



Reference documents:

Higher Education Act No. 199/2023

Law no.319/2003 regarding the Status of research-development staff

Government Decision no. 1339/2023 regarding approval of the Methodology – competition procedure for filling vacant teaching and research positions in higher education

MENCS Order no. 6129/2016 regarding approval of minimum necessary and mandatory standards for conferring academic titles, professional research-development titles, doctoral supervisor and habilitation certificate.

Charter of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu-Mureș

Explanatory list for the teaching staff evaluation criteria, code UMFST-TERMS-120

**GEORGE EMIL PALADE UNIVERSITY OF MEDICINE,
PHARMACY, SCIENCE, AND TECHNOLOGY OF TÂRGU MUREȘ**

METHODOLOGY FOR FILLING TEACHING AND RESEARCH ACADEMIC POSITIONS

***Code: UMFST-REG-05
Edition 22***

Drafted: Administrative Board

Date: January 1st , 2024

Checked: Administrative Board

Date: January 1st , 2024

Approved: Senate

Date: February 2nd , 2024

Date of enforcement:	February 3 rd , 2024
Date of withdrawal:	



Chapter 1. General dispositions

Art. 1.

- (1) The methodology of “George Emil Palade” University of Medicine, Pharmacy, Science, and Technology (UMFST) of Târgu-Mureș provides the way to register for the competition and to fill the teaching and research positions within the University, in accordance with the provisions in force and with the development strategy of the University.
- (2) Filling teaching and research positions for an indefinite period is achieved only by **public competition**, organized by GE Palade UMFST of Tg-Mureș in accordance with the provisions of this methodology, the framework methodology according Government Decision 1339/2023, as well as in compliance with the provisions of the Higher Education Act no.199/ 2023 .
- (3) For filling teaching and research positions within "George Emil Palade" University of Medicine, Pharmacy, Science, and Technology of Târgu-Mureș only persons who meet the minimum and mandatory standards for teaching positions and research in higher education, approved by order of the Minister of Education, according to art. 156 paragraph (1) letter a) of the Higher Education Act no. 199/2023 can apply. The standards of G.E Palade UMFST of Tg-Mureș are superior or equal to the national minimum standards, approved by order of the Minister of Education, according to art. 156, paragraph (1) letter a) of the Higher Education Act no. 199/2023.

Art. 2. (1) The following teaching positions can be obtained through competition:

- a) assistant professor;
- b) lecturer;
- c) associate professor;
- d) professor;

(2) The following research positions can be obtained through competition:

- a) research assistant;
- b) scientific researcher;
- c) scientific researcher, level III;
- d) scientific researcher, level II;
- e) scientific researcher, level I.

(3) The equivalence between research positions and teaching positions is as follows:

- a) scientific researcher will be recognized as equivalent to assistant professor, in the case of those who have a PhD;
- b) scientific researcher, level III will be recognized as equivalent to lecturer;
- c) scientific researcher, level II will be recognized as equivalent to associate professor;
- d) scientific researcher, level I will be recognized as equivalent to professor.

(4) The candidate must cumulatively meet the conditions imposed by the national minimum standards and by the university standards for each teaching and research position he/she applies for.

Art. 3. Only the positions declared vacant may be filled through competition. A post shall be considered vacant if it appears so in the annual academic position list. The position is vacated in one of the following ways:

- a) termination of the employment contract, by retirement, death, resignation, dismissal or by another way of termination of the employment contract, according to the law;
- b) transfer of the person occupying the position to another position within the University, as a result of winning a competition or following promotion in the teaching career.

Art. 4. Teaching and research positions cannot be advertised for public competition by transforming an occupied position into a higher rank position.

Chapter 2. Competition for academic job openings

Art. 5. (1) The proposal for filling a vacancy shall be made by the head of the discipline or the head of the department, as the case may be, or by the head of the doctoral school, depending on the structure concerned, by



submitting a report of necessity approved by the Department Council or by the Doctoral School Council and the Faculty Council.

(2) The list of job openings is approved by the Dean and submitted to the Administrative Board of the University for approval, according to art. 137 (2) Higher Education Act 199/2023.

(3) In special cases, related to the institutional strategy of the University, the Administrative Board of the University may approve the competition for certain positions, after consultation with the head of the discipline or the head of the department, where there are no separate disciplines.

(4) In the report, the posts will be individualized by indicating the position in the positions chart of the department, the line of study, the academic job description and the way in which the vacancy will be filled.

(5) The proposal to organize the competition for a research vacancy is made through a supporting report at the proposal of the IOSUD director/scientific vice-rector or the director of the Scientific Research and Technological Development Unit. To fulfill the scientific development strategy of the university, the proposal can also come from the Administrative Board, after the consultation with the director/coordinator/responsible of the Center/Research Laboratory or with the director of IOSUD/the scientific vice-rector.

(6) In order to publish in the Official Gazette of Romania, Part III, the university submits the following documents to the Ministry of Education:

- a) the list of positions proposed for competition and their structure, signed and stamped by the rector;
- b) the extract from the list of positions containing the positions in competition, signed by the rector, the dean and the director of the department or the head of the doctoral school;
- c) regarding the teaching positions, the declaration on the rector's own responsibility attesting that all teaching positions proposed to be in competition have subjects from the curricula of legally established specializations/study programs, including the form of education and the place of their development;
- d) own methodology.

(7) The transmission to the Ministry of Education of the request regarding the publication in the Official Gazette of Romania, Part III, of the positions in competition is carried out within 30 working days from the beginning of each semester of the academic year.

(8) Provided by Law no. 319/2003 and in order to conduct competitions for the research positions the attributions are fulfilled as follows:

- a) those provided for the scientific council of the institution, by the faculty council;
- b) those provided for the institution's administrative board, by the university senate;
- c) those provided for the scientific secretary or the scientific director of the unit, by the director of the department, the head of the doctoral school, dean or vice-dean, according to their own methodology.

Art. 6. (1) The university publishes all the positions in competition, accompanied by the program related to the competition, at least two months before the competition. The publication of the positions **put out** to the competition is published:

- a) on its own website;
- b) on the specialized website of the Ministry of Education;
- c) in the Official Gazette of Romania, part III;
- d) on the notice board of the University.
- e) on an international website promoting vacant positions in the academic field (university jobs or similar);
- f) according to Law no. 319/2003, the announcement regarding the organization of the competitions is also published in a national newspaper for all research positions,.

(2) The announcements regarding the positions of associate professor and university professor, scientific researcher grade II and scientific researcher grade I will also be published in English language. "G.E Palade" UMFST of Tg-Mureș can organize a competition for tenured teaching or research position **only after the publication** by the Ministry of Education of the respective vacant teaching position, in the Official Gazette of Romania, Part III.

Art. 7. 1) On the web page of the competition, according to the terms provided in art. 6, the following information will be published:

- a) the academic job description;
- b) the duties / activities related to the vacancy, including the teaching norm and the types of activities included in the teaching norm, as well as the research norm, respectively;
- c) the minimum salary for the position at the time of employment;
- d) the competition schedule;



- e) the topic of the competition tests, including the lectures, courses or the topics from which the competition commission can choose the topic of the tests;
 - f) description of the competition procedure;
 - g) the complete list of the documents that the candidates must include in the registration file;
 - h) the address to which the registration file must be sent.
- 2) The description of the position in competition will be made in comprehensive terms, which correspond to the real needs of the university, taking into account not to artificially limit the number of potential candidates.

Art. 8.

