promotion in the teaching career at the WUT.

Art. 11.

(1) The timetable for holding competitions and examinations for promotion in the teaching career shall be established by the vice-rector in charge, in consultation with the Board of Directors of the WUT, by electronic means or in a meeting, according to the legal provisions in force and the timeliness of the period for holding and finalizing the competitions and examinations for promotion in the teaching career.

(2) The timetable shall take into account the following stages and deadlines for setting the reference dates for the organization of the competition and the promotion examination, respectively, as the case may be:

a) Submission to the relevant ministry of the necessary documentation, in accordance with Article 10:

i. in the case of positions open for competition, compulsorily within the first **30** working days from the beginning of each semester of the academic year, for publication by the Ministry in the Monitorul Oficial of Romania;

ii. in the case of positions for which an examination for promotion in the teaching career is organized, for the Ministry's approval.

b) The publication on the WUT website of the information on the organization of the examinations for promotion in the teaching career shall be made after receiving the opinion of the relevant Ministry on their organization.

c) The announcement of the organization of the open competition or the promotion examination, as the case may be, shall be published at least **two months** before the date of the first competition or examination, as the case may be. WUT may start the competition procedures only after the publication in the Monitorul Oficial of Romania, Part III, of the positions advertised in the competition, respectively after receiving the approval of the relevant Ministry for the positions for which the promotion examination is organized.

d) Registration for:

(i) the competition for an *indefinite term teaching position* will start on the day of publication in the Monitorul Oficial of Romania of the announcement of the competition. After publication in the Monitorul Oficial of Romania, the announcement of the competition will be published on the University's website.

(ii) the examination for *promotion in the teaching career* will start on the day of publication on the WUT website of the announcement of the vacancy examination.

(iii) the competition for a *fixed-term teaching position* will start on the day of publication both in a newspaper of national circulation and on the university's website of the announcement of the competition organization.

(iv) the competition for an *indefinite-term research position* in an academic department of the WUT will start on the day of publication in the Monitorul Oficial of Romania of the announcement of the competition and will end 30 days after the publication of the announcement. After the publication in the Monitorul Oficial of Romania, the announcement on the organization of the competition shall also be published on the University's website and in a national newspaper.

(v) The competition for a *fixed-term research position* in an academic department of the WUT will begin upon the publication both in a newspaper of national circulation and on the university's website of the announcement regarding the organization of the competition and

will end 30 days after its commencement.

(e) For vacant teaching and research positions for an indefinite period in the academic departments of the WUT, the closing date for registration is 15 working days before the first round of the competition.

(f) For posts for which a promotion examination is organized, the **closing** date for registration is 15 calendar days before the first examination.

(f) The competition or examination shall be held and finalized no later than **45 days after** the closing date of the application period.

Art. 12.

(1) The publication of announcements concerning the advertisement of vacant teaching and research posts or for which an examination for promotion in the teaching career is organized, as the case may be, shall be made as follows:

- by the Ministry of Education:

a) in the Monitorul Oficial of Romania, Part III, for vacant teaching and research positions within the academic departments of the UVT open for competition for an indefinite period;

- by the person in charge within the Quality Management Department:

(a) on a specialized website managed by the relevant ministry(<http://jobs.edu.ro/>), the vacant teaching and research positions within the academic departments of the WUT advertised for indefinite competition and for the positions for which an examination is organized for promotion in the teaching career;

(b) in the dedicated section of the WUT website, careers.uvt.ro, for all vacant teaching and research positions within the academic departments of the WUT for which a competition or examination for promotion in the teaching career is organized;

c) in a newspaper of national circulation, for research positions within the academic departments of the WUT for an indefinite term and for teaching and research positions within

the academic departments of the WUT for a fixed term.

(2) The WUT may promote announcements of vacancies for teaching and research positions in academic departments by any additional means, including publication in the mass media, in national and international scientific publications, on websites specialized in the publication of job vacancies and the like.

Art. 13. (1) The minimum content of the announcement on the organization of the competition for vacant teaching and research positions in the academic departments of the WUT, respectively the examination for promotion in the teaching career, as the case may be, published on the website of the Ministry of the competent Ministry and on the webpage of the WUT, in the Teaching Positions section, shall refer to:

(a) the internal methodology for the organization of competitions for vacant teaching and research posts within the academic departments of the WUT and the examinations for promotion in the teaching career of the WUT;

b) the list of the vacant teaching and research positions within the academic departments of the WUT, respectively of the vacant teaching positions for which a promotion examination in the teaching career is to be held, as the case may be, approved by the WUT Board of Directors to be open for competition, as well as their structure, assumed by the Rector of the WUT;

c) the description of each position advertised or for which the teaching career promotion examination is to be held, as the case may be - description made in comprehensive terms, corresponding to the real needs of the WUT, taking care not to artificially limit the number of potential candidates; in the case of teaching positions, the description will include the subjects to be taught (subject descriptions proposed by the department);

(d) the duties/activities related to the position advertised or for which the promotion examination is to be held, as appropriate, including the teaching load and the types of activities included in the teaching load, the research load in the case of research positions, and other duties specific to the position advertised;

(e) the duties/activities of the research position within the academic departments of the WUT for which the competition is open, including research activities and research performance indicators;

f) the minimum salary corresponding to the post at the time of recruitment;

g) the timetable for the competition or promotion examination for promotion in the teaching career, as applicable;

(h) the subjects of the competition or examination tests, as appropriate, including any lectures, courses or the like, or the subjects from which the selection committee may choose the subjects of the tests actually taken;

(i) a description of the competition or examination procedure, where appropriate;

(j) a full list of the documents to be enclosed with the application file, where appropriate;

k) the address to which the competition or examination file must be sent, as the case may be, is: Registrar's Office of the West University of Timișoara, Bd. Vasile Pârvan nr. 4, Timișoara, postal code 300223, jud. Timiș, Romania, for the attention of the Department of Quality Management of the UVT; the envelope containing the application form must be marked "for participation in the competition for a teaching (or research) position" / the envelope containing the examination form must be marked "for participation in the examination for promotion in the teaching career".

(2) The announcements concerning the positions of Associate Professor and Full Professor, respectively Researcher level II and Researcher level I will be published also in English on a specialized website, managed by the relevant Ministry (<http://jobs.edu.ro/>) and on the WUT website cariere.uvt.ro. The English translation of these announcements will be provided by each faculty and forwarded to the Quality Management Department.

Art. 14. The following will be published on the specialized website administered by the relevant Ministry and on the WUT webpage by the person in charge within the Department for Quality Management, at the latest within **5 workingdays** after the end of the registration period for the competition or the examination for promotion in the teaching career, as the case may be, and at least 10 calendar days before the first competition or examination, as the case may be, for each of the candidates registered and in compliance with the protection of personal data, as defined by law, in accordance with *Regulation no. 679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation)*:

(a) curriculum vitae;

- (b) the verification form on fulfillment of the minimum and mandatory standards of the WUT for the post in question submitted by the candidate with the application file;
- (c) the full list of the candidate's works;
- (d) the nominal make-up of the selection or examination board, as the case may be, within two working days from the date of the Rector's decision to this effect;
- (e) the opinion of the Legal Office and the resolution of the committee verifying the fulfillment of the minimum and obligatory standards, in the case of promotion examinations in the teaching career, within 48 hours of its issuance, but at least 5 working days before the first examination.

Art. 15.

(1) Romanian or foreign citizens, without any discrimination, may take part in the competition organized to fill a vacant teaching or research position in an academic department of the WUT, under the conditions provided by law.

(2) The examination for promotion in the teaching career may be attended by the tenured teaching staff of the WUT who cumulatively fulfill the following conditions:

- (a) he/she has obtained the grade "very good" in the last 3 years within the WUT;
- b) he/she does not have a disciplinary sanction that has not been annulled according to the law;
- c) he/she fulfills the minimum and mandatory standards for the occupation of teaching positions, specific to the vacancy, in accordance with the law and WUT regulations.

