



## REGULATION ON THE FILLING OF TEACHING AND RESEARCH POSITIONS

### CHAPTER I - General provisions

**Art. 1.** At the University of Agricultural Sciences and Veterinary Medicine of Cluj-Napoca (USAMVCN) teaching positions are filled through a competition, organized according to the Law on Higher Education no. 199/2023 with subsequent amendments and additions. Order no. 4.621/2020 for the approval of the Regulation on the organization and functioning of the National Council for the Attestation of University Degrees, Diplomas and Certificates. HG 1339/2023 Framework competition methodology for filling vacant teaching and research posts in higher education, labor legislation, Emergency Ordinance no. 92 of December 18, 2012, on taking certain measures in the field of education and research, Order of the Minister of National Education, no. 6129/20.12.2016 with Annexes 1, 2, 3, 4, 12, 14, 18, 21, 28 and 29 on the approval of the minimum necessary and mandatory standards for the conferral of teaching titles in higher education and professional research and development degrees, published in MO no. 123/15.02.2017, Law 319/2003 on the status of research and development personnel, GEO 96/2016 for amending and supplementing some normative acts in the fields of education, research, vocational training and health, GD 355/2007 on labour health supervision, Joint Order of the Ministry of Education no 4060/27.03.2024 and of the Ministry of Health no./30.03.2024 on the approval of the procedure for granting medical opinions for the exercise of teaching or auxiliary teaching positions and the model medical certificate for the employment in a teaching or auxiliary teaching position in higher education, the University Charter and the Senate Decisions.

**Art. 2.** Within the policy framework of filling teaching and research positions in the University of Agricultural Sciences and Veterinary Medicine Cluj-Napoca, the principle of sovereignty, competence and professional prestige shall be applied on the basis of these regulations, without discrimination based on sex, religion or belief, nationality, social or ethnic origin, economic status or disability.

**Art.3** (1) Employment in a teaching or research position is made, according to the National Higher Education Law 199/2023, for a fixed or indefinite period.

(2) Teaching and research staff employed for a fixed period have the status of associate teaching and research staff.

(3) Enrolment in the competition for a teaching post in higher education is subject to the presentation of the medical certificate issued by the specialist in occupational medicine (Annex 1) on the basis of the medical opinion issued by the specialist in psychiatry (Annex 2) and the medical certificate issued by the family doctor. The opinions for the exercise of the profession are established by joint order of the Minister of Education and the Minister of Health. If during the medical assessment for the appointment to a teaching post or for the exercise of teaching posts in higher education the specialist in occupational medicine observes changes in the state of health, he/she may request an additional specialist medical examination on the basis of the medical letter provided in Annex 3.

(4) Retention in a teaching position is subject to:

a) annual confirmation of fitness for work by the occupational medicine specialist, who provides occupational medicine medical services to the higher education institution, by issuing the Aptitude Sheet, according to the

provisions of point 2 lit. c) of Annex no.1 of Government Decision no.355/2007 with subsequent amendments and additions.

b) a medical assessment at 4-yearly intervals in accordance with the conditions of this Order, which shall necessarily include an assessment of mental capacity. The medical assessment referred to in paragraph (1)(b) carried out every four years shall replace the annual confirmation of fitness for work referred to in paragraph (1)(a) for the year in question.

(5) Teaching staff who consider themselves aggrieved by the result of the psychological evaluation unfavorable to the exercise of the profession may request an expert evaluation of the ability to work in the field of education, with the notification of the specialist in occupational medicine, within 7 working days from the date of receipt of the result of the psychological evaluation recorded in the evaluation form of psychological capacity (Annex 5).

(6) In situations of professional inadequacy of a psycho-behavioural nature of staff employed in a higher education institution, the institution may request, upon referral by any factor involved in the educational process and by decision of the board of directors, a new full medical examination.

The assessment of the mental capacity of teaching staff is carried out in the territorial mental health centers, at the request of the occupational medicine specialist. Teaching staff shall apply to the territorial mental health centers on the basis of the medical letter set out in Annex 3.

The result of the assessment of mental capacity shall be recorded in the form provided in Annex 5, with which the teacher shall present, within the established deadline, to the occupational medicine specialist who requested the examination.

(7) Situations of professional inadequacy of a psycho-behavioral nature shall be analyzed and determined by a commission of 3-5 members, medical specialists, established at the level of the university centre on the basis of a protocol between the Ministry of Education and Research and the Ministry of Health. The teaching staff referred to in paragraph (5) shall bear the costs of the expert assessment of the working capacity in the field of education by the above-mentioned commission.

(7<sup>1</sup>) If, following a psychological assessment, a psychological disorder is found, the occupational physician must recommend additional measures to protect the health of staff employed in a teaching position and to adapt their professional tasks to the workplace.

(7<sup>2</sup>) Monitoring of specialized treatment is carried out by psychiatrists in public or private health facilities.

(7<sup>3</sup>) Staff employed in a teaching position diagnosed with a mental disorder have the following obligations:

a) to inform the occupational physician about the diagnosis, his/her state of health and the specialized treatment prescribed;

b) to attend specialized medical examinations as scheduled;

c) to follow the specialized treatment prescribed by the psychiatrist.

(8) Refusal of teaching staff to attend the medical check-up constitutes a disciplinary offence and may lead to the termination of the individual employment contract.

(9) Indefinite employment in any teaching or research position is possible through a public and open competition, after obtaining the doctoral degree.

(9<sup>1</sup>) The employment of teaching and research positions for an indefinite period shall be carried out only through a public competition organized by the higher education institution in accordance with the provisions of the Law on Higher Education No. 199/2023.

(10) Romanian or foreign citizens may participate in the competition for a teaching or research position, without any discrimination, provided that they meet the minimum standards approved by the University Senate.



(11) The duration of a fixed term tenure is a maximum of 4 years, with the exception of doctoral students who may be employed for a fixed term of a maximum of 6 years as a university assistant or research assistant.

(12) The fixed-term tenure contract concluded between the university and members of the teaching and research staff following a competition may be renewed, depending on personal professional results, assessed on the basis of criteria approved by the University Senate, as well as on the employment needs and financial resources of the institution, in accordance with the legal provisions in force.

**Art. 4.** Only persons who meet the conditions for admission to the competition may apply for these, according to the minimum standards of USAMVCN which are higher than or equal to the national minimum standards approved by order of the Minister of National Education, according to art. 156 para. (1), letter a) and art. 201 paragraph (1) of the Law on Higher Education no. 199/2023.

**Art. 5.** (1) This Regulation contains the competition methodology for filling teaching and research vacancies at USAMVCN, hereinafter referred to as *the USAMVCN methodology*, which sets out the minimum standards for applying to the competition for the following teaching and research positions:

- a) university assistant;
- b) university lecturer;
- c) university associate professor;
- d) university professor;
- e) research assistant;
- f) scientific researcher;
- g) scientific researcher degree III;
- h) scientific researcher degree II;
- i) scientific researcher degree I.

(2) Equivalence of research positions with teaching positions operates both ways, only with the approval of the University Senate, and is as follows:

- a) research scientist is equivalent to university assistant for persons holding a doctoral degree;
- b) scientific research III is equivalent to university lecturer/head of university work;
- c) scientific researcher II is equivalent to university lecturer;
- d) scientific researcher I is equivalent to university professor.

(3) Associate teaching staff and associate research staff may be employed USAMVCN for the teaching and research positions referred to in paragraph 1.

(4) All teaching and research positions listed in point (1) may also be filled on a fixed-term basis.

(5) The standards relating to the positions referred to in paragraph 1 shall be set out in para. (1) and (2) are minimum and mandatory requirements for the registration to the competition for the respective positions and are hereinafter referred to as *USAMVCN standards*.

(6) The USAMVCN standards include and may not derogate from the national minimum standards defined in Art. 4 approved by order of the Minister of National Education, according to Art. 156 par. (1), letter a) of the Law on Higher Education No. 199/2023. The standards of the university are higher than or equal to the national minimum standards.

(7) The university senate, faculty councils or competition commissions may not establish by their own methodology or other documents the equivalence of the fulfillment by a candidate of the national minimum standards, criteria or indicators other than those provided for by the national minimum standards, approved by order of the Minister of National Education, according to Art. 156 para. (1), letter a) of the Law on Higher Education no. 199/2023.