- (1) The first competition test must be scheduled at least two months after the publication of the announcement in the Official Gazette. The competition registration period begins in the day of publication of the announcement in the Official Gazette of Romania, Part III, and ends 15 working days before the first competition test.
- (2) The competitions are open character. All the persons who meet the application criteria can apply for the position, without any discrimination, in accordance with the law. The specific conditions of the respective vacancy, presented at art. 7, must not contain discriminatory provisions regarding sex, ethnic or social origin, citizenship, religion or faith, disabilities, political opinions, social or economic status and must not refer to seniority or other provisions that disadvantage candidates from other institutions or from abroad compared to the people from the institution or from the country.
- (3) For the teaching and research positions, the candidates will submit to the file a certificate of linguistic competence of international circulation language from an accredited body, certifying their proficiency in that language (Cambridge, IELTS, TOEFL, LCCI, TRINITY, ECL, IESOL, PROFEX or other equivalents) or from the university's Language Certification Department.
- (4) Candidates who had completed higher education studies in English language, will be considered to have the necessary language skills, without the need for a language proficiency certificate.
- (5) Can apply Only candidates who have bachelor studies or PhD studies in the field of the vacant teaching or research position.
- (6) The employment contract for university assistant which is enrolled in doctoral studies program, ends, according to the law at the term in which the doctoral studies contract ends, if he has not obtained his doctorate by that term. It can be extended as a result of the extension of the admissible duration of doctoral studies according to the law, with the approval of the university senate, at the proposal of the doctoral supervisor and within the limits of available funds, a fact confirmed by the approval of Administrative Board, but without exceeding the maximum period of extension prescribed by law for doctorate studies (1-2 years),.

Chapter 3. Organising and conducting the competition for academic teaching positions

Art. 9. The conditions for applying to vacant teaching positions are:

- (1) For the position of **assistant professor** are cumulatively required:
 - a) National minimum standards**
 - 1 Holding a doctoral degree; or to be a doctoral student enrolled in a doctoral study program;
 - 2 To have resident doctor / pharmacist title or a higher medical / pharmaceutical title for the disciplines that have a correspondent in the network of the Ministry of Health, except for the positions from the disciplines that do not have a correspondent in the network of the Ministry of Health and those from the preclinical disciplines;
 - b) Specific standards**
 - 1 Possession of a bachelor's degree in accordance with the specialization of the position in competition; the field of bachelor's or doctoral degree graduated or in which he is registered to include the specialization of the position in competition.
 - 2 The general average at least 8.00 for undergraduate studies completed in Romania, for *undergraduate studies* (general average for undergraduate studies = arithmetic average between the average of the undergraduate exam and the arithmetic average of the years of study) or for the *Diploma Project* (for the field of Architecture), without repeating a university year for not fulfilling the minimum number of credits.



3 Knowledge of the English language confirmed by a certificate of language proficiency in English from an accredited certification authority or from the Language Certification Department of the university or the higher education studies completed in English.

- (2) For the position of **research assistant**, it is necessary to hold the qualification of a doctoral student enrolled in a doctoral study program. A doctor's degree is required for the position of scientific researcher. For both positions, criteria 2) and 3) from the Specific Standards for occupying the position of university assistant are mandatory.

- (3) For the position of **lecturer**, are cumulatively required:

a) National minimum standards

1. Holding a PhD. degree, in the field of the vacant position;
2. Specialist doctor / pharmacist title for the disciplines that have a correspondent in the network of the Ministry of Health, except for the positions from the disciplines that do not have a correspondent in the network of the Ministry of Health and those from the preclinical disciplines

b) Specific standards

1. Certificate of language proficiency in English issued by an accredited certification authority or from the University's Language Certification Department, or higher education completed in English.
2. Certificate of digital competence in the use of e-learning platforms (for candidates coming from outside the higher education system, the acquisition of the certificate can be done within one year from the end of the competition).
3. Attestation/Certificate from attested psycho-pedagogical and methodical training in order to certify skills for the teaching profession.
4. Obtaining, during the period of holding the position of university assistant, a minimum score of 7/10 in the annual evaluation made by students (the average of the years corresponding to the current position), calculated according to the Regulation on the annual evaluation of teaching staff by students.
5. Exceeding at least with 20% the annual average of the score corresponding to the teaching position, obtained at the annual evaluation of the teaching and scientific activity (the average of the years corresponding to the current position in the respective department).
6. The score obtained as an annual average, for involvement in university activities, other than those contained in the teaching norm - minimum 8/10.
7. Criteria 4), 5) and 6) do not apply for candidates coming from outside the university, but the mandatory criteria related to scientific articles is completed with 2 Q1 or Q2 articles as first author.
8. Completion of a 3-month internship of which at least 2 months uninterrupted in a laboratory/institute/section/department in the profile of the position put out to competition or 3 cumulative months of teaching activities abroad. The minimum internship of 3 months, of which a minimum of 2 uninterrupted months can be equivalent to:
 - i. With 3 cumulative months of teaching activities, in an extension/branch from abroad of the university, completed after the last graduation;
 - ii. Completing a master's degree program in the field for which they are competing or in a field in the field of educational sciences in higher education;
 - iii. The internships or master study programs will be carried out in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states (proof of enrollment is also accepted, if it proves that part of the training program has already been completed at the time of the competition) or in institutions affiliated with these universities.
 - iv. With the completion of postgraduate study programs with a minimum duration of 9 months in the field for which they are competing or in a field in the area of higher education educational sciences, in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated to these universities (proof of registration is also accepted, if it proves that part of the training program has already been completed at the time of the competition);
 - v. With scholarships of at least 1 month, won through international competitions, in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated to these universities.
9. Faculty of Medicine, Faculty of Medicine in English, Faculty of Dentistry, Faculty of Pharmacy



- i. 5 articles in the field of activity for which (s) he is applying, published in extenso in ISI/IDB journals, of which at least 3 as main author and at least 2 articles published in ISI indexed journals of these, at least 3 articles must be original research.;
- ii. 1 scientific book as author or co-author or author of 3 chapters in a scientific book, in the field of the position he/she is applying for;
- iii. winning at least one grant / project in a competition, in his/her field of competence, having at least the status of member in the project team in the field of competence for which he / she is applying or accepting for financing from economic agents a research contract carried out through “GE Palade” UMFST of Tg-Mureș. The grant / project can be equated by 2 ISI articles as main author. Grants won in competitions are also taken into account, as a project manager, which finances scientific events, such as exploratory workshops / advanced study schools, etc. The minimum score obtained according to the evaluation grid must be 60 points.

10. Faculties on the Science-Technology field: Fulfilment of 50% of the total related score (Faculty of Engineering and Information Technology), of the partial criteria and of the total score (“Petru Maior” Faculty of Sciences and Letters); partial (Faculty of Economics and Law) of the minimum standards CNATDCU in force, related to the position of associate professor.

(4) For the position of **scientific researcher, grade III**, it is necessary to hold a PhD. degree and to fulfill criteria 1 and 9 (only point i) from the Specific Standards for the position of university lecturer. For positions other than those in the medical-pharmaceutical domain, the national standards provided by the legislation in the field of research are applied.

(5) For the position of **associate professor**, are cumulatively required:

a) National minimum standards

1. Holding a doctoral degree, in the field of the vacant position;
2. Primary doctor / pharmacist title for the disciplines which have a correspondent in the network of the Ministry of Health, except for the positions from the disciplines that do not have a correspondent in the network of the Ministry of Health and those from the preclinical disciplines
3. Fulfilment of the CNATDCU minimum national standards specific to the teaching position of university lecturer, in force.
4. Clinical teaching staff criteria, established by CNATDCU, for disciplines that have correspondents in the network of the Ministry of Health.

b) Specific standards

1. Certificate of language proficiency in English issued by an accredited certification authority or from the University's Language Certification Department, or higher education completed in English.
2. Certificate of digital competence in the use of e-learning platforms (for candidates coming from outside the higher education system, the acquisition of the certificate can be done within one year from the end of the competition).
3. Attestation/Certificate from attested psycho-pedagogical and methodical training in order to certify skills for the teaching profession.
4. During the period of holding the position of university assistant, obtaining a minimum score of 7/10 in the annual evaluation made by students (the average of the years corresponding to the current position), calculated according to the Regulation on the annual evaluation of teaching staff by students.
5. Exceeding at least with 20% the annual average of the score corresponding to the teaching position, obtained at the annual evaluation of the teaching and scientific activity (the average of the years corresponding to the current position in the respective department).
6. The score obtained as an annual average, for involvement in university activities, other than those contained in the teaching norm - minimum 8/10.
7. For applicants from outside the university environment, criteria 4), 5) and 6) do not apply, but the mandatory criteria related to scientific articles are completed with 4 Q1 or Q2 articles as the main author.
8. Completion of a 3-month internship, of which at least 2 months, uninterrupted in a laboratory/institute/section/department in the profile of the position put out to competition or 3 cumulative months of teaching activities abroad. The minimum internship of 3 months, of which a minimum of 2 uninterrupted months can be equivalent to:
 - i. With 3 cumulative months of teaching activities in an extension/branch abroad of the university completed after the last graduation;



- ii. Completing a master's program in the field for which they are competing or in a field in the field of educational sciences in higher education;
- iii. The internships or master's study programs will be carried out in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states (proof of enrollment is also accepted, if it proves that part of the training program has already been completed at the time of the competition) or in institutions affiliated with these universities.
- iv. With the completion of postgraduate study programs with a minimum duration of 9 months in the field for which they are competing or in a field in the area of educational sciences in higher education, in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated to these universities (proof of registration is also accepted, if it proves that part of the training program has already been completed at the time of the competition);
- v. With scholarships of at least 1 month, won through international competitions, in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated to these universities.