(3) A person may not occupy a teaching position in higher education if he/she has been convicted by a final criminal sentence for the intentional perpetration of an offense for which he/she has not been rehabilitated.

(4) It is forbidden for spouses, relatives and relatives up to the third degree inclusive to occupy at the same time positions in which each of them is in a direct position of management,

control, authority or institutional evaluation, at any level, within the WUT.

(5) Competitions to fill vacant teaching and research positions in the academic departments of the WUT and examinations for promotion in the teaching career organized within the WUT shall be open and transparent, in accordance with the applicable legal provisions.

Art. 16.

(1) To fill teaching and research positions within the academic departments of the WUT, through competitive examination or promotion examination, only persons who meet the minimum and mandatory standards of the WUT, approved by the University Senate as annexes to this methodology, may apply.

(2) The minimum and mandatory standards of the UVT are proposed and endorsed by the Faculty Council for each field of study in which the Faculty organizes study programs.

(3) At the level of each faculty, with the approval of the Faculty Council, additional, specific criteria/standards may be specified at the level of each faculty, which may not deviate from the national minimum and mandatory standards. The criteria/standards adopted at the level of the WUT faculties may be higher than or equal to the national minimum and mandatory standards.

(4) The WUT may not establish by its own methodology or by other documents the equivalence of a candidate's fulfillment of the national minimum and mandatory standards by standards, criteria or indicators different from those provided for by the national minimum and mandatory standards.

Art. 17.

(1) The application file for the competition or the examination, as the case may be, must contain the following documents:

(a) A standard application form for application for the competition/examination, signed by the candidate, including an affidavit attesting the veracity of the information provided in the file (Annex No. 1A/1B to this Methodology).

(b) A proposal for the development of the candidate's academic career, signed by the candidate, both in terms of teaching, in the case of teaching posts, and in terms of scientific research activities; the proposal shall be drafted by the candidate, shall not exceed 10 pages and **shall be one of the main criteria for the selection of candidates.**

(c) Curriculum vitae (in Europass format) signed by the applicant, which must include:

(i) information on education and diplomas obtained;

- (ii) information about professional experience and previous relevant employment;
- (iii) information on the research and development projects which he/she has directed as project leader and the grants obtained, if any, indicating for each source of funding, the volume of funding and the main publications or patents resulting;
- (iv) information about awards or other recognition of the applicant's scientific contributions.

(d) The full list of the candidate's work must be structured as follows:

- (i)** a list of a maximum of 10 works considered by the candidate to be the most relevant to his/her own professional achievements and to the disciplinary field of the post for which he/she is applying;
- (ii)** the title of the doctoral thesis or theses (the title of the habilitation thesis is also required for the post of full professor);
- (iii)** list of patents and other industrial property titles;
- (iv)** list of books;
- (v)** list of book chapters;
- (vi)** list of articles / studies in extenso, published in journals in the main international scientific stream;
- (vii)** list of publications in extenso in proceedings of major international conferences;
- (viii)** other scientific or, where appropriate, creative artistic works and contributions.

The list of works must be accompanied by a maximum of 10 published works, patents or other works by the candidate, presented in electronic format only (full text), selected by the candidate and considered to be the most relevant to his/her professional achievements and to the field of the disciplines of the post for which he/she is applying; for the post of university professor, the list of works must specify which of the works presented are produced after the habilitation certificate has been obtained. In case the candidate's works are not available in electronic format, if they have been selected in the list of the 10 works considered to be the most relevant to his/her professional achievements, a hard copy of the works should be submitted with the application.

(e) Verification sheet completed and signed on each page by the candidate, certifying that all the minimum and mandatory standards required for the post are met. The standard format of the verification form is available on the website cariere.uvt.ro.

f) In the case of the competition or promotion examination, as the case may be, for the post of full professor, proof of the candidate's habilitated status, obtained in Romania (and certified by CNATDCU) or abroad (and recognized by CNRED or proof of recognition by WUT of the candidate's status as a doctoral supervisor, according to the *Methodology on the recognition by UVT of the status of doctoral supervisor obtained in accredited foreign higher education institutions*).

g) Copy of the doctoral degree. If the doctoral degree was obtained in another country, a copy of the certificate of recognition or its equivalence by the Romanian State, or the proof of recognition by the WUT of the doctoral degree according to the *Methodology on the recognition by the WUT of the doctoral degree obtained in accredited foreign higher education institutions*. These documents must be accompanied by the originals to be certified in conformity with the original by the UVT Legal Office. The same documents shall be submitted by candidates for the post of teaching assistant and research assistant, with the specification that persons who do not hold a doctoral degree shall submit proof of doctoral student status (doctoral student certificate, showing that the doctoral student has not exceeded the maximum period of study, which includes extensions admissible by law).

h) The abstract, signed by the candidate, in Romanian and in a language of international

circulation (preferably English), of the doctoral thesis and of the habilitation thesis, where applicable, on a maximum of one page for each language. In the case of candidates for the posts of research assistant who have not yet finalized the doctoral thesis, the summary of the research plan related to the doctoral studies must be submitted, in Romanian and in an internationally spoken language, in a maximum of one page for each language.

i) Candidates for the posts of *teaching assistant and senior lecturer* (or for research positions up to the post of researcher level III) must include in the competition file, respectively examination file, as the case may be, **a recommendation** from a university lecturer (lecturer or professor) from the faculty to which the post belongs or for which the promotion examination is organized, as the case may be; the recommendation may also be made by another university teacher (lecturer or professor), from another university, specializing in the subject area of the post advertised or for which a promotion examination is being organized, as appropriate. The recommendations, signed by the authors, should include their contact details (telephone number, e-mail address) and the date of issue of the letter of recommendation, which may not be earlier than the date of publication of the competition/examination notice.

j) Candidates for the posts of Associate *Professor/ Researcher* level II/ must include in their application file for the competition/exam, as appropriate, at least **3 letters of recommendation** from personalities in the field (with their signature), from home or abroad (at least 1 letter of recommendation from a foreign personality), from outside WUT, specifying the contact details of the authors (telephone number, e-mail address), regarding the professional qualities of the candidate. Candidates for the posts of *full professor/researcher* level I must include in their application file, or examination file, as the case may be, at least **3 letters of recommendation** from personalities in the field (with their signature) from abroad, external to WUT, with the contact details of the authors (telephone number, e-mail address), regarding the professional qualities of the candidate. In the case of scientific fields with a Romanian specificity, the letters of recommendation may also come from personalities in the respective field in Romania, from outside the WUT. The recommendations must also include the date on which they were drawn up, which cannot be earlier than the date of publication of the announcement of the competition/exam.

(k) Candidates for posts involving teaching in languages of international circulation must also submit certificates of language proficiency in the languages in which the teaching activity to be carried out will be conducted, at a minimum level B2 according to the European Framework of Languages. By way of exception, candidates who have completed a university course of study in an internationally-used language need not provide such a document;

(l) For candidates in the examinations for promotion in the teaching profession, evidence of having obtained the grade 'very good' in the last 3 years of professional activity.

m) Copies of the baccalaureate diploma or equivalent, bachelor's degree or equivalent, matriculation certificate/supplement to the diploma, master's degree or equivalent, matriculation certificate/supplement to the diploma, copies of other diplomas or scientific or academic titles, as the case may be, accompanied by the original documents to be certified as true copies by the WUT Legal Office.

n) Copy of birth certificate. In case the candidate has changed his/her name, he/she shall submit copies of the documents proving the change of name, i.e. marriage certificate or proof of change of name. The aforesaid documents shall be accompanied by the original documents to be certified as true copies by the WUT Legal Office.

o) Candidate's affidavit (Annex No. 2A-C, depending on the situation) in which:

- he/she indicates situations of incompatibility stipulated by the Higher Education Law no.