(8) A person may not hold a teaching position in higher education if they have been convicted of a criminal offence for which no rehabilitation has been granted.

(9) In order to fill a position or within 2 years of filling a position, according to Art. 201, par. (8) Law no. 199/2023, teaching staff in higher education shall undergo a university programme of psycho-pedagogical training for higher education of 30 ECTS/SECT transferable study credits (Level II). The psycho-pedagogical training obtained before the Bologna system shall be proved by a universal certificate. The completion of Level II requires the completion of Level I. When submitting the application, the candidate who has not completed the psycho-pedagogical training will sign an affidavit of his/her own responsibility for the completion of the psycho-pedagogical training programme.

## **CHAPTER II - Organisation of competitions for teaching and research positions**

**Art. 6.** (1) USAMVCN organizes a competition to fill a teaching or research position for a **fixed/indefinite** period only if it is established as vacant.

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

(3) A position shall become vacant in one of the following ways: a) by termination of the employment contract, in accordance with the law; b) by transfer of the person filling the position to another one within the USAMVCN, following a competition or as a consequence of promotion in the academic career, under existing legal provisions.

(4) Teaching and research positions may not be made available by converting a tenured position into a higher-ranking position.

**Art. 7.** (1) The proposal for the organization of a competition for a vacant position shall be made by the Director of the Department or the Director of the Doctoral School where the position is located, in a report approved by the Department Council / Doctoral School Council / Faculty Council / Research, Development, Innovation Council.

(2) The application for a fixed/permanent teaching and research position shall include a description of the vacant position, a description of employment duties and an explanatory note specifying the appropriateness of filling the position in terms of the department/doctoral school development strategy and the financial resources available.

(3) The department director's report and the extract from the minutes of the department meeting, approving the proposal to put the position out to tender, based on the justification of teaching/research and financial sustainability over the next three years.

(4) The dean's report and the extract from the minutes of the Faculty Council meeting showing that the position in question is included in the human resources development strategy, the minimum professional training of the candidates (field/subject areas proven by a bachelor and doctoral degrees) and the field where the candidates must meet the minimum standards.

(5) The list of positions proposed for competition will be endorsed by The Faculty Council, approved by the dean and submitted for endorsement by the USAMVCN Commission of Directors and with the approval of the USAMVCN Senate.

**Art. 8.** (1) USAMVCN may organize a competition for the indefinite/permanent filling of a teaching or research position only after the publication of the position by the Ministry of Education and Research in the Official Gazette of Romania, Part III.

The positions open for competition for a fixed period are established according to the same procedure and are approved by the USAMVCN Commission of Directors and the University Senate.

(2) For publication in the Official Gazette of Romania, Part III, USAMVCN shall submit the following documents to the Ministry of Education and Research:

- a) the list of positions open for competition and their structure, signed and stamped by the Rector of the university;
  - b) an extract from the list of positions to be filled, signed by the Rector, the Dean and the Director of the Department or the Director of the Doctoral School;
  - c) in the case of teaching positions, the sworn statement of the Rector of USAMVCN certifying that all teaching positions to be put up for competition have in their structure only subjects from the legally-established curricula of the specializations/study programmes, including the form of education and location for their implementing;
  - d) USAMVCN competition methodology.
  - e) (3) The submission application of the position to be advertised in the Official Gazette of Romania, Part III, must be sent to the Ministry of Education and Research within the first 30 calendar days of the beginning of each semester of the academic year.
- (4) The Ministry of Education and research verifies the structure of the positions in accordance with the legal provisions in force and conveys it to the Romanian MO (Romanian Official Gazette) for the publishing of positions open.
- (5) Competitive procedures may be launched only after the publication of the vacancy in the Official Gazette of Romania, Part III.
- (6) Competitions for fixed-term teaching positions are organized by USAMVCN, without requisite for the opinion of the MEC and publication in the Official Gazette.

### **CHAPTER III - Public announcement concerning the organisation of the competition**

**Art. 9.** (1) Announcements of competition for teaching and research positions shall be published as follows:

- a) on the home page of the university website;
  - b) on the specialised website managed by the Ministry of Education and Research;
  - c) in the Official Gazette of Romania, Part III.
- (2) Announcement of the competition shall be published at least two months before the date of the first part of the competition. Registration for the competition shall begin on the day of publication of the vacancy in Part III of the Official Journal of Romania and shall end 15 calendar days before the first competition part.
- (3) The USAMVCN and the Ministry of Education and Research may advertise competitions by any additional means, including publication in the media, in national and international scientific publications, on websites specializing in the publication of job vacancies and similar means.
- (4) The *competition website* under the Ministry of Education and Research is <http://jobs.edu.ro/>.
- (5) The following information will be published on the platform managed by the Ministry of Education and Research dedicated to the publication of teaching and research vacancies:
- a) the description of the position to be advertised; the job description shall be made in comprehensive terms, corresponding to the actual needs of the university, seeing as not to artificially limit the number of potential candidates GD 1339/2023, Art. 7, par. (9), let. a);
  - b) the teaching load and the types of activities included therein in the case of teaching posts and the research load in the case of research posts, as well as other duties specific to the post being advertised;
  - c) the minimum salary of the position at the time of recruitment;
  - d) the timetable of the competition;
  - e) the subjects of the competition tests, including lectures, courses or similar, or the subjects from which the selection Commission may choose test subjects;
  - f) description of the competition procedure;



- g) a full list of the documents that candidates must include in their competition file;
  - h) the address for the competition file to be sent;
- (6) The university website dedicated to the competition will publish, within the time limit laid down in paragraph (2) at least the following information on the website, according to the stages of the competition timetable:
- a) the list of positions to be advertised in the Official Gazette of Romania, Part III;
  - b) the framework methodology of the competition for filling vacant teaching and research positions in higher education;
  - c) Regulation on the filling of teaching and research positions (RU 37)
  - d) Description and subject matter of the positions to be advertised
  - e) List of documents in the competition file
  - f) Timetable for the competition
  - g) CNATDCU minimum standards
  - h) Applications submitted for the positions to be filled
  - i) Rector's decision appointing the competition and appeals committees
  - j) Timetable and venue of the tests
  - k) Legal opinion and opinion of the Commission for the verification of minimum standards
  - l) The subjects of the public lecture on the subject of the competition
  - m) Results of the competition - validated by the Senate
  - n) Results of the competition - Rector's decision of appointment to the position
- (7) The announcements for the positions of University Associate Professor, University Professor, Scientific Researcher Degree II and Degree I will also be published in English;

**Art. 10.** On the platform administered by the Ministry of Education and Research and on the university website, at the latest within 5 working days of the closing date for the competition registration, respecting the protection of personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and derogating from Directive 95/46/EC (General Data Protection Regulation), for each of the candidates registered, the following information, the following will be published:

- a) *curriculum vitae*;
- b) the verification sheet of compliance with the minimum standards.
- c) full list of publications;

## **CHAPTER IV - Conditions for admission to competitions for teaching and research positions**

**For the university assistant position:**

**Art. 11.** The minimum and mandatory conditions for applying to the competition for teaching positions at USAMVCN are:

**(1) For the position of university assistant, employed for an indefinite period, the following cumulative requirements shall apply:**

For the position of teaching assistant, the person must hold a doctoral degree. It is also necessary to meet the standards for filling teaching positions, specific to the position, approved by the University Senate, without imposing seniority conditions, in accordance with the law.

- a) At the Faculty of Agriculture, Faculty of Veterinary Medicine, the minimum average of 8.00 of the years of study of bachelor's degree, respectively bachelor's degree with integrated master. At the Faculty of Animal Sciences and Biotechnologies, Faculty of Horticulture and Rural Development Affairs, Faculty of

Food Science, Faculty of Forestry and Cadastre, minimum average 8.00, representing the arithmetic average of the overall averages obtained at the bachelor and master cycles;

- b) possession of a doctoral degree
- c) possession of a certificate of graduation from the Department of Teacher Training, levels I and II/university certificate obtained before the Bologna system was implemented or an affidavit of completion of the psycho-pedagogical training programme within two years of filling up the position;
- a) at least one article published in an ISI journal with an impact factor, as first author/corresponding author/last author, in the field of the position and three scientific articles published in BDI journals, in the field of the position. The minimum of three BDI articles required may be equivalent to one paper published in an ISI journal with an impact factor.