9. For the **Faculty of Medicine, Faculty of Medicine in English, Faculty of Pharmacy** and the **Faculty of Dentistry**:

- i. 15 BDI articles in extenso, which are related to the field of activity of the position put up for competition or the candidate's specialty published in BDI indexed magazines, of which 5 from the last promotion. The following equivalences are accepted: 1 ISI article in Q4 is equivalent to 2 BDI articles; 1 ISI article in Q3 equals 3 BDI articles; 1 ISI article in Q2 equals 6 BDI articles; 1 ISI article in Q1 equals 7 BDI articles; of the 15 BDI articles, the quality of main author for 5 articles; of the 5 articles from the last promotion, the quality of main author for 3 articles; ISI articles that are equivalent to BDI articles are also not quantified under the criterion Full articles in ISI listed journals. The number of articles where the candidate is the main author can also be achieved following the ISI/BDI equivalence. At least 8 BDI articles must be results of original research; the number is kept also taking into account the ISI/BDI equivalences; Original research, Review, Case presentation/Clinical Case study articles are taken into account.
- ii. A maximum of 3 articles published AHEAD OF PRINT are accepted, if they have assigned a DOI code.
- iii. At least 2 specialized books published in CNCS or international publishing houses, of which at least 1 book, as the main author, after the last graduation.
- iv. 2 grants/projects won through competition, in the field of competence for which he is applying, of which 1 as project manager;

10. For the **Faculty of Sciences and Letters**

- i. At least 1 research grant won through national competition as director or at least 2 research grants won through national or international competition as a member of the implementation team;
- ii. Publication, as author or coordinator, of at least 2 books in prestigious publishing houses.

(6) For the position of **scientific researcher grade II**, it is necessary to have PhD. degree and to meet the minimum national CNATDCU standards specific to the position of **scientific researcher grade II** in force, as well as to meet criteria 1 and 9 (points i and iv) from the Specific Standards for occupying the position of associate professor. For positions other than those in the medical-pharmaceutical field, the national standards provided by the legislation in the field of research are applied.

(7) For the position of **professor**, are cumulatively required

a) National minimum standards

- 1. Possession of a PhD. degree in the field of the position in competition;
- 2. Possession of the Qualification Certificate;
- 3. The title of primary doctor/pharmacist for the disciplines that have a correspondent in the network of the Ministry of Health; with the exception of positions from disciplines that do not have a correspondent in the Ministry of Health network and those from preclinical disciplines.
- 4. Fulfillment of the minimum necessary and mandatory CNATDCU standards specific to the didactic position of a university professor.
- 5. Clinical teaching staff criteria, established by CNATDCU, for disciplines that have correspondents in the network of the Ministry of Health.

b) Specific standards



1. Certificate of language proficiency in English issued by an accredited certification authority or from the University's Language Certification Department, or higher education completed in English.
2. Certificate of digital competence in the use of e-learning platforms (for candidates coming from outside the higher education system, the acquisition of the certificate can be done within one year from the end of the competition).
3. Attestation/Certificate from attested psycho-pedagogical and methodical training in order to certify skills for the teaching profession.
4. During the period of holding the position of university assistant, obtaining a minimum score of 7/10 in the annual evaluation made by students (the average of the years corresponding to the current position), calculated according to the Regulation on the annual evaluation of teaching staff by students.
5. Exceeding at least with 20% the annual average of the score corresponding to the teaching position, obtained at the annual evaluation of the teaching and scientific activity (the average of the years corresponding to the current position in the respective department).
6. The score obtained as an annual average, for involvement in university activities, other than those contained in the teaching norm - minimum 8/10.
7. For applicants from outside the university environment, criteria 4), 5) and 6) do not apply, but the mandatory criteria related to scientific articles are completed with 6 Q1 or Q2 articles as the main author.
8. Completion of a 3-month internship, of which at least 2 months, uninterrupted in a laboratory/institute/section/department in the profile of the position put out to competition or 3 cumulative months of teaching activities abroad. The minimum internship of 3 months, of which a minimum of 2 uninterrupted months can be equivalent to:
 - i. With 3 cumulative months of teaching activities in an extension/branch abroad of the university completed after the last graduation;
 - ii. Completing a master's program in the field for which they are competing or in a field in the field of educational sciences in higher education;
 - iii. The internships or master's study programs will be carried out in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states (proof of enrollment is also accepted, if it proves that part of the training program has already been completed at the time of the competition) or in institutions affiliated with these universities.
 - iv. With the completion of postgraduate study programs with a minimum duration of 9 months in the field for which they are competing or in a field in the area of educational sciences in higher education, in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated to these universities (proof of registration is also accepted, if it proves that part of the training program has already been completed at the time of the competition);
 - v. With scholarships of at least 1 month, won through international competitions, in a university included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated to these universities.
9. For the **Faculty of Medicine, Faculty of Medicine in English, Faculty of Pharmacy and the Faculty of Dentistry**:
 - i. 25 BDI articles in extenso, which are related to the field of activity of the position in competition or the candidate's specialty, published in BDI indexed magazines, of which 10 from the last promotion. The following equivalences are accepted: 1 ISI article in Q4 is equivalent to 2 BDI articles; 1 ISI article in Q3 equals 3 BDI articles; 1 ISI article in Q2 equals 6 BDI articles; 1 ISI article in Q1 equals 7 BDI articles; of the 25 BDI articles, the quality of main author for 5 articles; of the 5 articles from the last promotion, the quality of main author for 3 articles; ISI articles that are equivalent to BDI articles are also not quantified under the criterion Full articles in ISI listed journals. The number of articles where the candidate is the main author can also be achieved following the ISI/BDI equivalence. At least 8 BDI articles must be results of original research; the number is kept also taking into account the ISI/BDI equivalences; Original research, Review, Case presentation/Clinical Case study articles are taken into account.
 - ii. A maximum of 3 articles published AHEAD OF PRINT are accepted, if they have assigned a DOI code;
 - iii. 2 specialized books as main author, since the last graduation, in the field of competence for which he is applying, published in CNCS or international publishing houses.



iv.3 grants/projects won through competition, in the field of competence for which he is applying, of which 1 as project director;

10. For the Faculty of Sciences and Letters

i. At least 1 research grant won through national competition as director or at least 3 research grants won through national or international competition as a member of the implementation team;

ii. Publication, as author or coordinator, of at least 3 books in prestigious publishing houses.

(8) For the position of **first degree scientific researcher**, it is necessary to hold a PhD. degree, the qualification certificate and meet the CNATDCU minimum national standards specific to the position of first degree scientific researcher, in force, as well as the fulfillment of criteria 1, 5 and 9 (points i and iv) from the specific Standards for occupying the position of university professor. For positions other than those in the medico-pharmaceutical field, the national standards provided by the legislation in the field of research are applied.

(9) The minimum conditions for registering to fill a vacant research post are supplemented by the provisions of Law no. 319/2003 regarding the Statute of research and development personnel, with subsequent additions, as appropriate.

(10) For all teaching positions of associate professor and university professor, it is mandatory for candidates who come from university education, to coordinate at least 5 undergraduate/graduation/dissertation theses since the last graduation, for the accredited programs.