199/2023, as subsequently amended and supplemented, in which he/she would be if winning the competition or passing the examination, as the case may be, or the absence of such situations of incompatibility;

- indicates information on the occupancy/non-occupancy of other tenure/tenure positions at another higher education institution/research and development institution, if applicable;
- candidates for promotion in the teaching career examinations indicate that they do not have an outstanding disciplinary penalty under the law, where applicable;
- consents to the processing of personal data;

p) Where applicable, extract from Revisal for candidates who have an individual employment contract with another higher education institution/research and development institution, certifying the status of the individual employment contract at the date of submission of the competition application, or for doctoral students applying for teaching assistant or research assistant positions;

(q) Copy of identity card or, if the candidate does not have a valid identity card on the date of submitting the application form, passport or other identity document issued for an equivalent purpose to the identity card/passport, accompanied by the original document to be certified by the WUT Legal Office.

r) Criminal record certificate;

s) Certificate of Behavioral Integrity (as regulated by Law No. 118/2019 regarding the Computerized National Registry on persons who have committed sexual offences, crimes of exploitation of adults or minors, and for the amendment of Law No. 76/2008 on the organization and functioning of the National System of Forensic Genetic Data, as amended);

t) Medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health;

u) Medical clearance to teach, issued in accordance with the joint order of the Minister of Education and the Minister of Health.

v) A memory stick with the entire contents of the scanned file (electronic format, preferably .pdf files).

w) Proof of payment of the registration fee for the competition or the examination, as applicable, according to the rates established by the WUT Senate. The application fees are as follows: 65 lei for the positions of teaching/research assistant and lecturer/researcher III, 175 lei for the positions of associate lecturer/researcher II and 220 lei for the positions of full professor/researcher I. Payment should be made into the following bank account IBAN : RO51RNCB02424904929294710001 RON. Paid fees are not refundable;

x) Written consent of the religious cult for candidates in the field of Orthodox Theology.

(2) All documents in the application file for the competition or examination, as the case may be, must be written in Romanian or must be accompanied by notarized translations into Romanian, as the case may be. This does not apply to letters of recommendation written in a language of international circulation.

(3) The letters of recommendation referred to in paragraph. (1), letters i) and j) may not be written by persons sitting on the selection committee, the appeals committee or the committee for the assessment of the minimum and compulsory standards for the position for which the candidate is applying, nor by substitute members appointed to these committees.

(4) EU third-country nationals, candidates for the competitions for vacant teaching/research positions within the academic departments of the WUT, must include in their application file a copy certified as authentic by the Legal Office of the WUT / a copy legalized by a notary public in Romania of the document attesting the existence of the right to work of the candidate

in Romania. The document must be valid both on the date of registration for the competition/exam and on the date of conclusion of the individual employment contract.

(5) All the documents included in the application file for the competition/exam, as the case may be, drawn up by the candidate, must be signed on each page by the candidate.

(6) The absence of any of the documents referred to in this article leads to the negative endorsement of the application file for the competition/exam, as the case may be, by the WUT Legal Office and to the impossibility of the candidate to participate in the competition or exam, as the case may be.

(7) After the submission of the files by the candidates, the DMC shall provide the representatives of the Human Resources Department with access to these files in electronic format.

Art. 18.

(1) The competition or examination application, as the case may be, (with all documents, both printed, and signed and scanned in electronic format) is put together by the candidate and is submitted:

- either at the Registrar's Office of the West University of Timișoara, bd. Vasile Pârvan nr. 4, Timișoara, postal code 300223, jud. Timiș, Romania, to the attention of the Quality Management Department,

- or to the WUT Quality Management Department, bd. Vasile Pârvan nr. 4, etaj 6, cam. 603, Timișoara, postal code 300223, jud. Timiș, Romania, with registration number issued by the WUT Registrar's Office.

(2) The file may be submitted directly by the candidate or may be sent by postal services (with declared content) or courier services that allow confirmation of receipt.

(3) The examination for promotion in the teaching career may be taken by candidates who fulfill the application criteria established by the Higher Education Law no. 199/2023, with subsequent amendments and additions, the Romanian Government Decision 56 of 25 January 2024 for the approval of the Framework Methodology for the organization and conduct of the examination for promotion in the teaching career and the present methodology.

(4) Applications for the examination for promotion in the teaching career shall specify the teaching position and the post for which the application is submitted.

(5) The applications for the examination for promotion in the teaching career shall be centralized by the Quality Management Department in order to be forwarded to the Dean of the Faculty for approval by the Department Council and the Faculty Council. The dean of the faculty forwards the opinions of the Department Council and the Faculty Council to the Quality Management Department within the deadline specified in the general timetable, for submission to the Board of Directors. Following the recommendation of the Department Council and the Faculty Council, the Board of directors approves the applications for participation in the examination for promotion in the teaching career.

Art. 19.

(1) Within each faculty, the dean shall propose the set-up of a 3-member committee for the evaluation of the minimum and mandatory standards. The members of this committee:

- a) cannot be part of the selection committee;
- (b) cannot sit on the selection committee for the same post;
- (c) cannot be substitute members of selection or appeals committee, as provided for in Articles 23 to 24 of this Methodology.

(2) The make-up of this committee is approved by the Faculty Council for teaching and research positions at the faculty level, and is subject to validation by the WUT Board of Directors and approval by the WUT Senate, and is appointed by decision of the WUT Rector.

(3) The responsibility of this committee is to draw up a resolution on the verification of the fulfillment of the minimum and mandatory standards related to each position by the candidates. The evaluation committee will give a favorable/unfavorable opinion, by the signature of its members, on the degree of fulfillment of the minimum and mandatory standards regarding the scientific activity of the candidates, for all candidates enrolled in the competition for vacant teaching and research positions in the academic departments of the WUT, respectively for the examination for promotion in the teaching career, as appropriate.

(4) For each candidate enrolled in the competition or promotion examination, as the case may be, the evaluation committee shall verify the fulfillment of the minimum and mandatory standards for the position for which the candidate is applying.

(5) Each faculty shall draw up its own procedure for the way in which the evaluation committee will carry out its work, approved by decision of the Faculty Council before the start of the competition/examination procedures, as appropriate. The procedure shall contain at least provisions on how decisions are taken in the committee (e.g. unanimous/majority vote).

(6) Within a maximum of 2 working days of receipt of the competition/examination file, where applicable, the responsible person in the Quality Management Department shall send the verification sheets for the fulfillment of the minimum and mandatory standards to the selection/examination committees in electronic format.

(7) The evaluation committee shall send to the Quality Management Department the resolution on the verification of the information contained in the verification sheet on the fulfillment of the minimum and mandatory standards (according to the model in Annex no. 3 to this methodology), both in electronic, signed and scanned format, and in physical format, within 5 calendar days from the date of the submission of the sheet by the responsible person within the Quality Management Department to the committee, but not later than 48 hours after the closing date of the period for submission of the competition/examination files, as the case may be.

(8) The files received by the deadline shall be sent by the person in charge of the Quality Management Department to the Legal Office for verification that the candidate fulfills the legal requirements for the competition or the promotion examination, as the case may be; the legal opinion, together with the opinion of the evaluation committee regarding the fulfillment of the minimum and mandatory standards (sent to the legal advisor in advance by the DMC officer in electronic format), is emailed to the candidate by the WUT legal advisor within 48 hours of its

issuance, but no less than 5 working days before the first test of the competition or the promotion examination, as the case may be.