(2) For the position of university assistant in the field of Philology/Psychology, Educational Sciences, Physical Education and Sport, employed for an indefinite period, the following conditions are cumulatively required:

- a) Holding a doctoral and a bachelor degree in the field and specialisation of the position;
- b) Holding a certificate of graduation from the Department of Teacher Training in Education, level I and II/certificate - universal certificate obtained before the application of the Bologna system or an affidavit for completing the psycho-pedagogical training programme within 2 years of the position being filled;
- c) minimum grade point average of 8.00, representing the arithmetic average of the overall grade point averages obtained in the bachelor and master courses;
- d) Minimum 1 scientific paper in extenso published in a BDI journal (one ISI article will be equivalent to 3 BDI articles), relevant to the field of the position;

(3) For the position of university assistant, employed for a fixed period, it is necessary to obtain the status of doctoral student without exceeding the maximum period of study, which includes the admissible extensions, according to Law 199/2023 art. 206, paragraph (1), or to hold a doctoral degree.

- a) possession of the graduation certificate of the Department of Teacher Training in education, level I and II/certificate - certificate of universal character obtained before the application of the Bologna system or an affidavit for the completion of the psycho-pedagogical training programme within 2 years of the employment;
- b) At the Faculty of Agriculture, Faculty of Veterinary Medicine, minimum average of 8.00 of the years of study of bachelor's degree, respectively bachelor's degree with integrated master's degree. At the Faculty of Animal Sciences and Biotechnologies, Faculty of Horticulture and Rural Development Affairs, Faculty of Food Science, Faculty of Forestry and Cadastre, the minimum average 8.00, representing the arithmetic average of the general averages obtained in the bachelor and master cycles;

(4) For the position of university assistant for the field of Philology/Psychology, Educational Sciences, Physical Education and Sport, employed for a fixed period, the following conditions are cumulatively required:

- a) Holding a doctoral degree in the field of the position or being enrolled in a doctoral study programme, without exceeding the maximum period of study, which includes extensions admissible under the law;
- b) Hold a bachelor's degree in the field and specialisation of the post advertised;
- c) possession of a certificate of graduation from the Department for the Preparation of Teaching Staff, levels I and II/university certificate obtained before the Bologna system was applied or an affidavit of completion of the psycho-pedagogical training programme within two years of the position being filled;
- d) minimum grade point average of 8.00, representing the arithmetic mean of the overall grade point averages obtained in the bachelor's and master's courses;.

(5) The following cumulative conditions are required for the positions of **lecturer for a fixed or indefinite period**:

- a) possession of a doctoral degree;

- b) At the Faculty of Agriculture, Faculty of Veterinary Medicine, minimum average of 8.00 of the undergraduate years of study, respectively undergraduate with integrated master. At the Faculty of Animal Sciences and Biotechnologies, Faculty of Horticulture and Rural Development Affairs, Faculty of Food Science and Technology, Faculty of Forestry and Cadastre, the minimum average of 8.00, representing the arithmetic average of the overall averages obtained in the bachelor and master cycles;
  - c) possession of a certificate of graduation from the Department of Teacher Training, level I and II/certificate - universal certificate obtained prior to the implementation of the Bologna system or an affidavit of completion of the psycho-pedagogical training programme within 2 years of the position being filled;
  - d) (d) a minimum of two articles published in ISI journals with an impact factor as first author/corresponding author/last author and six scientific articles published in BDI journals in the specialist field of the position. The minimum of six BDI articles may be equivalent to two papers published in ISI journals with impact factor other than the two articles reported under the minimum criteria.
  - e) author/co-author of a practical workbook/textbook/scientific book, in accordance with the subjects of the layout of the position advertised, approved by the Academic Council of USAMVCN or by the Research, Development, Innovation Council of USAMVCN, as appropriate. This minimum requirement applies to positions in fields that do not have this requirement in the national minimum standards.
- (6) The following cumulative conditions are required for the appointment of **university lecturers** in the field of Philology/Psychology, Educational Sciences, Physical Education and Sport require the following cumulative conditions::
- a) possession of a doctoral degree in the field of the position to be filled;
  - b) possession of a bachelor's degree in the field and specialisation of the post advertised;
  - c) Completion of psycho-pedagogical training courses or equivalent- certificate of completion of the Department for the Training of Teaching Staff, modules I and II- a universally recognized certificate obtained prior to the implementation of the Bologna system or an affidavit of completion of the psycho-pedagogical training programme within 2 years of employment;
  - d) Minimum of 6 scientific papers in extenso published in a BDI journal (one ISI article will be equivalent to 2 BDI articles), relevant to the field of the position;
  - e) Author/co-author of a practical workbook/textbook/scientific book, in accordance with the subjects of the structure of the position advertised, approved by the Academic Council of USAMVCN or by the Research, Development and Innovation Council of USAMVCN, as appropriate;
  - f) Passing the competition tests according to these rules.
- (7) The following conditions are cumulatively required for the position of **university associate professor**:
- a) possession of a doctorate degree;
  - b) possession of a certificate of graduation from the Department for the Training of Teaching Staff, levels I and II/certificate - universal certificate obtained before the implementation of the Bologna system or an affidavit of completion of the psycho-pedagogical training programme within 2 years of taking up the post;
  - c) the fulfillment of the minimum necessary and mandatory standards for the conferment of teaching titles in higher education and professional research and development degrees in force, namely those specified for the conferment of the title of university associate professor/main researcher II, approved by Minister Order, according to art. 156 para. (1), letter a) of the Higher Education Law no. 199/2023, specific to the field of the post;
  - d) the quality of sole or first author of at least one teaching textbook, including electronic format, in accordance with the subjects of the open position structure, approved by the Academic Council of USAMVCN. This minimum requirement also applies to positions in fields that do not have this requirement in the national minimum standards;



- e) the quality of responsible for a grant/research project won through a competition is recognised only when, during the course of the grant/research project, the grant/research project director was employed by another beneficiary institution;
- (8) For the position of **university professor** for a fixed-term or indefinite period, the following are cumulatively required:
- a) possession of a doctoral degree;
  - b) possession of a certificate of graduation from the Department for the Training of Teaching Staff, level I and II/certificate - universal certificate obtained before the Bologna system was implemented or an affidavit of completion of the psycho-pedagogical training programme within 2 years of taking up the post;
  - c) the status of doctoral supervisor;
  - d) possession of the certificate of habilitation;
  - e) the fulfillment of the minimum necessary and mandatory standards for the conferring of teaching titles in higher education and professional research-development degrees in force, respectively those specified for the conferring of the title of university professor/principal researcher I, approved by Order of the Minister of Education, according to art. 156 para. (1), letter a) of the Law on Higher Education No. 199/2023 Art. 219 para. (1) lit. a) of Law no. 1/2011, specific to the field of the position;
  - f) the quality of sole or first author of at least two teaching manuals, including electronic format, in accordance with the subjects of the structure of the open position, approved by the Academic Council of USAMVCN. This minimum requirement applies to positions in fields that do not have this requirement in the national minimum standards;
  - g) the quality of the manager in charge of a grant/research project won through a competition is recognised only when, during the course of the grant/research project, the grant/research project director was employed by another beneficiary institution.

**Art. 12.** (1) In order to apply for the competition for a research position, the conditions stipulated by the Law on Higher Education no. 199/2023 must be fulfilled.

**Art. 12<sup>1</sup>** Conditions for the application to a research position:

(2) For the position of a **research assistant employed for an indefinite period of time**, the following conditions are cumulatively required:

- a) holding a doctoral degree;
- b) specialisation in the field of the position they apply for, specialisation attested by a bachelor's degree or equivalent;
- c) a minimum of two articles in ISI journals with an impact factor, as first author/corresponding author/last author, in the specialist field of the position.

(3) For the position of **research assistant employed for a fixed period**, it is necessary to obtain the status of doctoral student/candidate without exceeding the maximum period of study, which includes the extensions admissible by law or to hold a doctoral degree, as well as to meet the standards for filling scientific positions, specific to the position, approved by the University Senate, provided for in art. 12<sup>1</sup> (2) without imposing seniority conditions, according to the law.