Chapter 4. Other dispositions regarding the organization and conduct of the competition for filling teaching and research positions

Art. 10. To register for the competition for a position located on a hierarchical step, higher than the position immediately following the one previously occupied or for candidates coming from outside the education system, the candidate must meet the minimum and specific national criteria UMFST G.E Palade Tg-Mureș of promotion for the position for which he/she is applying, with the mention that the points accumulated will be the necessary to pass through the teaching degree/s preceding this position, including the minimum, mandatory criteria.

Art. 11.

(1) On the web page of the competition and on the University website, within 5 working days from the deadline for registering for the competition will be published, for each registered candidate, respecting the protection of personal data, according to the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of persons; regarding to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), for each candidate, information as follows:

a) curriculum vitae;

b) the verification sheet for meeting the standards;

c) complete list of works.

(2) The same data are uploaded by the university on the web page of the competition, managed by the Ministry of Education.

Art. 12. The University will send to the Ministry of Education all the information requested for publication within the legal period mentioned in the Framework Methodology, on the website managed by the Ministry.

Art. 13.

(1) In order to register to the competition for a teaching and research position, the candidate prepares a printed format file. The forms and declarations required for register to the competition, to conduct and complete it, can be found in the operational procedure mentioned in art. 47, and they will be filled in according to the specific instructions/indications, of this Methodology. The first page of the competition file contains an opis with all the documents mentioned below.

The tender file contains the following documents:

a) The application to register for the contest, signed by the candidate, which includes a declaration on his own responsibility regarding the veracity of the information presented in the file;

b) A proposal for the development of the candidate's university career both from a teaching view, in the case of teaching positions, and from the point of view of scientific research activities; the proposal is drawn up by the candidate, it contains a maximum of 10



A4 format pages and is one of the main criteria for dividing the candidates named: 1_dezvoltare_cariera_numa.pdf; in printed and pdf format

c) Curriculum vitae of the candidate (Europass model) in printed format and pdf format with the name: 2_CV_numa.pdf;

d) Activity memory in printed format and pdf format named: 3_Memoriu_activitate_numa.pdf;

e) List of the candidate's works in printed and pdf format named: 4_lista_lucrari_numa.pdf;

f) The verification sheet for meeting the university's standards - where is filled only the part corresponding to the candidate, signed by him - printed format and pdf format named: 5_fisa_verificare_numa.pdf; The university's standards cannot deviate from the minimum national standards approved according to art. 156 of the Higher Education Act no. 199/2023, with subsequent amendments and additions. The verification form is completed and signed by the candidate;

g) The evaluation sheet for teaching and research positions completed by the candidate only in the SELF-ASSESSMENT column, including the final score calculated by the candidate, under his own signature of the correctness of the mentioned data; in printed format and pdf format named: 6_Fisa de valencia_numa.pdf;

h) Documents related to the possession of the Phd. degree: the original copy of the Phd degree and, if the original Phd degree is not recognized in Romania, the original copy of the certificate of recognition or equivalence thereof;

i) Copy of the qualification certificate, as the case may be;

j) The summary in Romanian and in a language of international circulation of the doctoral thesis, on a maximum of one A4 page for each language; PhD. student certificate (if applicable) issued by the Institution where he is enrolled, issued no more than 30 days before;

k) Summary of the qualification thesis in Romanian language and English language - maximum one A4 page (if applicable);

l) Declaration on the candidate's own responsibility indicating the situations of incompatibility provided by the Higher Education Act no. 199/2023, with subsequent amendments and additions, in which it would be in case of winning the competition or the absence of these incompatibility situations;

m) Declaration on personal responsibility regarding compliance with the norms of good conduct in research regarding to scientific activity and publication of results;

n) Copies conform the original, attesting to the possession of medical titles of doctor/resident pharmacist/specialist/primary, as the case may be, for the positions that have correspondents in the Ministry of Health network;

o) Copies of other diplomas certifying the candidate's studies;

p) Copy of the identity card or, if the candidate does not have an identity card, of the passport or another identity document drawn up for an equivalent purpose to the identity card or passport;

q) If the candidate changed his name, copies of the documents attesting the name change, the marriage certificate or proof of the name change;

r) Maximum 10 publications, patents or other works of the candidate, in electronic format, selected by himself and considered to be the most relevant for his own professional achievements: publications, patents, research contracts or other works of the candidate, in printed and electronic format ;

s) Copies of the documents proving the fulfillment of the mandatory national and specific standards (books, book chapters - copy of the cover, page with CIP, table of contents; copies of the published articles in extenso; copies of the research contracts - the first page and the page with the list of personnel, etc) - printed format and pdf format named: 7_Publicatii_contracte_numa.pdf. This file must be a unique file from the concatenation of each proof. Individual files for each evidence of scientific activity are not accepted.

t) For candidates for the position of university lecturer/scientific researcher grade II, and university professor/scientific researcher grade I: 3 recommendation letters from personalities in the field;

u) Certificate of linguistic competence in English. Applicants who have completed higher education in English will be deemed to have the necessary language skills, without the need for a language proficiency certificate.

v) Certificate of digital competence for using e-learning platforms - depending on the requirements mentioned in the Standards specific to the position for which they are apply - mandatory for the positions of lecturer, associate professor, university professor;

w) Attestation/Certificate regarding psycho-pedagogical and methodical training attested in order to certify skills for the teaching profession - according to the requirements mentioned in the Standards specific to the position for which they are apply - mandatory for the positions of lecturer, associate professor, university professor;

x) Certificate from the Quality Assurance Department specifying the average of the annual evaluations made by the students and their average for the year's corresponding to the current teaching position - applied starting from the year following the implementation of the online teacher evaluation system.

y) Certificate signed by the Head of the department specifying the annual score obtained in the process of evaluating the teaching and scientific activity. On this certificate, the head of the department will state, with his signature, the average of annual value in the department, corresponding to the current position and if the value obtained by the candidate exceeds by at least 20% the average per department of the respective teaching position.



z) Certificate signed by the dean, specifying the annual score obtained following the evaluation by the AB, of the degree of involvement in the university's activities, other than those included in the didactic norm.

aa) List of bachelor/graduation/dissertation papers coordinated since the last graduation.

bb) Proof of an internship completed at least 3 months, of which at least 2 months, uninterrupted in a laboratory/institute/section/department in the profile of the position in competition or 3 cumulative months of teaching activities abroad since the last graduation, countersigned by the dean of the faculty of the position in competition OR of enrolment/completion of a master's program in the field for which they are competing or in a field from the area of educational sciences in higher education OR of enrolment/completion of a postgraduate study program with a minimum duration of 9 months in the field for which they are competing or in a field from the field of education sciences in higher education OR proof of a scholarship of at least 1 month, won through international competitions - activities carried out in universities included in the Order of the Minister of Education regarding the approval of the list of prestigious universities from other states or in institutions affiliated with these universities (for master programs and postgraduate studies, proof of enrolment is also accepted, if it proves that part of the training program has already been completed at the time of the competition);

cc) Criminal record certificate;

dd) Certificate of behavioral integrity regulated by Law no. 118/2019 regarding the Automated national register regarding persons who have committed sexual crimes, exploitation of certain persons or against minors, as well as for the completion of Law no. 76/2008 regarding the organization and operation of the National Judicial Genetic Data System, with subsequent amendments;

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

ff) The medical certificate for exercising the teaching profession, issued according to the provisions of the joint order of the Minister of Education and the Minister of Health.

(2) For the candidate's works which are not available in electronic format, will be made their physical proof.

(3) Only the documents proving the fulfillment of the minimum, mandatory standards (books/chapters, ISI/BDI articles in extenso and copies of the research contracts) are submitted to the file. All documents submitted by the candidate will be signed, on each page and will be redacted, except for those which have a standardized format in the annexes, in A4 format, Calibri 12 fonts, margins 2.5 cm, spaced at 1,15, justified, numbered in the lower right corner. Only the requested documents are included on the storage unit (USB). It will contain strictly 7 files:

a) 1_Dezvoltare_cariera_numa.pdf

b) 2_CV_numa.pdf

c) 3_Memoriu_activitate_numa.pdf

d) 4_Lista_lucrari_numa.pdf

e) 5_Fisa_verificare_numa.pdf

f) 6_Fisa_evaluare_numa.pdf

g) 7_Publicatii_contracte_numa.pdf

(4) Copies of the official documents carried under the candidate's signature, the mention: **"In accordance with the original"; notarized copies thereof are not required.**

(5) The documents mentioned in para. (1) shall be submitted both in written and electronic format.