(9) Within 24 hours of receipt of the documents referred to in paragraph (8), the candidate concerned has the right to appeal against the decision of the committee for the evaluation of the fulfillment of the minimum and compulsory standards. The appeal shall be lodged only against the resolution concerning his/her own activity, shall be registered at the WUT Registrar's Office and shall be communicated electronically to the Quality Management Department, at the e-mail address: edu@e-uvt.ro, and shall be communicated by the representative of the DMC to the selection committee for the respective positions, which shall have 24 hours from its receipt to formulate a reply. The decision of the committee shall be forwarded to the Quality Management Department, which will notify the candidate of its decision.

(10) If the appeal lodged under paragraph (9) is admitted, the WUT Legal Office will issue a new legal opinion on the basis of the new decision, the initial legal opinion having no legal effect from the date of the new opinion.

(11) Candidates who meet the legal requirements for admission to the competition or to the promotion examination, as the case may be, and have received a favorable legal opinion will be invited by email (to the address mentioned in the application form) by the pro-rector in charge to take the competition or examination tests, as the case may be. The date, time and place of the tests will be announced on the university website.

Art. 20. The files (in printed and electronic format) that have received a favorable legal opinion will be sent by the person in charge in the Quality Management Department to the members of the selection or examination commissions, as the case may be, after the deadline for submitting the selection or examination files but no later than 5 working days before the first competition or examination, as the case may be.

Article 21.

(1) The composition of the selection committees, for each post put out to competition, shall be determined after the publication of the advertisement for the open position. The department council or doctoral school within which the position is created will make proposals for the membership of the committees for each advertised position.

(2) On the basis of the proposals referred to in paragraph. (1), the dean shall request the opinion of the faculty council on the nominal composition of the selection committees.

(3) The proposals endorsed by the Faculty Council, accompanied by this endorsement, shall be submitted to the relevant vice-rector and to the Quality Management Department, and shall be submitted to the Board of Directors for validation and approval by the WUT Senate.

(4) Following approval by the WUT Senate, the competition committees are appointed by decision of the WUT Rector.

(5) Within 2 working days from the issuance of the decision of the Rector of the UVT on the appointment of the competition committees, the decision is forwarded by the responsible

person of the Quality Management Department to the competent ministry and the nominal composition of the committees is published on the MEdu and UVT competition web pages. In the case of the posts of associate and full professor, researcher level II and level I, the nominal composition of the committee is also published in the Monitorul Oficial of Romania, Part III.

(6) The composition of the examination committee is established once the WUT publishes the information on the organization of the examination on its own website.

(7) The council of the department or doctoral school in the structure of which the post is located shall make proposals for the nominal composition of the examination committee.

(8) On the basis of the proposal referred to in para. (7), the dean shall request the opinion of the faculty council on the nominal composition of the examination committee.

(9) The proposals endorsed by the Faculty Council, accompanied by this opinion, shall be submitted to the relevant vice-rector and to the Quality Management Department, and shall be submitted to the Board of Directors for validation and approval by the WUT Senate.

(10) Following the approval by the University Senate, the examination committees are appointed by decision of the Rector of UVT.

(11) Within 2 working days of the Rector's decision, the nominal composition of the examination committee shall be published on the MEdu examination website and on the WUT website.

(12) The decisions of the WUT Rector the selection and examination committees, respectively, shall be communicated by the person in charge within the Quality Management Department to the chairs of the commissions, who shall be responsible for communicating them as soon as possible to all members of the committees.

Art. 22.

(1) The selection or examination committees will be made up of 5 members, including its chairperson.

(2) All members of the committee must be specialists in the field of the disciplines of the position advertised or for which the examination for promotion in the teaching career is organized, or in related fields.

(3) For all selection/examination/appeal/appeal resolution/evaluation of minimum and mandatory standards evaluation committees, 2-3 substitute members shall be nominated, appointed according to the same procedure as the committee members. In the event of a member becoming unavailable to participate in the committee's work, the member concerned shall be replaced by one of the substitute members, nominated by the chairperson of the committee, or by the Dean of the Faculty in the case of the evaluation of minimum and mandatory standards evaluation committee or if the alternate is the chairperson of the committee. Any replacement shall also be communicated by e-mail to the Quality Management Department.

(4) The members of the selection or examination committee, as appropriate, must be tenured in an accredited teaching or research institution in the country or abroad and hold a teaching or research title at least equal to or higher than that of the post advertised or for which the promotion to teaching career examination is organized, as appropriate, or, for members from

abroad, meet the WUT standards corresponding to the post advertised or for which the promotion to teaching career examination is organized, as appropriate. For the exclusive purpose of participation in the selection or examination committee, the equivalence of the teaching or research titles of foreign members with the teaching or research titles in the country shall be made in accordance with the UVT's internal methodologies. For the exclusive purpose of participation in the selection or examination committee, as the case may be, the equivalence of the teaching or research titles of foreign members with the teaching or research titles in the country shall be made upon approval by the UVT Senate of the nominal composition of the competition or examination committee, as the case may be. It is the responsibility of the Departmental Council of the department that proposes the composition of the committee to verify that the foreign members proposed to be part of the competition/examination committee meet the WUT standards corresponding to the post advertised or for which the promotion examination is organized.

(5) For each department, the Department Council shall propose an appeals committee made up of at least three members with a teaching or research title higher than or at least equal to that of the position advertised or for which a promotion examination is organized, one of whom shall act as chairman of the committee.

(6) The appeals committee shall be established by the same procedure by which the selection or examination commissions, as the case may be, are established, shall be approved by the WUT Senate, appointed by decision of the WUT Rector and shall be published on the WUT website following approval. In the case of the positions of associate or full professor, researcher levels II and I open for indefinite-term employment, the nominal composition of the appeals committee shall also be published in the Monitorul Oficial of Romania, Part III.

(7) Similar to the selection or examination committees, as the case may be, the appeals committees shall be submitted to the relevant vice-rector and to the Quality Management Department, and shall be subject to validation by the Board of Directors and approval by the WUT Senate. Following approval by the WUT Senate, the appeals committee shall be appointed by decision of the WUT Rector.

(8) The members of the selection or examination committee, as the case may be, cannot be part of the appeals committee or of the committee for the evaluation of the fulfillment of the minimum and mandatory standards for the same post.

(9) Committees will consider non-compliance with the selection or examination procedures, as the case may be, and/or non-compliance with the assessment procedure/criteria.

(10) The selection or examination committee, or the appeals committee will not include:

(a) spouses, relatives and relatives up to and including third degree of the candidates.

(b) a candidate's spouse, relatives up to and including the third degree.

The provisions shall also apply to the committee appointed by Decision of the WUT Rector to verify the fulfillment of the minimum and mandatory standards, both in the competitions organized for filling vacant teaching and research positions and in the examinations for promotion in the teaching career.

(11) The chairperson of the selection or examination committee, as appropriate, may be

one of the following:

- the head of the department or the head of the doctoral school in which the position is created;
- the dean or vice-dean of the faculty in which the position is created;
- a tenured academic in the university, a specialist in the field of the disciplines of the position or in a related field, delegated for this purpose by a vote of the department council, respectively of the faculty council organizing the competition or examination, as appropriate.

(12) The work of the selection or examination committee, as the case may be, shall be conducted by the chairperson of the committee. The decisions of the selection or examination boards, as the case may be, shall be taken by open vote of the members. The decisions of the committee shall be valid if they have the votes of at least 3 members.