(4) For the position of **scientific researcher**, the following conditions are cumulatively required:

- a) possession of a doctoral degree;
- b) specialisation in line with the field of the position the candidate is applying for, attested by a bachelor's degree or equivalent;
- c) at least two articles in ISI journals with an impact factor, as first author/corresponding author/last author in the specialist field of the position.

a) (d) at least three scientific articles published in BDI journals, as first author/corresponding author/last author, in the specialist field of the position. The minimum of three BDI articles required may be equivalent to one paper published in an ISI journal with an impact factor where the author is first author/corresponding author/last author.

(5) For the position of **Scientific Researcher III**, the following cumulative conditions are required:

- a) possession of a doctorate degree;
- b) specialisation in line with the field of the position the candidate is applying for, attested by a bachelor's degree or equivalent;
- c) a minimum of three articles published in ISI journals with an impact factor as first author/corresponding author/last author and one article published in ISI journal with impact factor as co-author;
- d) at least six scientific articles published in BDI journals, as first author/corresponding author/last author in the specific field of the position. The required minimum of six BDI articles may be equivalent to 2 papers published in ISI journals with an impact factor where the candidate is first author/corresponding author, other than articles reported under the minimum criterion.
- e) membership in research teams for two research grants.

(6) For the position of **Scientific Researcher II**, the following cumulative conditions are required:

- a) possession of a doctoral degree;
- b) the fulfillment of the national minimum standards for research positions in force, specific to the field, approved by Ministerial Order 6129/15.02.2017 according to art. 156 para. (1), letter a) of the Law on Higher Education no. 199/2023;
- c) specialisation in line with the field of the position they are applying for, attested by a degree or equivalent;
- d) the status of person in charge of a grant/research project won through a competition is recognised only when, during its implementation, the grant/research project manager was employed by another beneficiary institution.

(7) For the position of **Scientific Researcher I**, the following cumulative conditions are required:

- a) possession of a doctoral degree;
- b) the fulfillment of the national minimum standards for research positions in force, specific to the field, approved by Ministerial Order 6129/15.02.2017 according to art. 156 para. (1), letter a) of the Law on Higher Education no. 199/2023;
- c) specialisation in line with the field of the position the candidate is applying for, attested by a degree or equivalent;
- d) the status of person in charge of a grant/research project won through a competition is recognised only when, during its implementation, the grant/research project manager was employed by another beneficiary institution.

## CHAPTER V - Registration for the competition

**Art. 13.** (1) In order to apply for a teaching or research position, the candidate shall prepare a file containing the following documents in printed form:

- a) the application form for the competition, on a standard form, signed by the candidate, and including an affidavit concerning the veracity of the information given in the application;
- b) agreement to process personal data - standard form;
- c) a copy of the identity card or, if the candidate does not have an identity card, of the passport or other identity document issued for a purpose equivalent to the identity card or passport, signed by the candidate;
- d) if the candidate has changed his/her name, copies of documents proving the change of name - marriage certificate or proof of change of name, signed by the candidate;

- e) the candidate's criminal record certificate valid at the time of application;
- f) behavioural integrity certificate regulated by Law No 118/2019 on the National Automated Registry on persons who have committed sexual offences, exploitation of persons or offences against minors, as well as for the completion of Law No 76/2008 on the organisation and functioning of the National Judicial Genetic Data System, as amended;
- g) medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health (Anenx 1);
- h) Opinion from Psychiatry in order to apply for a teaching position in higher education, issued in accordance with the provisions of the joint order of the Minister of Education and the Minister of Health (Annex 2);
- i) the baccalaureate, bachelor's, master's (if applicable) and doctoral diplomas, accompanied by the transcript of records/supplements to the diploma, or, if the original diplomas are not recognised in Romania, the certificates of recognition or equivalence. The original and photocopies of these diplomas must be submitted to the Chief Secretary for certification of conformity with the original.
- j) photocopies of other diplomas certifying the candidate's studies;
- k) curriculum vitae of the candidate;
- l) a list of the applicant's work that meets the minimum standards; accompanied by the printed format of the minimum required papers (ISI, BDI). The papers must be submitted as an annex to the application.
- m) photocopy of the cover of the books submitted with the application. The books must also be submitted as an appendix to the file, accompanied by the opinion of the Academic Council or the Research, Development and Innovation Council (where applicable - books written after 2012 by candidates from USAMVCN);
- n) documents proving membership or directorship/responsibility in competitive research grants or research and consultancy grants. For research and consultancy grants, statements of account issued by the Economic Department of USAMV CN are also attached as proof of receipt of the amounts mentioned in the contract;
- o) Wos (Web of Science) citation report;
- p) documents proving membership of scientific societies;
- r) a summary of the doctoral thesis in Romanian and in an international language, on a maximum of one page for each language;
- s) the standard form verifying that the university's standards for submission to the competition have been met. The verification form is filled in and signed by the candidate;
- ş) a proposal for the development of the candidate's academic career, both from a teaching point of view, in the case of teaching positions, and from the point of view of scientific research activities; the proposal shall be written by the candidate, shall not exceed 10 pages and shall be one of the main criteria for the selection of candidates;
- t) letters of characterisation/recommendation from the head of the department/institution where the candidate was or is employed or has been registered as a student. Candidates for the positions of university associate professor, university professor, scientific researcher II, scientific researcher I must include in the competition file at least 3 recommendation letters from university personalities with an university title at least equal or higher than the position in question in the country or abroad (without a work contract with USAMV CN), out of which at least one recommendation letter should be from abroad.
- ţ) a language proficiency certificate issued by the Department of Transversal Competencies of USAMVCN or another authorised institution for at least one European and international language (English) for all candidates, regardless of the position they are applying for. The provision applies to all teaching and research positions and refers to a minimum B1 level of proficiency.



For teachers who have in their position classes taught in foreign languages (English, French), the minimum level of proficiency accepted is B2. Thus, the minimum B2 language certificate submitted by the candidate must be one of the following: (i) international FCE, CAE, TOEFL, IELTS or ECL certificate (for English) or DELF/DALF or CTF certificate (for French); (ii) certificate issued by an EAQUALS accredited language centre (according to the list available at <https://www.eaquals.org/our-members/accredited-members>); (iii) certificate issued by a language centre in a faculty with an accredited specialised language programme (English, French).

completion of the psycho-pedagogical training programme within 2 years of taking up the position;

- u) photocopy of the certificates of graduation from the Department of Teacher Education, level I and level II, accompanied by the transcripts/supplements to the diploma. Graduates who have completed long or short university studies with a bachelor's degree/supplementary degree by 2005 are considered to have fulfilled the level I and II psycho-pedagogical training requirement, if they provide proof of having completed the following subjects: school psychology, pedagogy, teaching methodology of the specialty and pedagogical practice in the specialty included in the bachelor's degree/supplementary degree (Law no. 199/2023, Art. 201, paragraph 8). Candidates who have not completed the psycho-pedagogical training program shall submit an affidavit for completion of the psycho-pedagogical training program within 2 years from the date of employment.
- v) photocopy of the certificate of habilitation and of the decision to include them as doctoral supervisors within a Doctoral School (for the position of university professor);
- w) a sworn statement by the candidate indicating possible incompatibility situations provided for by Law no. 199/2023 in case of being successful in the competition or the absence of such situations of incompatibility;
- x) a sworn statement by the candidate indicating the possible incompatibility situations provided for by GD n. 1339/2023 regarding the persons involved in the competition procedure;
- y) The competition file should contain an electronic support with its entire content to be transmitted to the competition commission. The electronic support must also include:
  - (i) Verification form (in Excel format, according to the CNATDCU minimum standards compliance form);
  - (ii) Documents proving that the minimum standards have been met.
  - (iii) Full list of ISI and BDI papers and articles (list of papers in word format and articles in pdf format);
  - (iii) Curriculum vitae of the candidate.

**Art. 14.** The candidate's curriculum vitae must include information on:

- a) studies completed and diplomas obtained;
- b) relevant professional experience and positions previously filled;
- c) research and development projects in which he/she has been a member or which he/she has led as project leader/manager, indicating for each source of funding, the volume of funding and the main publications or patents resulting;
- d) awards or other recognition of the candidate's scientific contributions;
- e) membership of scientific societies, membership of Commissions of professional and scientific societies, membership of Commissions of journals;
- f) research withinin postdoctoral and postgraduate programmes;
- g) self-assessment of the level of foreign language knowledge.