Art. 14.

The candidate's curriculum vitae must include:

a) Information about the studies completed and the diplomas obtained;

b) Information about professional experience and relevant previously held jobs;

c) Information about the research and development projects he led as project manager and the grants obtained, if there are projects or grants, indicating for each one: title, project code, funding source, funding amount (total and partial, which goes to UMFST if the university is a partner), the duration, the position of the candidate in the project (manager/responsible/member) and the main publications or resulting patents; Grants/research projects **awarded** - mention the name of the project, the contractor, the period of the project, the value of the project (total/the part that belongs to the University if it is a partner), the status of the candidate in the project: manager/responsible/member.

d) Information about awards or other recognition elements of the candidate's scientific contributions.

Art. 15.

For the positions associate professor and university professor (and the equivalent ones in research), the Activity report must refer to the teaching, professional, scientific and administrative activity carried out throughout the career and must have specific, concrete and objectively verifiable references to at least the following aspects:

1) Defining an area of excellence in the field of the position for which is apply and how this subject is found in professional and scientific activity up to date - direct correlations with publications, research contracts, professional training activities;

2) Professional relevance in the field of the position for which is apply;



- 3) Visibility and national and international recognition in the field of the position which is apply;
- 4) Contributions to the training of specialists in the field for which is apply;
- 5) Involvement in specialty development and administrative performance.

Art. 16.

(1) The list of papers in the candidate's file will refer to the scientific publications produced by the candidate and will contain the following groups of information systematized in descending order of the year of publication, as follows:

- a) The list of the maximum 10 works considered by the candidate to be the most relevant for the field of disciplines of the position for which he/she is applying;
- b) Doctoral thesis or theses - title of **the PhD. thesis**, year of submission, scientific supervisor, institution issuing the PhD., qualification obtained;
- c) Books and chapters in books - the following must be mentioned: names of the authors, (in bold the name of the candidate), full title of the book, the publisher, the year of publication, no. pages, ISBN, publisher's CNCSIS category/CNCSIS code – (eg **Popescu I. Ionescu G.** Current affairs in internal medicine. University Press Tîrgu Mureș, 2012, 213 pg, ISBN 1234-4567);
- d) Articles/studies in extenso, published in magazines in the main international scientific flow - the articles will be mentioned in descending order of the year of publication; (the last work taken into account, chronologically, at the previous promotion will be explicitly mentioned in each subgroup of works; the works mentioned above it will be considered works published after the last promotion), with the following subgroups:
 - i. **Articles in ISI listed journals** - the following will be mentioned: the names of the authors, (the name of the candidate in bold), the full title of the article, the name of the journal, the year of publication, volume, pagination, DOI code, or in press if there is proof of acceptance for publication, ISSN, impact factor of the corresponding year of publication, Quartile Category Q1, Q2, Q3, Q4, if applicable, corresponding author status (if applicable); if the journal has no impact factor, it is mentioned: without IF. (eg: Constantinescu E, Popescu I. Ionescu G. Critical events in prehospital patients with myocardial infarction. Br J Cardiol 2012, 45: 123-134, ISSN 1234-4567, FI: 1,313, Q2; corresponding author);
 - ii. **Articles in IDB indexed journals** – with mention of the name and link of the international database.
- e) Publications in extenso, appearing in works of the main international specialized conferences - include articles in extenso appearing in the volumes of ISI-indexed scientific events (proceedings or suppl).
- f) Patents and other industrial property titles.
- g) Other scientific works and contributions or, as the case may be, from the field of artistic creation.

(2) The titles of the papers will be mentioned in the language in which they were published. If the work was published in a language other than Romanian or an international language (English, French, German), the title of the article in English will be mentioned in parentheses, in addition to the original title.

(3) For candidates coming from within the university, only the scientific achievements that allow clear identification of their membership/affiliation with UMFST G.E. Palade Tîrgu Mureș, UMFST or UMF, respectively UPM, are taken into consideration depending on the date of completion; achievements from the period before employment at UMFST, UMF or UPM are an exception.

Art. 17.

(1) Candidates for the positions of university lecturer or scientific researcher grade II must include in the competition file at least three letters of recommendation from personalities in the respective field, from the country or abroad, external to the university, who have agreed to prepare letters of recommendation regarding the professional qualities of the candidate.

(2) Candidates for the positions of university professor or first-degree scientific researcher must include in the competition file at least three letters of recommendation from personalities in the respective field from abroad, who have agreed to prepare letters of recommendation regarding the candidate's professional qualities .

(3) The scientific personalities issuing these letters of recommendation must not have been co-authors on any of the candidate's works.

(4) Candidates for the positions of associate professor or scientific researcher grade II, respectively university professor or scientific researcher grade I must demonstrate with objective arguments, confirmed by the Scientific Commission for pre-evaluation of the scientific and professional activity file, the concern for scientific and professional excellence as well as national and international recognition in the field of the position for which they are applying.

(5) In the case of Romanian-specific scientific fields, letters of recommendation for candidates for the positions of university professor or first-degree scientific researcher can also come from personalities in the respective field in Romania, outside the university.

Art. 18.

(1) The competition file is submitted addressed to the university, specified on the competition web page, directly or through courier services with confirmation of receipt, or electronically, to the e-mail address specified on the competition web page, with confirmation of receipt. The competition file is sent to the members of the competition committee starting from the closing date of the process of submitting the competition files, but no later than 5 working days before the first test of the competition.



(2) After the end of the registration period, no additional documents can be submitted to the competition file. No other evidence of scientific or professional achievements appearing after this date, regardless of the official date of the evidence, will no longer be considered. Incomplete files will not be accepted at registration.

Art. 19.

After registration at the General Registry, the competition file is sent to the Scientific Commission for pre-evaluation of the scientific and professional activity file, according to the competition calendar.

Art. 20.

(1) The fulfilment by a candidate of the legal conditions for participation in the competition is certified by the opinion of the legal department of the university.

(2) The legal opinion is issued by the legal department after the resolution of the Scientific Committee for the pre-evaluation of the file of scientific and professional activity on the verification of the information in the verification sheet of the fulfilment of the university standards and the fulfilment of the university specific criteria.

(3) The legal opinion and the resolution of the Scientific Committee for the pre-evaluation of the file of scientific and professional activity shall be published on the university's website and shall be communicated to the candidate no later than 48 hours after its issue, but at least 5 working days before the first round of the competition.

Art. 21.

(1) The Scientific Committee for the pre-evaluation of the scientific and professional activity file is appointed by decision of the Rector, on the proposal of the Administrative Board.

(2) The Commission is composed of five full members and one alternate member, two of the full members being prorectors of UMFST G.E. Palade Tg. Mureș or director of the CSUD/CSD, and of the other three full members, one of them must be the dean/vice-dean of the faculty where the position is advertised.

(3) The committee for verifying the fulfilment of the standards may not include persons who are in a situation of incompatibility (according to the present methodology) with the candidate whose file is to be analysed as well as persons who have published scientific articles co-authored with the candidate or have been members of the same research project or persons who are in a direct, immediate subordinate or superordinate relationship with the candidate.

(4) Specialists in the fields from the university, from the country or from abroad may be invited to the work of the committee for consultation purposes, without the right to vote, and may participate onsite or online.

(5) The tasks of this committee are as follows:

(a) To evaluate the fulfilment of the minimum national and university-specific criteria as set out in the application standards checklist for each teaching post;

b) Validation of the fulfilment of the criteria concerning the evaluation of the teaching activity by students;

c) Validation of the fulfilment of the criteria concerning the annual evaluation of teaching and scientific activity;

d) Validation of the fulfilment of the criteria concerning the involvement in university activities other than those included in the teaching load;

e) For candidates coming from outside the university, the duties under points b, c and d do not apply.

f) For the posts of university lecturer and university professor, as well as for the corresponding research posts, assessment of the relevance of the professional, scientific and administrative activity of the candidates in relation to the specific nature of the post being advertised.