(13) Within a maximum of 3 working days after the end of the period for the submission of the competition/examination applications, each member of the selection/examination/appeal committee shall sign an affidavit confirming that he/she is not in a situation of incompatibility and/or conflict of interest with any of the candidates, as regulated by this methodology, according to the models in Annex no. 4, lit. A-D (where applicable) of this Methodology. The affidavit will be sent to the chair of the selection committee and will form an integral part of the final report of the selection committee, where applicable, and will be included in the competition file. Any situation of incompatibility and/or conflict of interest shall be reported to the chair of the selection/exam/appeals committee, or to the dean in the case of the committee for the evaluation of the minimum and mandatory standards, immediately after it has been ascertained, and he/she shall appoint a substitute member to replace the person concerned within a maximum of 24 hours and shall immediately inform the WUT Quality Management Department and the relevant vice-rector.

Art. 23. The following types of persons shall be considered to be involved in the selection or examination procedure:

- (a) persons who participate in the decision-making process regarding the appointment of the selection or examination committee;
- (b) persons who are members or substitute members of the selection or examination committee;
- (c) persons who are involved in professional or administrative evaluation decisions in the selection or examination process;
- (d) persons who are involved in settling appeals.

Art. 24. Persons who:

- (a) are spouses, relatives up to and including the third degree with one or more candidates;
- (b) are employed in the same institution as a candidate in a management position and are hierarchically subordinate to that candidate;
- (c) are associated with a candidate in companies in which they each hold shares representing at least 10% of the capital of the company;
- (d) are or have been remunerated from research projects for which a candidate has been project director within the last 5 years preceding the competition or promotion examination, as

appropriate;

e) they receive or have received services or benefits of any kind from a candidate/candidate in the last 5 years preceding the competition/examination; co-authorship or coordination of scientific publications is not a case of incompatibility;

f) are the doctoral supervisors of candidates who are doctoral students.

Art. 25.

(1) The selection committee and the examination committee shall evaluate the candidate according to the following criteria: (a) the relevance and impact of the candidate's research results in relation to the field of disciplines of the position for which he/she is applying; (b) the candidate's ability to mentor students or young researchers; (c) the candidate's teaching skills, in the case of teaching positions; (d) the candidate's ability to transfer his/her knowledge and research results to the economic or social environment or to popularize his/her own research results; (e) the candidate's ability to work in a team and the effectiveness of his/her scientific collaborations, depending on the specific nature of the candidate's field

(2) The examination committee evaluates the candidate, on the basis of the above criteria, before any additional tests, according to the provisions of this methodology. The results of the evaluation shall be recorded in the assessment report drawn up by each member of the board.

(3) The candidate's professional competences shall be assessed by the examination committee on the basis of the examination file and, additionally, by one or more examination tasks, which may include, according to the provisions of this methodology: lectures, courses, seminars, etc.

(4) The criteria set out in para. (1) are assessed on the basis of the application file and, where appropriate, additionally by one or more examination tasks, which may include, according to the provisions of this methodology: lectures, courses, seminars, etc.

(5) For each field of study, the Faculty Council will approve a scale for the evaluation of the above-mentioned criteria before the advertisement of the positions open for competition/for which a promotion examination is organized, which may be differentiated by teaching positions, establishing how they are evaluated on the basis of the application file and the competition/examination tests and how each criterion is scored as well as any possible eliminatory conditions to be met for each of them.

Art. 26.

(1) The competition shall consist in the evaluation of the research activity and teaching skills of candidates for teaching positions and in the evaluation of the research activity and research skills of candidates for research positions. The examination for promotion in the teaching career shall consist in the assessment of the candidate's teaching and research activity.

(2) The selection or examination committee will verify whether, from the point of view of teaching and scientific relevance, the candidate fulfills all the minimum and mandatory standards specific to the position as set out in the verification form approved by the University Senate. Any appeal by candidates on the non-fulfillment of the minimum and mandatory standards will be resolved by this committee and the resolution will be part of the report of the

chairperson of the selection or examination committee, as appropriate.

(3) For those positions whose work involves teaching in languages of international circulation, the task of delivering a course/seminar or a practical work session (for research positions) will consist of two subjects, one of which will be in Romanian and the other in the language of international circulation in which the teaching will be carried out according to the job description.

Art. 27. The assessment of the candidate is also carried out in relation to the individual job description, which is an integral part of the report justifying the opening of the position and the need to organize the competition/exam.

Article 28. In order to fill the position of teaching assistant and research assistant in an academic department of the WUT, candidates must cumulatively meet the following conditions: a) hold a doctoral degree or be enrolled in a doctoral program, without exceeding the maximum period of study, which includes extensions admissible by law; b) meet the minimum and mandatory standards of the WUT specific to the duties of the position open for competition, as approved by the University Senate, without imposing any seniority requirements.

Art. 29. In order to occupy the position of researcher in an academic department of the WUT, candidates must fulfill the following cumulative requirements: a) hold a doctoral degree; b) meet the minimum and mandatory standards of the WUT specific to duties of the open position, as approved by the University Senate, without imposing any seniority requirements.

Art. 30.

(1) The competition for the position of research assistant and researcher for a fixed/indefinite period in an academic department of the WUT shall be conducted in 2 stages: public lecture and the stage of evaluation of research performance / skills.

(2) The first stage consists of the public lecture (minimum 45 minutes) in which the candidate presents the most significant previous professional results and the research career development plan; this stage includes a mandatory question session from the committee and the audience; the evaluation of the public lecture is done with whole marks from 1 to 10.

(3) The stage of evaluation of research performance/skills consists of a written or oral examination, as decided by the selection committee. The selection committee will inform the Department for Quality Management of the type of examination (written or oral) to be published on the WUT website, in accordance with the approved general timetable for the competition.

(4) For the written or oral test, the subject of the written or oral test shall be announced on the University's website at the same time as the publication of the notice of the position advertised.

(5) For the written or oral test, the selection committee is required to draw a marking scale, signed by all members of the committee, which must be submitted with each candidate's application file.

(6) The results of the competition tests will be marked out of 10.

(7) On the day of the last test, the selection committee will draw up a report on the conduct of the competition, with conclusions recommending for appointment to the position the candidate

with the highest average (calculated to two decimal places). Candidates who have obtained at least 8.00 and no mark below 7.00 may be recommended.

(8) The final average is calculated according to the following formula: $\text{Final M} = (\text{M A} + \text{M B})/2$. Where MA is the arithmetic average of the marks obtained in the public lecture, MB is the arithmetic average of the marks obtained in the performance/research skills assessment stage and the marks obtained are the marks awarded by each member of the selection committee for each test.

Art. 31.

(1) The competition for the position of teaching assistant for a fixed/permanent period is conducted in 2 stages: public lecture and evaluation of teaching/research performance/abilities.

(2) The public lecture (minimum 45 minutes) is the stage in which the candidate presents the most significant previous professional results and the academic career development plan; this test includes a compulsory session of questions from the committee and the audience; the assessment of the public lecture is done with full marks from 1 to 10.

(3) The phase of assessment of teaching/research performance/performance consists of two tests: a written or oral test, as decided by the selection committee, and a practical test specific to the position.

(4) The written or oral test will be announced on the University's website at the same time as the publication of the vacancy notice.

(5) The practical test consists of a seminar or practical work session in front of the students in the presence of the selection committee. If there is no teaching activity during the period in question, the practical test may be held before the selection committee. This test may also include a question session by the committee. The topic for the practical test shall be set by the selection committee and communicated to the candidates at least 48 hours before the test (by publication on the WUT website and by e-mail by the person in charge in the Quality Management Department).

(6) Once the practical test has been sent, the selection committee will inform the Quality Management Department of the type of test (written or oral), to be published on the WUT website.

(7) For the tests referred to in paragraph (3), the selection committee is required to draw up marking scales, signed by all members of the committees, which must be submitted with each candidate's application file.

(8) The results of the competition tests will be marked out of 10 out of 10. The mark for the practical test must be at least 8 on the basis of the compulsory marking scale.

(9) On the day of the last test, the selection committee will draw up a report on the conduct of the competition, with conclusions recommending for appointment to the position the candidate with the highest average (calculated to two decimal places). Candidates who have obtained at least 8.00 and no mark below 7.00 may be recommended.