**Art. 15.** The complete list of the candidate's papers will be structured as follows:

- a) a list of the publications considered by the candidate to be the most relevant to his/her professional achievements, which are included in electronic form in the file and which may also be included in the other categories of work provided for in this Article;

- b) the list and copies of the items on the basis of which the applicant demonstrates that the minimum standards have been met;
- c) PhD thesis or theses (abstract in Romanian and English, 1 page each);
- d) patents and other intellectual property rights;
- e) books and chapters in books;
- f) articles/studies *in extenso*, published in journals in the main international scientific stream;
- g) publications *in extenso*, published in the proceedings of the main international specialist conferences;
- h) other scientific works and contributions;

**Art. 16.** (1) Candidates for the positions of university associate professor or scientific researcher II must include in the competition file at least 3 letters of recommendation from university personalities with a university degree at least equal to that of the position in question, in the field in question, from the country or abroad (without an employment contract with USAMV CN), including at least 1 letter of recommendation from abroad.

(2) Candidates for the positions of professor or scientific researcher I must include in their application at least 3 letters of recommendation from university personalities with a university degree at least equal to that of the position in question, in the field in question, from the country or abroad (without an employment contract with USAMV CN), including at least 1 letter of recommendation from abroad.

**Art. 17.** The application file is compiled by the candidate and submitted to the Chief Secretary of the University at the address specified on the website of the competition directly or through postal or courier services that allow confirmation of receipt. If the application file is sent by post or courier service, certified copies of the following academic transcripts, accompanied, where appropriate, by the university documents: baccalaureate diploma, bachelor's degree, master's degree (if applicable) and doctor's degree, accompanied by the transcripts/supplements to the diploma, or, if the original diplomas are not recognised in Romania, the certificates of recognition or equivalence. The competition file is sent to the members of the selection board as from the closing date for the submission of competition applications, but no later than 5 working days before the first stage of the competition.

**Art. 18.**

- a) The fulfillment by a candidate of the legal conditions for participation in the competition is certified by the opinion of the legal office of the USAMVCN, in compliance with the provisions of art. 201 par. (4) of the Higher Education Law n. 199/2023, cu modificările și completările ulterioare, regarding incompatibility situations, based on the verification of the information in the verification form provided for in Art.13 para. (1). lit. Ț) u) and of the other documents required for the competition.
- b) Verification of compliance with minimum standards.
- c) To obtain the opinion of the legal office, each file must include the resolution on the verification of the information in the university's minimum standards verification form. This resolution shall be determined by the Verification commission on the fulfillment of minimum standards; the commission shall be appointed by decision of the Rector on the proposal of the Administrative Board for each competition session.
- d) A candidate's fulfillment of the legal requirements for admission to the competition shall be certified by the opinion of the legal office of the higher education institution on the basis of the resolution in paragraph (c) and other documents required for admission to the competition.
- e) The announcement will be issued to the candidate no later than 48 hours after its issue, but at least 5 working days before the first test of the competition together with the Commission Resolution.
- f) Candidates who meet the legal requirements for taking the examination/tests will be notified of the date, time and place of the examination.

## **CHAPTER VI - Selection Commissions and Appeal Commissions**

**Art. 19.** (1) The composition of the competition commission shall be determined after publication of the announcement of competition in the Official Journal, Part III.

(2) The composition of the Selection Commission shall include members and alternates.

(3) The Council of the department or doctoral school in which the position is held shall make proposals for the nominal composition of the competition commission, subject to the following conditions:

- a) Members of these councils who are in incompatibility situations provided for by art. 201 par. (4) of the Higher Education Law 199/2023, with subsequent modifications and additions, cannot make proposals and cannot become members of the competition commission.
- b) The persons proposed to the competition commission shall submit in writing their acceptance of participation as a member of the competition commission, which shall include the affidavit of absence of incompatibility situations, as provided for by art. 201 par. (4) of the Higher Education Law 199/2023, with subsequent modifications and additions,.

(4) On the basis of the proposal issued at par (3), the dean of the faculty requests the endorsement of the faculty council on the members of the competitions commission. If the dean is in incompatibility situations provided for by art. 201 par. (4) of the Higher Education Law 199/2023, with subsequent modifications and additions, he/she shall announce this fact and abstain from voting.

(5) The nominal composition of the competition commission accompanied by the opinion of the faculty council shall be submitted to the University Senate and submitted for its approval. The members of the Faculty Councils and the members of the Senate who are in incompatibility situations provided for by art. 201 par. (4) of the Higher Education Law 199/2023, with subsequent modifications and additions, shall announce this and abstain from voting.

(6) Following approval by the University Senate, the competition commission shall be appointed by decision of the Rector.

(7) Within two working days of the decision of the Rector, the decision is sent to the Ministry of Education and Research and the nominal composition of the competition commission is published on the competition website; in the case of the positions of university associate professor, university professor, scientific researcher II and scientific researcher I, the composition of the commission is published in the Official Gazette of Romania, Part III.

(8) The same procedure shall be followed for determining the composition of the selection commissions as for determining the composition of the selection commission.

(9) Members of the selection commission may not sit on the appeals commission.

(10) Following approval by the University Senate, the appeals commission shall be appointed by decision of the Rector.

(11) Departments shall propose at least one appeals commission for each competition session.

**Art. 20.** (1) The Selection Commission shall be composed of 5 members, including its president, and at least 3 alternates, who shall be specialists in the field of the position to be filled or in related fields.

(2) In the event of the president or members being unable to attend the work of the commission, the president shall be replaced by an available full member and the full members shall be replaced by alternates.

(3) Decisions of the competition commission shall be taken by secret ballot of the members. A decision of the selection commission is valid if it has received the votes of at least three of its members.

(4) The proceedings of the competition commission shall be conducted by the president of the commission.

(5) Members of the commission may be from inside or outside the higher education institution, in the country or abroad.



(6) For a position of university associate professor, university professor, scientific researcher I or scientific researcher II, at least 3 members of the commission must be from outside the institution organising the competition, from the country or from abroad.

(7) The members of the competition commission must have a teaching or research qualification at least equal to that of the position being opened or, for members from abroad, must meet the university standards corresponding to the position being advertised, as set out in Articles 11 and 12.

(8) For the sole purpose of participation in the competition commission, the equivalence of the teaching or research titles of members from abroad with the teaching or research titles in the country shall be done by the approval of the University Senate of the participation of the person invited to be part of the competition commission.

(9) The chairperson of the competition commission may be one of the following, according to its own methodology:

- a) the director of the department or the head of the doctoral school where the position is held;
- b) the dean or vice-dean of the faculty in which the position is located;
- c) a tenured professor in the university who is a specialist in the field of the position or in a related field, delegated for this purpose by vote of the respective department council of the faculty council organising the competition.

## **CHAPTER VII - Incompatibilities in the competition process**

**Art. 21.** (1) No person may be involved in the competition procedure who:

- a) are spouses, relatives up to and including a third degree with one or more candidates;
- b) are employed in the same institution as a candidate who holds a position of direct institutional management, control, authority or evaluation at any level;
- c) are associated with a candidate in companies in which they each hold shares representing at least 10% of the capital of the company;

(2) Persons shall be deemed to be involved in the competition procedure who:

- a) participate in the decision-making process concerning the appointment of the selection commission;
- b) are members or alternate members of the selection commission;
- c) are involved in professional or administrative evaluation decisions in the competition;
- d) are involved in the resolution of appeals.

## **CHAPTER VIII - Competition**

**Art. 22.** Candidates who meet the legal requirements for the competition will be invited by the university to take the competition tests, according to the calendar published on the USAMVCN website.

**Art. 23.** (1) The competition commission shall evaluate the candidate in the light of the following criteria:

- a) the level of scientific knowledge, practical skills in the field and the relevance and impact of the applicant's scientific results in relation to the field of the subjects included in the position in question;
- b) the candidate's ability to mentor students or young researchers;
- c) the candidate's teaching skills for positions involving teaching activities;
- d) the ability of the candidate to transfer his/her knowledge and results to the economic or social environment or to popularise his/her own scientific results;
- e) the candidate's ability to work in a team and the effectiveness of his/her scientific collaborations, depending on the specificities of the candidate's field;
- f) the candidate's ability to conduct research and development projects;

g) (g) the candidate's professional experience in institutions other than the institution which opened the position.