(6) The activity referred to in paragraph 5, point f. shall be carried out in accordance with the following:

(a) After verification and ascertainment of the fulfilment of the minimum national and university-specific criteria, the candidate shall be invited to an interview before the committee which will be conducted on the basis of the activity report submitted by the candidate.

b) The committee will assess the following aspects in detail:

i. the existence of an area of excellence in which the candidate has a proven track record, as part of the specialism of the post for which he/she is applying;

ii. professional performance and relevance in the field/speciality of the post being applied for;

iii. national and international visibility and recognition;

iv. contributions to the training of specialists in the field for which they are applying;

v. involvement in the development of the specialty and administrative performance.

(7) The Commission shall evaluate the candidate, for the activities referred to in paragraph (6), on the basis of the following criteria, on the basis of a **Professional, Scientific and Administrative Activity Evaluation Sheet (Annex 01)** completed after analysis of the Candidate's Activity Memorandum and other documents submitted by the candidate, of the interview with the candidate and all professional



information available to the candidate, for each of which a score of 1-5 points will be awarded, as well as the degree to which the criteria: Criteria met/criteria not met (criteria met - minimum 3 points) .

(8) The favourable opinion for participation in the competition, which is given by a majority vote of the members of the committee, will be subject to the „criteria being met”:

(a) for associate professor - in at least 3 out of 5 criteria (but compulsory in the first 3), with a total score of at least 15 points, calculated as the average of the evaluators.

b) for university professor - at least 4 out of 5 criteria (but compulsory for the first 4), with a total score of at least 20 points, calculated as the average of the evaluators.

(9) If there is a minority vote in the committee, the member of the committee who so voted will justify the vote, the separate opinion will be included in the report.

(10) Following this interview, the committee will draw up a report to which it will attach the completed Professional, Scientific and Administrative Activity Evaluation Sheet, giving reasons for each criterion, on the basis of which achievements/activities it has awarded the "criterion fulfilled" rating and giving detailed reasons for the "criterion not fulfilled" rating.

(11) The activities referred to in paragraphs (6) to (10) relate only to competitions for the associate professor and university professor. The favourable opinion of this committee is a condition for the acceptance of the competition file (failure to meet a minimum criterion certified by the pre-evaluation committee will suspend the further competition for the candidate).

Art. 22. Candidates who meet the legal requirements for admission to the competition and received a favourable legal opinion will be invited to participate at the competition tests. The date, time and place of the tests will be announced on the university website.

Art. 23.

(1) The composition of the competition committee for each position in the competition shall be determined after the publication of the announcement of the competition in the Official Gazette of Romania, Part III.

(2) The competition commission is composed of 5 members, including its president, specialists in the field of the positions or in related fields.

(3) The composition of the selection board shall include alternate members. If a member is unable to attend the board, that member shall be replaced by an alternate member appointed according to the same procedure as the members of the board.

(4) The Council of the department or doctoral school in which the position is held shall make nominal proposals for the composition of the selection board.

(5) On the basis of the proposal referred to in paragraph 4, the dean shall request the opinion of the faculty council on the nominal composition of the competition committee.

(6) The nominal composition of the competition committee, accompanied by the opinion of the faculty council, shall be submitted to the university senate for approval. Following approval by the University Senate, the competition committee shall be appointed by the rector's decision.

(7) Within two working days after the rector's decision is issued, the decision is sent to the Ministry of Education, and the nominal composition of the competition committee is published on the competition website. In the case of the positions of associate professor, university professor, scientific researcher grade II and scientific researcher grade I, IIS will publish the composition of the competition committee in the Official Gazette of Romania, Part III.

Art. 24.

(1) Decisions of the competition committee shall be taken by open vote of the members. A decision of the committee shall be valid if it has received the vote of at least three members of the committee.

(2) The work of the competition commission is led by the president of the commission.

(3) The members of the committee may be from inside or outside the university, from the country or abroad. It is forbidden, under penalty of cancellation of the competition, any involvement of the candidate in the appointment of the committee (proposals, interactions prior to the appointment of the committee or the conduct of the examination) or in other organisational aspects related to the conduct of the competition. All communication with committee members will be done by university representatives or by the chair of the committee.

(4) For a position of associate professor, university professor, scientist researcher grade I or scientist researcher grade II, at least 3 members of the committee must be from outside the university, from the country or abroad.

(5) The members of the competition committee must have a teaching or research title higher or at least equal to that of the teaching/research position corresponding to the position in competition or, for members from abroad, must meet the university standards corresponding to the teaching/research position corresponding to the position in competition.

(6) For the exclusive purpose of participation in the competition committee, the teaching or research titles of members from abroad shall be equated with the teaching or research titles in the country, on the basis of which the University Senate shall approve the nominal composition of the competition committee.

(7) The President of the Competition Committee shall be:



- (a) the Head of the department or the director of the doctoral school in which the position is held for the position of assistant professor or lecturer, and in case of incompatibility, the dean or vice-dean of the faculty;
- b) the dean, the vice-dean of the faculty or a vice-rector for the position of associate professor or professor.

Art. 25.

- (1) The competition consists in the evaluation of the scientific activity and teaching skills of the candidates for the teaching positions and, in the evaluation of the scientific activity and the research skills of the candidates for the research positions.
- (2) The competition commission has the obligation to verify and ascertain the fulfilment by the candidate of the minimum national standards.
- (3) The competition committee evaluates the candidate from the perspective of the following criteria:
 - a) the relevance and impact of the candidate's scientific results, in relation to the field of disciplines of the position for which he is applying;
 - b) the candidate's ability to guide students or young researchers;
 - c) teaching skills of the candidate, in the case of teaching positions;
 - d) the candidate's ability to transfer his knowledge and results to the economic or social environment or to popularize his own scientific results;
 - e) the candidate's ability to work in a team and the efficiency of his scientific collaborations, depending on the specifics of the candidate's field;
 - f) the candidate's ability to lead research and development projects;
 - g) the professional experience of the candidate in institutions other than the institution organizing the competition.
- (4) In the situation where the position for assistant/university lecturer, the competition committee has the obligation to check and ascertain, from the point of view of teaching and scientific relevance, the fulfilment of the standards for the occupation of teaching positions, specific to the position, according to the law, approved by the university senate.
- (5) In the situation where the position in question is for associate professor/university professor, the competition committee has the obligation to check and ascertain the fulfilments, from the point of view of teaching and scientific relevance, by the candidate of the minimum national standards and the university standards.
- (6) In the situation where the targeted position is research, the competition commission has the obligation to verify and ascertain the fulfilment by the candidate of the minimum national standards for conferring the professional degrees of research and development approved according to art. 156 para. (2) from the Higher Education Act no. 199/2023, with subsequent amendments and additions.
- (7) The Definitions approved by the University Senate are used in the evaluation of candidates for the competitions for teaching and research positions.

Art. 26.

- (1) Based on the assumption of public responsibility, within the UMFST G.E. Palades Tg. Mureș, competitions for teaching or research positions can also be held online, according to the technical instructions sent by the university, using the official online communication platform used by the university and respecting all other conditions imposed by this Methodology. A maximum of 2 committee members can participate online and only if they are from another university center.
- (2) The competition commissions draw up evaluation reports that will be signed electronically by the commission members, if they cannot be signed physically.
- (3) The date and time of these activities will be posted on the university's website within the existing legal term. The University will send remote committee members, by email, the specific login data to the address from which the login was requested and will allow its online access for the entire period of the public stage of the activity.
- (4) The minutes of the activity will explicitly state the details regarding the online participation of some committee members.
- (5) The activities carried out within the commissions gathered online will be fully recorded and will be archived according to the existing rules for competition documents.

Art. 27.