(10) The final average is calculated according to the following formula: $\text{Final M} = (\text{M A} + \text{M B})/2$. Where MA is the arithmetic average of the marks obtained in the public lecture, MB is

the arithmetic average of the marks obtained in the two tests related to the performance/research skills assessment stage, and the marks obtained represent the marks awarded by each member of the selection committee in each test.

Art. 32.

(1) The selection committee for a position of teaching assistant or research assistant within a WUT academic department shall be composed of the chairperson and 4 members having the teaching position of at least senior lecturer/head of practical works, specialists in the field of the disciplines of the position advertised or in related fields.

(2) The selection committee for a position of researcher within an academic department of the WUT shall be composed of a chairperson and 2 members, with a teaching or research position at least equal to or higher than that of the position advertised, specialists in the position's profile.

(3) The members of the selection committee may be from inside or outside the WUT, from the country or abroad.

Art. 33.

(1) The competition for the position of teaching assistant for a fixed/permanent period is conducted in 2 stages: public lecture and evaluation of teaching/research performance/abilities.

(2) The public lecture (minimum 45 minutes) is the stage in which the candidate presents the most significant previous professional results and the academic career development plan; this test includes a compulsory session of questions from the committee and the audience; the assessment of the public lecture is done with full marks from 1 to 10.

(3) The phase of assessment of teaching/research performance/performance consists of two tests: a written or oral test, as decided by the selection committee, and a practical test specific to the position.

(4) The written or oral test will be announced on the University's website at the same time as the publication of the vacancy notice.

(5) The practical test consists of a seminar or practical work session in front of the students in the presence of the selection committee. If there is no teaching activity during the period in question, the practical test may be held before the selection committee. This test may also include a question session by the committee. The topic for the practical test shall be set by the selection committee and communicated to the candidates at least 48 hours before the test (by publication on the WUT website and by e-mail by the person in charge in the Quality Management Department).

(6) Once the practical test has been sent, the selection committee will inform the Quality Management Department of the type of test (written or oral), to be published on the WUT website.

(7) For the tests referred to in paragraph (3), the selection committee is required to draw up marking scales, signed by all members of the committees, which must be submitted with each candidate's application file.

(8) The results of the competition tests will be marked out of 10 out of 10. The mark for the practical test must be at least 8 on the basis of the compulsory marking scale.

(9) On the day of the last test, the selection committee will draw up a report on the conduct of the competition, with conclusions recommending for appointment to the position the candidate with the highest average (calculated to two decimal points). Candidates who have obtained at least 8.00 and no mark below 7.00 may be recommended.

(10) The final average is calculated according to the following formula: $\text{Final M} = (\text{M A} + \text{M B})/2$. Where MA is the arithmetic average of the marks obtained in the public lecture, MB is the arithmetic average of the marks obtained in the two tests related to the performance/research skills assessment phase, and the marks obtained represent the marks awarded by each member of the selection committee in each test.

Art. 32.

(1) The selection committee for a position of teaching assistant or research assistant within a WUT academic department shall be composed of the chairperson and 4 members having the teaching position of at least senior lecturer/head of practical works, specialists in the field of the disciplines of the position advertised or in related fields.

(2) The selection committee for a position of researcher in an academic department of the WUT shall be composed of a chairperson and 2 members with a teaching or research position at least equal to or higher than that of the position advertised, specialized in the profile of the position.

(3) The members of the committee may be from inside or outside the WUT, from the country or abroad.

Art. 33.

(1) In order to fill a position of university senior lecturer (head of practical works) or researcher at level III in a WUT academic department, candidates must meet the following cumulative requirements: a) hold a doctoral degree; b) meet the minimum and mandatory WUT standards set for the position advertised, respectively for which the promotion examination is organized for promotion in the teaching career, as appropriate, specific to the position, approved by the University Senate, without imposing any seniority requirements.

(2) In the case of positions of senior lecturer/head of practical works for which an examination for promotion in the teaching career is organized, in addition to the conditions set out in paragraph. (1), letters a) and b), candidates must: a) have a minimum of 3 years of seniority as a higher education teaching staff member at the WUT; b) have obtained the "Very good" grade in the last 3 years in the evaluation carried out by the department head at the WUT; c) not have an unadjudicated disciplinary sanction under the law.

Art. 34. (1) The competition or examination, as the case may be, for the position of senior lecturer/head of practical works or researcher level III, for a fixed/indefinite period, consists of: a) A public lecture (minimum 45 minutes) in which the candidate presents his/her most significant previous professional results and his/her academic career development plan; this examination must include a session of questions from the committee and the audience. The assessment of the public lecture will be done with full marks from 1 to 10. b) A lecture in the case of the position of senior lecturer (head of practical works) in front of the students, in the presence of the selection/examination committee, or a semi-structured interview with the selection committee in the case of the position of researcher at level III. If there is no teaching

activity during this period, the practical test may be held in front of the selection/examination committee. This test may also include a question session by the selection board. The subject of the course for the position of university senior lecturer is set by the selection/examination committee and notified to candidates at least 48 hours before the examination by publication on the WUT website. The assessment of the course/practical work will be carried out with full marks from 1 to 10. The mark for the practical course/assignment must be at least 8, based on the compulsory marking scale, signed by all the members of the selection committee/examination committee and which must be submitted with each candidate's application file.

(2) On the day on which the last test is taken, the selection committee will draw up a report on the conduct of the competition/examination with conclusions recommending for appointment to the position the candidate who has obtained the highest average (calculated to two decimal points). Candidates who have obtained at least 8.00 and no mark below 7.00 may be recommended. (3) The final average is calculated according to the following formula: $Final\ M = (M\ A + M\ B)/2$. Where MA is the arithmetical average of the marks obtained in the public lecture, MB is the arithmetical average of the marks obtained in the practical course/presentation, and the marks obtained are the marks awarded by each member of the selection/examination committee for each paper.

Art. 35. (1) The selection or examination committee, as the case may be, for the position of senior lecturer/head of practical works shall be composed of the chairman and 4 members specialized in the field of the position or in related fields, with the teaching position of senior lecturer (head of practical works), associate professor or full professor. The selection or examination committee, as appropriate, must include at least one associate professor or full professor. The members of the committee may be from inside or outside the WUT, from the country or abroad.

(2) The selection committee for the R level III is composed of a chairperson and 3 members, specialists in the position, with a teaching or research position at least equal to or higher than that of the position advertised. The members of the committee may be from inside or outside the WUT, from the country or abroad.

Art. 36. (1) In order to occupy the position of associate professor or researcher level II in an academic department of the WUT, candidates must meet the following cumulative conditions: a) hold a doctoral degree; b) meet the minimum and mandatory standards of the WUT for the position advertised, respectively for which the promotion examination is organized for promotion in the teaching career, as appropriate, specific to the position, approved by the University Senate, without imposing any seniority requirements.

2) In the case of associate professor positions for which an examination for promotion in the teaching career is organized, in addition to the conditions set out in paragraph. (1), lit. A) and b), the candidates must: a) have a minimum of 6 years of seniority as a higher education teaching staff within the WUT; b) have obtained the "Very good" grade in the last 3 years in the evaluation carried out by the department director within the WUT; c) not have an unadjudicated disciplinary sanction under the law.

Art. 37. (1) In order to occupy the position of full professor or researcher level I in a WUT academic department, candidates must cumulatively meet the following conditions: a) hold a doctoral degree; b) meet the minimum and mandatory standards of the WUT set for the position advertised, respectively for which the promotion examination is organized for promotion in the teaching career, as appropriate, specific to the position, approved by the University Senate, without imposing any seniority requirements; c) hold the certificate of qualification, according to national regulations in force.