(2) The competition commission is required to verify and establish that the candidate meets the minimum standards of the university.

**Art. 24.** Candidates' professional skills shall be assessed by the selection Commission on the basis of the competition files and, in addition, by means of competition tests.

**Art. 25.** For all permanent/fixed positions, the first competition test is a mandatory public lecture of at least 45 minutes in which the candidate presents his/her most significant professional achievements and his/her academic career development plan. This test must also include a question session with the commission and the public. The University will announce on the competition website the date, time and place of this test at least 5 working days before the test. The test will be marked out of 10 by averaging the marks awarded by the members of the selection Commission.

**Art. 26.** For permanent/fixed positions of university assistant, research assistant and researcher competition parts include:

- a) Part 1: public lecture of a minimum of 45 minutes where the candidate presents the most significant professional results and the academic career development plan.
- b) Part 2: the second part of the competition is an oral theoretical test, based on a randomly-picked ticket containing 2-3 subjects from the topics listed; the candidate will have one hour of preparation time after which he/she will present the subjects orally in front of the commission. A minimum of 3 ballots are prepared and signed by all the members of the commission. The test will be marked out of 10 by averaging the marks awarded by the members of the selection Commission.
- c) Part 3: of the competition is a theoretical written test, based on a randomly-picked ticket containing 2-3 subjects from the topics listed; the candidate will have one hour to write the subjects; the paper will be taken by the commission and marked. A minimum of 3 ballots are prepared and signed by all the members of the commission. This stage is completed with a grade from 1 to 10, resulted from the average of the grades given by the members of the competition commission.
- d) Part 4: will be a practical test, specific to the position - case study, practical work with students, analysis, etc. The subjects of the practical work with students/for students, with a predetermined theme, will be announced by the chair of the commission 24 hours before the start of the competition (by e-mail or by positioning on the announcement Commission of the faculty/ Institute). Case studies, analyses and other subjects in the veterinary field are chosen before the competition begins. The examination is marked with a mark between 1 and 10, obtained by averaging the marks awarded by the members of the selection commission.

**Art. 27.** For the positions of Lecturer and Scientific Researcher III, the following parts of the competition will be included:

- a) Part 1: public lecture of a minimum of 45 minutes where the candidate presents the most significant professional results and the academic career development plan.
- b) Part 2: is a 50-minute public lecture on a subject announced 72 hours in advance, based on the subject of the competition. The test will be marked out of 10 by averaging the marks awarded by the members of the selection Commission.
- c) Part 3: will be a practical test, specific to the position - case study, practical work with students, analysis, etc. The subjects of the practical work with students, with a predetermined theme, will be announced by the chair of the commission 24 hours before the start of the competition (by e-mail or by positioning on the announcement Commission of the faculty/ Institute). Case studies, analyses and other subjects in the veterinary field are chosen before the competition begins. The examination is marked with a mark between 1 and 10, obtained by averaging the marks awarded by the members of the selection commission.

**Art. 28.** (1) For the positions of associate professor, professor and scientific researcher II and I, the following parts of the competition will be included:

- a) Part 1: public lecture of a minimum of 45 minutes where the candidate presents the most significant professional results and the academic career development plan.
- b) Part 2: a 50-minute public lecture on a subject announced 72 hours in advance, based on the subject of the competition. The examination is marked out of 10 by averaging the marks awarded by the members of the selection Commission.

(2) for the competition for positions containing teaching activities in foreign language courses, this test will be held in the foreign language concerned. The test will be marked out of 10 by averaging the marks awarded by the members of the selection Commission.

**Art. 29.** (1) Competitions shall be held no later than 45 days after the end of the registration period.

(2) The competition consists of the evaluation for the scientific and professional activity and the teaching qualities of the candidates for the teaching positions.

(3) For each position, the selection Commission shall decide the ranking of the candidates and nominate the candidate with the best results. Competition average = (sum of marks for each test)/(number of tests) A candidate is declared ADMITTED if the competition average is greater than or equal to 8(eight). The average is calculated only if the marks obtained in each test are greater than or equal to 7(seven).

(4) The president of the competition commission shall draw up a report on the competition on the basis of the assessment reports drawn up by each member of the commission and in accordance with the ranking of candidates decided by the commission.

(5) The report on the competition shall be approved by decision of the competition commission and shall be signed by each member of the competition commission and by the president of the commission.

(6) The Faculty Council reviews compliance with the procedures established by the university's own methodology and gives or withholds its opinion on the competition report. The ranking of candidates established by the competition commission cannot be changed by the faculty council.

(7) The University Senate reviews compliance with the procedures established by the university's own methodology and approves or disapproves the report on the competition. The ranking of candidates established by the competition commission cannot be changed by the University Senate.

**Art. 30.** The appointment to the position and the granting of the corresponding academic title by the university, following approval of the result of the competition by the University Senate, shall be made by decision of the Rector, starting from the semester following the competition.

**Art. 31.** For teaching positions, for an indefinite period, the decision of appointment and the granting of the corresponding academic title by the higher education institution, alongside the competition report, shall be sent by the university to the Ministry of Education and Research and the National Council for the Accreditation of University Degrees, Diplomas and Certificates, hereinafter referred to as *CNATDCU*, within two working days of the issuing of the appointment decision.

**Art.32** If, following the winning of a competition by a candidate, one or more persons in the higher education institution are to be in an incompatibility situation under art. 201, para. 4, of Law No. 199/2023, the appointment to the position and the awarding of the academic title or professional degree in research and development may take place only after the situation/situations of incompatibility have been resolved. The procedure for resolving the incompatibility situation is approved by the Senate and communicated to the Ministry of Education and Research within two working days of the resolution.

**Art. 33.** (1) Infringement of art. 201, para. 4, of Law No. 199/2023 shall lead to the invalidation of the competition and the penalization of the guilty parties.

(2) The presidents of the competition commissions, the directors of the departments, the deans of the faculties and the Rector are responsible to the University Senate for the proper conduct of the competitions for the



filling of positions, in compliance with the rules of quality, university ethics and the legislation in force. If irregularities are found, the University Senate may impose sanctions, up to and including dismissal.

**Art. 34.** If the position advertised has not been filled, the competition may be repeated in full compliance with the competition procedure.

**Art. 35.** The result of the competition shall be published on the university's competition website within two working days of the end of the competition.

**Art. 36.** The University shall draw up an annual report by 1 September at the latest on the organisation, conduct and completion of competitions for teaching and research positions. The report, accompanied by the Rector's decision to appoint the candidates who have passed the competitions to the position, shall be sent for notification to the relevant Ministry and the CNATDCU.

## **CHAPTER IX - Appeals**

**Art. 37.** Appeals may be lodged exclusively for non-compliance with legal procedures or those laid down in the USAMVCN methodology. Appeals filed by persons other than candidates are submitted to the Senate for resolution.

**Art. 38.** If a candidate has evidence to show non-compliance with the evaluation procedure according to criteria in Art. 23 par. (1) and/or non-compliance with procedures on the organisation and development of the competition, he/she may lodge an appeal within 3 working days of being notified of the result.

**Art. 39.** Appeals shall be made in writing, registered at the University Registration Office and decided by the Appeals commission within no later than 48 hours after its registration and on which it draws up a report before the results of the competition are published. The report of the Appeals Commission, after endorsement by the Faculty Council, is submitted by the Dean of the Faculty to the University Senate for approval.

**Art. 40.** Failure to comply with the provisions of the methodology by the persons responsible for organising and conducting competitions constitutes a disciplinary offence and shall be sanctioned in accordance with the provisions of Law no. 199/2023 or other legal provisions, depending on the nature of the offence.

## **CHAPTER X - Supplementary teaching activities**

**Art. 41** (1) Reserved, vacant or temporarily vacant teaching positions are filled with priority by the university's teaching staff or by associated teaching staff, by hourly pay, according to art. 203, line 1), of Law No. 199/2023.

(2) Doctoral students may be employed for a maximum period of 6 years and may carry out teaching activities on an hourly-paid basis, subject to a minimum teaching load of a university assistant.

3) In USAMVCN associated teaching staff may work for the following positions: university lecturer, university associate professor and university professor.