- (1) The assessment of the candidate's work will be made based on the activities/accomplishments mentioned in the Evaluation Sheet. The Committee will assess the candidate's statements in the context of the CV, the List of Works and the other documents submitted in the file.
- (2) The Scientific Pre-evaluation Committee and the Competition Committee can make additional checks, including verification of the originality of the work or request evidence to confirm the data declared by the candidate. Requests for additional information not included in the file and not directly verifiable in the databases by the committee will be made exclusively through the vice-rectorate for Teaching. It is forbidden for candidates to communicate directly with institutions, publishers or editorial offices which can confirm or refute certain data submitted in the file.
- (3) Once the evaluation has been completed, the Commission will award its own marks or validate the candidate's self-assessment.



(4) Inaccurate declarations of the candidate with the intention of misleading the committee (including the declaration of publications in categories other than those to which they actually belong) will result in the candidate's elimination from the competition, banned from applying for promotion for the next 2 years and referred to the University Ethics Committee.

Art. 28.

(1) For the positions of university assistant there will be a **written test**, on secret notebooks, consisting of 10 questions, 2 hours long, on the subject of the discipline in which the candidate is competing, and as it appears in the list of posts for the vacancy. The general subject and the competition bibliography will be published when the post is announced. The 10 questions will be drawn by the selection board by lot by the first candidate, in alphabetical order, from the proposed topics on the day of the written test. Each topic will be marked from 1 to 10, according to a scale drawn up by the selection board during the written test. The final mark is the sum of the marks obtained for each of the 10 subjects. The pass mark for the examination is 70.

(2) For the field of Architecture, the evaluation is based on a free commentary on a student project and a sketch immediately and/or written test, the subjects are formulated by the committee, the distribution is done by drawing lots by the first candidate, in alphabetical order, from the proposed subjects, on the day of the exam. The final mark is made up of the marks obtained for each test.

(3) For the positions of academic assistant and lecturer, is a compulsory competitive examination consisting of a seminar/lecture of a maximum of 30 minutes. The subject presented is at the candidate's discretion but must be in the field of the position in competition. The candidate may use multimedia in his presentation. This test must also include a question session from the selection board. The minimum pass mark is 70 out of a maximum of 100 points. The presentation will be assessed by awarding marks for its content: scientific level (maximum 60 points), quality of presentation (maximum 20 points), and the way in which the questions was answered (maximum 20 points), the sum of the marks obtained in this test being finally calculated.

(4) For the position of associate professor and university professor, a compulsory competitive examination is held in the form of a **public lecture** of a maximum of 45 minutes in which the candidate presents his/her most significant previous professional achievements and his/her academic career development plan. The candidate may use multimedia in the presentation. This test also includes a compulsory question session from the comission and the audience. The University announces on the competition website the date, time and place of the examination. The evaluation of the public lecture will be done by awarding marks for the content of the presentation, realism, means, identification of opportunities, risks (maximum 60 points), quality of the presentation (maximum 20 points) and the way of answering the questions (maximum 20 points), and finally the sum of the marks obtained in this test will be calculated.

(5) During the public stage of the competition held inside the university, any activities of a protocol nature intended for the public or which may come from the public are prohibited. The chairman of the competition committee is responsible for the conduct this stage.

(6) For the position of university assistant, the committee may decide that the presentation shall be a clinical test from the competition subject.

(7) The results of the evaluation are listed in the Evaluation Sheet completed by each member of the committee (including the chairperson) for each of the candidates (individual scores, assigned by each member).

(8) The candidate's final score is the sum of the scores obtained in the Assessment of Scientific Activity and Teaching Skills, the written test (only for university assistants) and the public lecture.

Art. 29. Competitions shall be held no later than 45 days after the end of the application period. For research positions the provisions of Law no. 319/2023 shall apply.

Art. 30.

(1) Following the completion of the evaluation process, the competition committee shall establish the ranking of candidates for each position and nominate the candidate with the best results.

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

Art. 31.

(1) The report on the competition shall be signed by each member of the competition committee. The chairman of the competition committee shall forward the report and the related documents to the Dean of the faculty.

(2) The report of the competition committee, after validation by the faculty council, is submitted by the Dean of the faculty to the Senate for approval.

(3) The university Senate reviews compliance with the procedures established by its own methodology and approves or disapproves the competition report. The ranking of candidates established by the competition committee cannot be changed by the university Senate.

Art. 32.

(1) In order to take up a position or within 2 years of taking up the position, teaching staff shall be required to complete a psycho-pedagogical training for higher education university programme, with 30 ECTS/SECT transferable study credits.



(2) As an exception to the provisions of paragraph (1), graduates of a psycho-pedagogical training programme corresponding to 60 ECTS/SECT transferable study credits may also apply for a teaching position in the university.

(3) Teachers in the medical-pharmaceutical field who have been admitted following the competition and who have not completed the psycho-pedagogical training module *Teaching and Evaluation Techniques in Medical-Pharmaceutical Disciplines* organized by the university, are obliged to complete it within 2 years of passing the competition, under penalty of suspension of the contract, if this obligation is not fulfilled.

(4) Teachers declared successful in the competitions held in the academic years 2023/2024 and 2024/2025 are obliged to acquire a Certificate of Digital Competence in the use of e-learning platforms (issued by a unit/organization coordinated by the Ministry of Education) or other digital competence courses organized by the university and accepted by the Administrative board within one year of the completion of the competition and, within 2 years, acquire a Certificate/Certificate on psycho-pedagogical and methodological training, under penalty of suspension of the contract, if these obligations are not fulfilled. For positions in the medico-pharmaceutical field, completion of the course referred to in paragraph (3) shall be required for the purposes of the attestation, shall be equivalent to the Certificate/Certificate of Psycho-pedagogical and Methodological Training.

Art. 33. If the position advertised is not filled, the competition may be repeated at a later competition session, the full competition procedure being repeated.

Art 34. The result of the competition shall be published at the University's headquarters on the website within two working days of the end of the competition. The result of the competition is also uploaded on the electronic platform managed by the Ministry of Education.

Chapter 5. Complaints

Art. 35.

(1) In the situation where a candidate has elements that can prove the non-observance of the legal competition procedures, the candidate may file a complaint **within 3 working days** since the communication of the result.

(2) The complaint is formulated in written format, and, it is registered at the General Registry at the headquarter of the **university** and it is solved by the complaints resolution commission.

(3) The complaints resolution commission analyzes the issues formulated by the candidate in the appeal, and the latest within 48 hours from its registration will be resolved and it prepares a report, before the publication of the contest results.

(4) In order to appoint the members of the commission for solving the complaints, the same procedure shall be followed as for appointing the members of the competition commission.

(5) The members of the competition commission cannot be part of the complaint settlement commission.

(6) Following the approval by the University Senate, the commission for solving the complaints is appointed by the Rector's decision, which is published in the Official Gazette of Romania, Part III, together with the publication of the rector's decision to appoint the competition committee.

(7) The report of the appeals committee, after its approval by the faculty council, and the report of the competition committee are submitted by the Dean of the faculty to the Senate for approval.

Chapter 6. Establishing possible misconduct

Art. 36. The head of departments, the deans of the faculties and the rector are responsible in front of university Senate for the proper conduct of the competitions for teaching and research positions, in compliance with the rules of quality, ethics and university deontology and the legislation in force.

Art. 37. If are found irregularities, the University Senate may apply sanctions specified in its own methodology, including the dismissal head of departments and deans, at the justified proposal of the Administrative Board or the Rector or ex officio, with their approval.

Art. 38. If the courts find a violation of the procedures for the conduct of the competition for teaching and research positions in the university, the competition shall be cancelled and resumed.



Chapter 7. The appointment to the position

Art. 39. Following the approval of the result of the competition by the University Senate, the Rector shall issue a decision to appoint the successful candidate to the position and award the corresponding academic title. The appointment to the position shall be made as from the semester following the semester in which the competition was held.

Art. 40. The decisions for appointment to the position and the awarding of the corresponding academic title to the successful candidates, accompanied by a summary report on the organisation and conduct of the competition(s), shall be sent, within 5 days of issue, in electronic format/on electronic support, with a forwarding address to the National Commission for the Accreditation of University Degrees, Diplomas and Certificates (CNATDCU), through the specialised directorate of the Ministry of Education.