(2) In the case of positions of full professor for which a promotion examination is organized, in addition to the conditions set out in paragraph. (1), lit. A), b) and c), candidates must have a minimum of 9 years of seniority as a higher education teacher at WUT; b. have obtained the evaluation grade "Very good" in the last 3 years in the evaluation carried out by the Head of Department within the WUT; c. not have an unsanctioned disciplinary penalty under the law.

Art. 38. (1) The competition or examination, as the case may be, for the position of associate professor / researcher level II and full professor / researcher level I, for a fixed/indefinite period, consists of: a) Public lecture (minimum 45 minutes) in which the candidate presents the most significant previous professional research results and the plan for the development of his/her academic career; this examination must include a session of questions from the committee and the audience. (b) A lecture in the case of associate professor and full professor positions in front of students in the presence of the selection/examination committee, and a semi-structured interview with the selection committee in the case of researcher level II and level I positions. If there is no teaching activity during this period, the practical test may be held before the selection/examination committee. This test may also include a question session by the selection board. The subject of the course is set by the selection board and is announced to the candidates at least 48 hours before the examination by publication on the WUT website. The assessment of the course/practical work will be done with full marks from 1 to 10. The mark for the examination of the course/presentation of practical work must be at least 8, on the basis of the marking scale which must be signed by all the members of the selection/examination committee and which must be included in the candidate's application file.

(2) On the day of the last test, the committee draws up a report on the conduct of the competition/examination with conclusions recommending for appointment to the position the candidate who has obtained the highest average (calculated to two decimal points). Candidates who have obtained at least 8.00 and no mark below 7.00 may be recommended.

(3) The final average is calculated according to the following formula: $Final\ M = (M\ A + M\ B)/2$. Where MA is the arithmetic average of the marks obtained in the public lecture, MB is the arithmetic average of the marks obtained in the coursework/practical papers, and the marks obtained are the marks awarded by each member of the selection/examination committee for each paper.

Art. 39. (1) The selection or examination committee, as the case may be, for a position of associate professor (researcher level II) and full professor (researcher level I) shall consist of the chairperson and 4 members, of which at least 3 members shall be from outside the WUT,

from home or abroad.

(2) The selection or examination committee, as the case may be, shall consist of associate professors and full professors for the position of associate professor, and full professors only for the position of full professor. In well-justified cases, associate professors and full professors may also be members of the committee for the position of full professor, but not more than one researcher at level I in any one committee. This restriction shall not apply to committees for the positions of researcher at level II or level I.

Art. 40. (1) In order to take up a teaching position or within 2 years of taking up a teaching position, higher education teaching staff shall complete a university psycho-pedagogical training program for higher education, of 30 ECTS/SECT transferable study credits. (1), graduates of a psycho-pedagogical training program corresponding to 60 ECTS/SECT transferable study credits may also apply for a teaching position in higher education institutions.

Art. 41. In WUT, in addition to other conditions established by law, the research positions of researcher or senior researcher may be occupied only by persons who hold a doctoral degree and meet the minimum and mandatory national standards for the occupation of research positions specific to the position, equivalent to those of teaching positions (according to the Law on Higher Education no. 199/2023, art. 200, para. (3)).

Art. 42. (1) Each member of the selection committee or examination committee, as the case may be, including the chairperson of the committee, shall draw up an evaluation report, in which the scientific and teaching activity of each candidate is assessed, based on the documents in the file and the examination or competition tests, as the case may be, taking into account the criteria mentioned in Article 25 of this Methodology (Annexes 5-9 to this Methodology). The assessment reports must contain comments/justifications on the marks awarded for each test by the committee member.

(2) On the basis of the individual assessment reports, the chair of the selection committee or examination committee, as appropriate, draws up a report on the competition/examination in which he/she presents the final marks awarded to the candidates by the committee members and indicates the overall average for each test obtained by each candidate as the arithmetical average of the marks in the individual reports (Annexes 10-14 to this Methodology). The final average of the competition or examination, as appropriate, for each candidate is the arithmetical average of the overall averages obtained in the competition or examination tests, as appropriate.

(3) For each position, the selection committee or examination committee, as appropriate, establishes the ranking of candidates and nominates the candidate with the highest overall average (highest final average calculated to two decimal points).

(4) The report on the competition or examination, as the case may be, including the ranking of the candidates, shall be signed by each member of the selection committee or examination committee, as the case may be.

(5) The documents drawn up by the selection committee or examination committee, as the case may be, shall be attached to the file of each candidate.

(6) The chairperson of the selection committee or examination committee, as the case may be, shall forward the report and related documentation to the Dean of the Faculty. The dean of the

faculty shall inform the person in charge within the Department for Quality Management about the results of the selection committees/examinations for promotion in the teaching career in order to communicate them to the candidates and publish them on the WUT website according to the approved calendar.

Art. 43 (1) The selection or examination committees' files, as the case may be, the evaluation reports, the committee reports and the marking scales shall be submitted to the dean of the faculty.

(2) The ranking of the candidates established by the selection committee or examination committee, as the case may be, may not be changed by the Faculty Council.

(3) Following the approval of the results of the competition by the Faculty Council, or of the examination, as the case may be, certified by the extract of the minutes (recorded according to WUT internal regulations) of the Faculty Council, all documents related to these results shall be submitted by the Dean of the Faculty to the Department for Quality Management, within the deadline set according to the calendar of the competitions, or examinations, as the case may be, in order to centralize them and forward them to the University Senate for approval.

(4) The competition or examination files, as the case may be, shall be forwarded to the Human Resources Department in order to carry out the necessary steps for the employment of the candidates declared winners. Competition or examination files, as the case may be, shall be archived in the Human Resources Department.

Art. 44. (1) The Vice Rector in charge, the person in charge of the Quality Management Department and the legal advisor shall check the documents related to the conduct of the competition or examination, as the case may be, and the advisor shall issue an opinion in this respect on the observance of the competition procedures.

(2) The results of the competitions/examinations, mentioned in the reports on them, shall be submitted by the Department for Quality Management to the University Senate for approval.

(3) The ranking of the candidates established by the selection committee or examination committee, as the case may be, may not be changed by the WUT Senate.

(4) The DMC responsible shall post on the WUT website and on the specialized website of the relevant Ministry (<http://jobs.edu.ro/>) the list of the candidates declared winners, according to the timetable of the competition or examination, as the case may be.

Art. 45. (1) If a candidate has elements that may demonstrate the non-compliance with the evaluation procedure based on the criteria set out in Art. 25 and/or the non-compliance with the procedures for organizing and conducting the competition or the examination for promotion in the teaching career, as the case may be, the candidate may lodge an appeal within 3 working days of the notification of the result, in accordance with the timetable for the competitions or examinations, as the case may be.

(2) Appeals concerning non-compliance with the assessment procedure on the basis of the criteria laid down in art. 25 may be lodged by candidates only with regard to their own results and may not be lodged with regard to the oral or practical tests.

(3) Appeals shall be made in writing, accompanied by the evidence on which they are based, shall be registered at the WUT Registry and shall be decided by the approved Appeals

Committee for the position in question. The appeals are forwarded by the WUT Registrar's Office to the Quality Management Department, which forwards them to the appeals committees.

CHAPTER IV Responsibilities

Art. 52. (1) To the extent that, at the time of drawing up the staff positions, the head of department identifies the need to fill vacant teaching/research positions within the academic departments of the WUT, following consultation with the teaching staff of the department, he/she may initiate the procedure described in this methodology.