(4) The employment of specialists with recognized scientific value in the field, through inventions, innovations, awards, scientific publications, from the country or abroad, without a doctoral degree, as associate guest professors, shall be approved by the department council and by the faculty council and the University Senate.

(5) In relation to its own academic needs, the Administrative Council may approve, for a fixed period of time, the invitation to the university of professors and other specialists of acknowledged ranking in the field, from the country or abroad, as visiting associate professors.

(6) In the case of specialists without a recognized university teaching degree in the country, the University Senate may equate the quality of university professor for prestigious specialists who hold this quality, as well

as the quality of doctoral supervisor, acquired in one of the most prestigious higher education institutions in the world, according to the list approved by the Ministry of Education and Research, by order of the Minister of Education and Research, in accordance with national and university standards;

(7) In departments, doctoral schools, research institutes, research and micro-production centres or other units, research staff, associated research staff, including students of all three levels, and other categories of staff may work in separate positions, according to the law.

**Art. 42.** The filling of teaching vacancies with associate teaching staff from outside the USAMVCN shall be done only by competitive examination, organized at department level, with the opinion of the Faculty Council and the approval of the Senate.

**Art. 43.** The competition for filling vacant teaching positions with associate teaching staff consists of an analysis of the competition file and an interview.

(1) Candidates must meet the minimum and mandatory requirements for permanent teaching positions. In order to apply for the position of associate lecturer, persons retired from the university higher education system, in the capacity of full professor, are not obliged to hold and/or submit to the competition file the certificate of graduation from the Department of Teacher Training in Teaching, level I and II.

(2) The interview shall be conducted by a commission composed of the head of the department as president, the head of the subject and a tenured professor with a teaching degree at least at the level of the position in the competition, in the speciality of the position or related speciality.

(3) Following the competition, a report shall be drawn up and attached to the candidate's file, which shall be submitted to the Faculty Council for review and approval, respectively to the Senate for approval.

**Art. 44.** The file for the temporary filling of a vacant teaching position by an associate professor shall include: the candidate's application, a detailed *curriculum vitae*, a list of publications and copies of academic records.

- a) bachelor's degree, master's degree, certificate of completion of the pedagogical module, doctorate (where applicable), matriculation records;
- b) medical certificate issued by the specialist in occupational medicine on the basis of the medical opinion issued by the specialist psychiatrist and the medical certificate issued by the family doctor;
- c) copy of identity card;
- d) account statements (iban code);
- e) an affidavit stating whether the person in question was carrying out teaching or research activities in other universities;
- f) declaration of criminal record;
- g) copy of military service book (only for men);
- h) the minutes of the committee on the applicant's placement on the post, showing the position of the post in the staff regulations and the weekly teaching hours in conventional hours, respectively the semester in which the applicant carries out the teaching activities to be replaced;
- i) certificate for PhD candidates.

For the certification of conformity with the original, the original of the transcripts must be submitted.

**Art. 45.** (1) The employment of associate teaching staff is made for a semester or an academic year by decision of the Rector.

## **Chapter XI - Other provisions**

**Art. 46.** (1) Employment for participation in research projects in the field of education and training or in national/European/international projects may be on a fixed-term basis, without going through other prior formalities and/or selection processes, for staff nominated in the staff lists as members of the project team, as

well as for staff of the higher education institution. In the case of staff of the higher education institution, employment within a project shall be on the basis of a decision by the Rector, through the conclusion of an individual employment contract, without affecting the employee's basic salary. The salary will be granted within the limits of the funds available, as provided for in the grant contract/funding rules.

(2) This Regulation was approved in the meeting of the Board of Directors of USAMVCN on 17.03.2025 and in the meeting of the Senate of USAMVCN on 21.03.2025.

**RECTOR**  
Prof. Dr. Cornel CATOI

**SENATE PRESIDENT,**  
Prof. Dr. Dan Cristian VODNAR

**Legal Office**  
Legal Adviser Silvia MIHALI



### Competition for teaching and research posts - CALENDAR

Nr.	Competition stage	Calendar	Legal provisions/time limits	Responsible
1.	<b>Preparatory activities.</b> Update of competition methodology RU 37		Approved 9.04.2013, updated 16.02.2024, 26.04.2024, 20.09.2024, 14.10.2024, 21.03.2025	Senate
2.	Announcement of the competition topics, job description and related duties (conf. art. 9 of RU 37).		It shall be attached to each position together with the proposals for vacancies submitted to the relevant Ministry within 30 working days of the beginning of each semester of the academic year	Departments, Department Directors
3.	Publication of vacancies OG			The relevant ministry
4.	Proposals for competition and appeals boards		After publication of the positions in MO - HG1339/2023 Art. 15.	Department Council
5.	Approval of competition and appeals boards			Faculty Councils
6.	Approval of competition and appeals boards			CA, Senate
7.	Rector's decision, communication ministry - committees		2 working days after the signature of the decision - HG 1339/2023, Art. 17 par.7	Chief University Secretary
8.	Registering Candidates		Starts on the day of publication in the Official Journal and ends 15 days before the first test - HG 1339/2023, Art. 7, para. 5	Applicant
9.	Publication and communication at the relevant Ministry - methodology, description of posts and related duties, competition topics		At least two months before the first competition - HG 1339/2023, Art. 7, para. (5)	Academic vice-rector/ University Head Secretary
10.	Posting on the candidates' website - CV and check sheet		Maximum 5 working days from the closing date for registration - HG 1339/2023, Art. 8, para. (1)	Chief University Secretary
11.	Publish the timetable, venue and time of the tests		At least 5 days before the first test	Presidents of the competition selection boards
12.	Checking competition applications			Legal Office

13.	Checking competition files on scientific and teaching activity			Scientific Council, Academic Council
14.	Communication of the opinion of the Legal Directorate to the applicant		48 hours after issue, at least 5 days before the first competition - HG 1339/2023, Art. 14. para. (3)	Legal Office
15.	Communication of the Commission Resolution to the candidate		48 hours after issue, at least 5 days before the first competition - HG 1339/2023, Art. 14. para. (3)	Academic vice-rectorate/University Head Secretary
16.	The competition file will be sent to the members of the selection board as from the closing date for the submission of applications, but no later than 5 working days before the first stage of the competition.		HG 1339/2023, Art. 11, para. (5)	Commission President
17.	Taking the tests			Competition commissions
18.	Drawing up competition reports			Selection boards - presidents
19.	Candidates' appeals to the appeals commissions - <i>USAMVCN registry</i> .		3 working days after notification of the result - HG 1339/2023 Art. 20, para. (1)	Candidates - Selection boards
20.	Reply to the Board of Appeals		Within a maximum of 48 hours from the registration of the appeal, before the publication of the results HG 1339/2023 Art. 20, para. (3)	Appeals panels
21.	Approval of competition reports - procedures, appeals			Faculty Councils
22.	Appeals by persons other than the candidates to the Senate - <i>USAMVCN registry</i> .			Challengers
23.	Approval of competition reports - procedures, appeals			Senate
24.	Appointment - Rector's decision			Rector
25.	Publication on the website and communication to the relevant Ministry and CNATDCU - competition reports and appointment decisions			Academic vice-rectorate/ University Head Secretary

County .....

Locality .....

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Phone ....., e-mail .....

**MEDICAL CERTIFICATE - OCCUPATIONAL MEDICINE**

enrol for a competition for a teaching or teaching assistant position in higher education

N. .... date .....

It is certified that .....

(full name),

CNP ....., is

FIT [ ]

UNFIT[ ]

to register for the competition.

Signature

.....

(specialist in occupational medicine)



County .....

Locality .....

.....

Phone ....., e-mail .....

**OPINION - PSYCHIATRY**

in order to apply for a teaching or teaching assistant position in higher education

N. .... date .....

This is to certify that ..... (full name),

CNP ....., presents [ ]/does not present [ ] neuropsychiatric conditions listed in the medical scale of conditions that constitute contraindications for the exercise of the position of teacher or teaching assistant in higher education (Annex no. 4 to the Order of the Minister of Education and the Minister of Health no. 4.060/1.502/2024).