(2) In order to finalize the procedure initiated under para. (1) the Department Head and the Department Council shall be responsible for the following: a) coordinating the identification of the necessary resources required for carrying out the process; b) formulating proposals for improving and streamlining the process of filling vacant teaching/research positions within the academic departments of the WUT; c) drawing up the report for organizing the competition for filling a vacant position or organizing the examination for promotion in the teaching career; d) approves candidates' applications for enrolment in the examination for promotion in the teaching career; e) makes proposals for the nominal composition of the selection committee/examination and the committee for settling appeals; f) any other duties provided for by this methodology and by the legislation in force.

Art. 53. The responsibilities of the chairman of the selection/examination committee are:

- a) directs the activity of the selection/examination committee;
- b) transmits to the members of the selection or examination committee the decision of the Rector of the WUT appointing them to the selection/examination committees;
- c) collects the declarations of incompatibility from the members of the selection/examination/appeal resolution committee and notifies the responsible of the Department for Quality Management if there are any situations of incompatibility;
- d) appoints within 24 hours at the latest an alternate member as a replacement for the person who is in a situation of incompatibility, if applicable.
- e) draws up a report on the competition/examination in which he/she presents the final marks awarded to the candidates by the members of the selection committee/examination committee and indicates the overall average for each test obtained by each candidate as the arithmetic average of the marks in the individual reports;
- f) forwards the report and the documentation related to the competition/examination to the Dean of the Faculty;
- g) notifies the person in charge of the Quality Management Department of the result of the competition/examination at the end of the competition/examination;
- h) any other duties provided for by this Methodology and by the legislation in force.

Art. 54. The responsibilities of the Dean are:

- a) to verify the correctness of the compliance of the process at the departmental level;
- b) organizes the meetings and other activities necessary for the conduct of the competition, respectively the promotion exam, as the case may be;
- c) propose measures to improve the effectiveness of the process;
- d) approves the list of vacant teaching and research positions proposed to be filled through a competition/promotion examination
- e) forwards for endorsement to the Department Council and the Faculty Council the applications for enrolment in the examinations for promotion in the teaching career;
- f) transmits to the Department for Quality Management the opinions of the Department Council and the Faculty Council on applications for enrollment in the examinations for promotion in the teaching career;
- g) proposes the formation of a committee to evaluate the evaluation of the forms for the fulfillment of minimum and mandatory standards;
- h) requests the faculty council's opinion on the nominal composition of selection/examination committees;
- i) informs the person in charge within the Quality Management Department of the results of the competitions/exams for promotion in the teaching career;
- j) any other duties provided for by this Methodology and the legislation in force;

Art. 55. The responsibilities of the Faculty Council are:

- a) it endorses the list of vacant teaching and research positions proposed to be filled by competition/examination for promotion in the teaching career;
- b) proposes and endorses the WUT's minimum and mandatory standards for each field of studies in which the Faculty organizes study programs;
- c) endorses applications for enrolment in the examinations for promotion in the teaching career;
- d) it endorses the nominal composition of the selection committees/examination/verification of fulfillment of minimum and mandatory standards
- e) approves the selection/examination files, appraisal reports, committee reports and marking scales;
- f) endorses the results of competitions/exams for promotion in the teaching career;
- g) approve the report of the appeals committee, where appropriate;
- h) organizes the meetings and other activities necessary for the conduct of the competition or promotion examination, as the case may be;
- i) proposes measures to improve the effectiveness of the process.

Art. 56. The responsibilities of the vice-rector, the Rector, the WUT Board of Directors and the WUT Senate are: a) the vice-rector triggers the process for the approval of the list of vacant positions for which a competition/examination is to be organized in the meetings of the WUT Board of Directors, based on the documents received from the Dean/Faculty Council;

- b) the vice-rector in charge shall establish the timetable for holding competitions and examinations for promotion in the teaching career in consultation with the Board of Directors;
- c) the vice-rector coordinates and monitors the entire process;

- d) the Board of Directors approves the list of vacant teaching and research positions proposed to be filled through competitions/examinations for promotion in the teaching career;
- e) the Board of Directors approves applications for promotion in the teaching career examinations;
- f) propose measures to improve the effectiveness of the process;
- g) The WUT Senate approves the nominal composition of the selection committees for the selection/competition/appeal resolution and for the verification of the fulfillment of minimum and mandatory standards;
- h) The WUT Senate analyzes the compliance with the procedures established in the present methodology;
- i) The WUT Senate approves the results of the promotion contest/exam;
- j) the Rector shall issue decisions on the composition of selection committees/competition/appeal settlement committees and on the verification of compliance with minimum and mandatory standards;
- k) the Rector shall issue the decisions on the appointment to a position and the granting of academic title for a vacant teaching or research position within a WUT academic department that has been put out to competition or for which a promotion examination has been organized for the teaching career, as the case may be;
- l) any other duties provided for by this Methodology and by the legislation in force.

Art. 57. The responsibilities of the Quality Management Department are:

- a) drawing up the documents necessary for the posting in the Official Gazette of vacant teaching and research positions within the academic departments of the WUT put out to open competition for an indefinite period and forwarding them to the relevant ministry;
- b) notifying the faculties of the need to prepare the files on the competition for vacant teaching and research positions in the academic departments of the WUT, respectively organizing the examinations for promotion in the teaching career;
- c) drawing up the calendar of competitions and promotion examinations, as the case may be, and posting it on the WUT website;
- d) centralizes the applications for enrolment in the examinations for promotion in the teaching career and forwards them to the Dean of the Faculty;
- e) checking and centralizing the files concerning the competition for vacant teaching and research positions in the academic departments of the WUT, respectively for the organization of promotion examinations in the teaching career, as the case may be, and posting them on the WUT website;
- f) taking and checking the files of candidates for vacant positions;
- g) centralizing the information on vacant positions and preparing the documentation for completing the jobs.edu.ro platform;
- h) managing the Teaching and Research Positions section on the WUT website and constantly updating it with all specific information;
- i) forwarding submitted appeals to the appeals committees, if applicable;
- j) liaising with the Legal Office;

- (k) liaising with the chairpersons of the selection and examination committees, as appropriate, and with candidates;
- (l) managing the process of publication of positions and the decision on the appointment of selection committees in the Official Journal;
- m) drawing up the lists of successful candidates and disseminating the Rector's decision;
- n) any other duties provided for by this Methodology and the legislation in force.

Art. 58. The responsibilities of the Legal Office are:

- a) checking the files submitted by candidates;
- (b) issuing a legal opinion (favorable or unfavorable) on whether candidates meet the legal requirements for admission to the competition/exam and notifying them by e-mail;
- c) issuing the legal opinion on the legality of the conduct of the competitions, respectively of the examinations for promotion in the teaching career, as the case may be, for vacant teaching and research positions within the academic departments of the WUT.

CHAPTER V

Final provisions

Art. 59. (1) Placement in a teaching position is subject to the presentation of a medical certificate issued on a specific form, adopted by joint order of the Minister of Education and the Minister of Health.

(2) Retention in a teaching position is subject to a periodic medical check-up. The periodicity and the granting of the permits for the exercise of the profession shall be regulated by the order referred to in para. (1), and the necessary funds for these checks shall be provided from the state budget.

(3) Teaching staff who consider themselves wronged may apply for an assessment of their ability to work in the field of education.

(4) In situations of unfitness for work of a psycho-behavioral nature of the staff employed, the WUT may, upon the referral of any factor involved in the educational process, by a decision of the Board of Directors, request a new full medical examination.

(5) Situations of professional unfitness of a psycho-behavioral nature shall be analyzed and determined by a committee composed of 3-5 members, medical specialists, constituted at the level of the university center on the basis of a protocol concluded between the Ministry of Education and the Ministry of Health, which shall carry out the expertise of the working capacity in the field of education.

(6) The refusal of the teaching staff to attend the medical check-up constitutes a disciplinary offense and may lead to the termination of the individual employment contract.

The present methodology was approved in the Senate meeting on 11.03.2024.