Neuropsychiatric disorders	YES*	NO*
Organic mental disorders		
Mental and behavioural disorders induced by the use of alcohol and psychoactive substances		
Schizophrenia, schizoaffective and delusional disorders		
Bipolar affective disorders		
Depressive disorders - severe forms		
Phobic-anxiety disorders - severe forms		
Obsessive-compulsive disorder - severe forms		
Dissociative disorders		
Personality disorders		

\* Mandatory.

Signature,

.....  
(specialist in psychiatry)

County .....

Locality .....

.....

Phone ....., e-mail .....

N. .... date .....

**MEDICAL LETTER**

To

.....

Dear Colleague, We hereby inform you that Mr/Mrs ..... (first name and surname), CNP  
 ....., having the occupation of ..... at the institution of higher education:  
 ..... presented himself/herself and was seen in our establishment on  
 ..... for medical examination:

☐ hiring☐ regular medical check-up

Symptomatology: .....

.....

Taking into account the labour medicine legislation in force (Government Decision no. 355/2007, with subsequent amendments and additions), as well as the symptoms/mental disorder from which he/she suffers, please specify whether he/she can carry out teaching or auxiliary teaching activities.

Signature,

.....

(specialist in occupational medicine)

**MEDICAL SCALES**

with conditions that are relative contraindications to  
enrolment in the competition for a teaching position in higher education

Nr.	Disease name	Category
	I. Respiratory diseases	
1.	Active pulmonary tuberculosis	Unfit (until cured)
	II. Mental and behavioural disorders	
2.	Organic mental disorders	Unfit
3.	Mental and behavioural disorders induced by the use of alcohol and psychoactive substances	Unfit
4.	Schizophrenia, schizoaffective and delusional disorders	Unfit
5.	Bipolar affective disorders	Unfit
6.	Depressive disorders - severe forms	Unfit (until remission)
7.	Phobic-anxiety disorders - severe forms	Unfit (until remission)
8.	Obsessive-compulsive disorder - severe forms	Unfit (until remission)
9.	Dissociative disorders	Unfit
10.	Personality disorders	Unfit
	III. ENT diseases	
11.	Hypoacusis > 71 Db - includes hearing loss greater than 71 Db	Unfit
12.	Recurrent diplegia (vocal cord paralysis in abduction or adduction)	Unfit
13.	Total laryngectomy (with permanent tracheostomy and absence of an ear, throat or laryngophone)	Unfit
14.	Significant phonatory impairment (open rhinolalia, dysphonia and laryngeal dystonia unresectable with phoniatic treatment/medicines)	Unfit
15.	Permanent tracheostomy condition, regardless of aetiology, with impaired phonation and without the possibility of appropriate hearing protection	Unfit
	IV. Ophthalmological diseases	
16.	Visual acuity (VA) less than 0.1 (1/10) with air correction or contact lenses in the better eye	Unfit
17.	Diplopia	Unfit
	V. Diseases of the nervous system	
18.	Treatment-resistant epilepsy	Unfit
19.	Aphasia and dysarthria	Unfit
20.	Balbism	Unfit



**MENTAL CAPACITY ASSESSMENT FORM**

teaching or auxiliary teaching staff

County .....

Locality .....

.....

Phone ....., e-mail .....

Nr. .... date .....

**PSYCHIATRY CONSULTATION RESULT:**

Presents ☐ / Does not present ☐ neuropsychiatric conditions listed in the medical scale of conditions that constitute contraindications for the exercise of the function of a teaching or teaching assistant in higher education (Annex no. 4 to the Order of the Minister of Education and the Minister of Health no. 4.060/1.502/2024).

Specify the neuropsychiatric condition:.....

.....

.....

Can ☐ / Cannot ☐ be a teacher or assistant teacher in higher education.

Signature,

.....

(specialised in psychiatry)

## ASSOCIATE/VISITING ASSOCIATE/VISITING TEACHER FILE - CONTENT

**The application file** for the competition for the temporary occupation of a vacant teaching positions as Associate/G Visiting Lecturer will contain:

- 1) Candidate application - template.
- 2) Curriculum Vitae and list of publications.
- 3) Copies of: bachelor's degree, master's degree, pedagogical module certificate, doctorate (where applicable), enrolment records.
- 4) Copy of your identity card.
- 5) Account statements (IBAN code).
- 6) Declaration on criminal record - model.
- 7) Affidavit stating whether the person concerned carries out teaching or research activities at other universities - model
- 8) Copy of military service booklet (only for men).
- 9) Medical certificate for the competition issued by your family doctor.
- 10) Medical certificate issued by the occupational medicine specialist on the basis of the medical opinion issued by the psychiatrist and the medical certificate issued by the family doctor
- 11) The Commission's minutes of the applicant's placement on the position, showing the position in the teaching staffing table and the teaching week in conventional hours, respectively the semester in which the teaching activities to be replaced are carried out.
- 12) Certificate for PhD candidates.

The files are submitted to the Departments for analysis/approval. After their endorsement by the Department Council, Faculty Council, Board of Directors and University Senate, the files are delivered in person, according to the calendar approved annually, to room 9 - Human Resources Service - Rector's Office Building.



UNIVERSITATEA DE ȘTIINȚE AGRICOLE ȘI MEDICINĂ VETERINARĂ CLUJ-NAPOCA

Calea Mănăștur 3-5, 400372, Cluj-Napoca, România

Tel: +40-374-492.010, Fax: +40-264-593.792

usamvcluj.ro

## CANDIDATE APPLICATION - MODEL

N...../.....

### FILLING ASSOCIATE/GUEST TEACHING STAFF FOR HOURLY-PAID TEACHING STAFF

APPROVED,

RECTOR

Prof. Dr Cornel CĂTOI

MR RECTOR,

The undersigned .....

Having the basic position at<sup>1</sup> : .....

where I work as .....

I request that I be recruited, AS ASSOCIATE TEACHER, to one position/hour of the vacant teaching posts in the Department's Staffing Table .....

Faculty .....

Note that :

- I am a graduate from the ..... year of long-term university studies in .....
- specialising in .....
- I am a doctor / PhD student since ..... in the field .....
- during the academic year(s) ..... I have been employed as a full/associate lecturer in the Department ..... discipline/disciplines.....

I am aware of the terms of payment.

Date,

Signature,

The members of the department ....., in their meeting on ....., took note of the application and decided: to propose/not to propose the applicant's appointment as an associate lecturer in the department.

Head of Department.....

Signature,

In the Faculty Council meeting ..... on ....., the above request and the views expressed by the members of the department were discussed.

It was decided: to approve/disapprove the applicant's appointment as an Associate Lecturer.

Dean .....

Signature,

<sup>1</sup> The name of the Institution





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## SWORN DECLARATION ON CRIMINAL RECORD - MODEL

### DECLARATION

The undersigned \_\_\_\_\_, residing at \_\_\_\_\_, Str. \_\_\_\_\_, Nr. \_\_\_\_\_, Bl. \_\_\_\_\_, Sc. \_\_\_\_\_, Et. \_\_\_\_\_, Ap. \_\_\_\_\_, County \_\_\_\_\_, holder of the CI/BI series \_\_\_\_\_ nr. \_\_\_\_\_, issued by \_\_\_\_\_, dated \_\_\_\_\_, with CNP \_\_\_\_\_, being aware of the provisions of the Penal Code regarding false statements, declare on my own responsibility **that I have no facts entered in my criminal record.**

Cluj-Napoca

Date \_\_\_\_\_

Name First Name \_\_\_\_\_

Signature \_\_\_\_\_



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AN AFFIDAVIT STATING WHETHER THE PERSON CONCERNED IS INVOLVED IN TEACHING  
OR RESEARCH AT OTHER UNIVERSITIES - MODEL

**SWORN DECLARATION**

I, the undersigned ....., identified with identity card series ....., no. ...., issued by ..... on....., CNP..... with residence in ....., str. .... nr. .... bl. ...., sc....., ap....., sector/county....., having the position of ..... within .....  
....., I declare on my own responsibility that **I do/do not carry out** teaching activities in the University .....number of physical hours/week ....., number of weeks.....

and **I have the consent/ have not requested the consent of** the University Senate, cf. art. 212 para. 2, Higher Education Law no.199/2023.

*Note:* I understand that any omission or inaccuracy in the presentation of information is punishable by law (Art. 292 on false statements of the Penal Code).

I declare on my own responsibility that the data and information contained in this declaration correspond to the facts.

Full name: .....

Signature: .....

Date: .....