Art. 41.

(1) The appointment to 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) Continuation in a teaching post shall be subject to a regular medical check-up.

(3) Teaching staff who consider themselves to be unjustified may request an expert examination of their capacity to work in education.

(4) In situations of professional or psycho-behavioral nature incapacity of the staff employed in the university, it may request a new complete medical examination, upon notification of any factor involved in the teaching process, by decision of the Administration board.

(5) Situations of professional incapacity with a psycho-behavioral nature are analyzed and shall be established by a committee consisting of 3-5 members, medical specialists, established at the level of the university center, which carries out the expertise of work capacity in the field of education.

(6) Refusal of the teaching staff to attend the medical examination constitutes a disciplinary offense and may lead to the termination of the individual labor contract.

Chapter 8. Incompatibilities

Art. 42.

(1) It is forbidden for spouses, relatives and relatives up to the third degree to simultaneously hold including the functions through which each is in a direct management position to the other, control, authority or direct institutional evaluation, at any level, in the University.

(2) Violation of the provisions of paragraph (1) leads to the invalidation of the competition and to the sanctioning the guilty parties based on the provisions of this methodology.

Art. 43. It is considered to be involved in the competition procedure the persons who:

- a) Participate in the decision-making process regarding the appointment of the competition commission;
- b) Are members or alternate members of the competition commission;
- c) Are involved in professional or administrative evaluation decisions within the competition;
- d) Are involved in resolving complaints.

Art. 44. The following persons cannot be involved in the competition procedure:

- a) spouses, relatives and relatives up to the third degree, including one or more candidates;
- b) persons who are employed by the University with a candidate who holds a management position and are hierarchically subordinated to the candidate;
- c) persons who are associated with the candidate in companies where they each hold shares representing at least 10% of the company's capital;
- d) persons who are or have been paid through research projects in which a candidate had the quality of project manager in the last 5 years prior to the competition;
- e) persons who benefit or have benefited in the last 5 years prior to the competition from services of any nature from a candidate.



Art. 45.

- (1) If, after a candidate wins a competition, one or more persons from the University find themselves in an incompatibility situation, according to art. 170 paragraph (5)) of the Higher Education Act no. 199/2023, the appointment and the granting of the university title by the University can take place only after solving the situation / situations of incompatibility..
- (2) The manner of solving the situation of incompatibility shall be communicated to the Ministry of Education, within 2 working days from the settlement.

Chapter 9. Final provisions

Art. 46.

- (1) The specific standards for lecturers (points 4, 5, 6), associate professors (points 4, 5, 6) and university professor (points 4, 5, 6, 7, 8) shall be applied starting from the academic year 2025/ 2026.
- (2) In the list of documents that make up the competition file, the documents provided for in points v, w, x will be required starting from the academic year 2025/2026. The documents provided for in points dd, ee, ff will be requested in so far as the legal framework at national level is established for their release.
- (3) The activity of the Scientific Commission for the pre-evaluation of the scientific and professional activity file, specified in article 21, points 6, 7, 8, 9, 10, 11, applies starting from the academic year 2025/2026.

Art. 47. The forms and declarations necessary for the registration to the competition, its conduct and completion will be provided by an Operational Procedure approved by the Administrative Board. They will transpose the framework regulated by this Methodology and will take into account the specificities that may exist in certain fields.

Art. 48. The definitions used in this Methodology are those approved by the Senate for all evaluation procedures (*code UMFST-TERMENI-120*).

The Senate of George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș approved this *Methodology* on February 2nd, 2024 and it will enter into force in February 3rd, 2024.

Annex 01: *UMFST-REG-05-F01-Ed.22 - Evaluation sheet of the relevance of the professional, scientific, administrative and academic activity of the candidates, in relation to the specifics of the position put up for competition*



Annex 01: UMFST-REG-05-F01-Ed.22

EVALUATION SHEET OF THE RELEVANCE OF THE PROFESSIONAL, SCIENTIFIC, ADMINISTRATIVE AND ACADEMIC ACTIVITY OF THE CANDIDATES, IN RELATION TO THE SPECIFICS OF THE POSITION PUT UP FOR COMPETITION

		Evaluated fields	Achievements *	Evaluation (1-5) Degree of fulfillment
1	The field of excellence assumed by the candidate, part of the specialty of the position for which he is applying <i>(Results demonstrated through publications, research contracts, constant concern for research and development in this field, etc.)</i>	The area of excellence proposed by the candidate • Scientific papers, original research type • Research projects • Patents	• Title of the papers (numerical reference from the List of submitted papers) • Title of the projects (numerical reference from the submitted CV) • List of patents • Other achievements supporting the assumed field of excellence	1: The candidate has no area of excellence, has low and inconsistent interest and engagement. 2: The candidate does not have an obvious field of interest but has diffuse, unsystematized concerns. 3: The candidate presents a defined field of interest, correlated with scientific achievements (articles), without research projects. 4: The candidate demonstrates that the field of excellence is supported by constant concern, demonstrated by Q2 articles, patents in the field, and research projects in the field. 5: The candidate demonstrates excellence in the field of concern, evidenced by Q1 articles, patents, in the field and through research projects in the field. Score: (1-5)_____ Degree of fulfillment: Criteria met/not met



2	Recognized expertise in the field; for clinical teaching positions, medical performance in the specialty <i>(Introduction of new diagnostic or treatment methods, applicative achievements, replicable initiatives at national level)</i>	The candidate's professional domain • Innovative methods of diagnosis or treatment • The ability to perform complex, innovative interventions or procedures alone or as a team leader • Participation in multicenter studies, multicenter trials • Scientific achievements with applications in society or economy	• Brief description of diagnostic/treatment methods, techniques introduced in practice or currently performed. • Description of the degree of novelty and complexity • Description of the degree of uniqueness/singularity/originality at the university/national/international center level • Description of multicenter studies, multicenter trials in which he participated as principal investigator • Description of the practical applications of own achievements • Other achievements that support expertise in the field of specialty	1: The candidate does not have an area of interest or performance. 2: The candidate has diffuse, unsystematized, common concerns. 3: The candidate has adopted and applies modern methods of diagnosis or treatment used in other university centers in Romania and has participated as principal investigator in multicenter studies/trials; there are applications in society and economics of its achievements. 4: The candidate has adopted and applies modern methods of diagnosis or treatment currently used in other university centers in Romania, as a team leader and has participated as principal investigator in international multicenter studies/trials; the candidate issued theories, models, concepts accepted at the national level, had unique initiatives at the national level. 5: The candidate has taken up and applies modern methods of diagnosis or treatment used only in other countries, as team leader and participated as principal investigator in international multicenter studies/trials; the candidate issued internationally accepted theories, models, concepts, had unique initiatives, recognized at the national level. Score: (1-5)_____ Degree of fulfillment: Criteria met/not met
3	National and international visibility and recognition <i>(professional impact at national/international level)</i>	• National/international conferences/congresses • Invited speaker at national/international scientific events	• Organization of national/international conferences/congresses - the capacity of president of the organizing committee or of the scientific committee	1: The candidate has no visibility outside the university center. 2: The candidate has modest regional visibility, is not known as a national opinion leader.



		• Competition commissions • National/international scientific awards • Member in the management of professional societies of national/international level	• Invited lecturer/speaker at national/international conferences/congresses • Visiting professor at universities abroad (other than ERASMUS) • President/member of the management of professional societies of national/international level • Participation in competition/Phd./expert committees in the field • Editor-in-chief of scientific journals with ISI Clarivate indexing. • Peer review activity at ISI Clarivate indexed journals • Other achievements that support visibility and recognition in the field of specialty	3: The candidate has a certain visibility at national level by being invited to conferences at national conferences/congresses, as a member of national societies and has peer review activity. 4: The candidate has consistent national visibility. 5: The candidate has consistent international visibility. Score: (1-5)_____ Degree of fulfillment: Criteria met/not met
4	Contributions in the training of specialists in the field for which he is applying <i>(Involvement in the training of professionals in the field for which he is applying)</i>	• Training in residency and other specialized fields • Coordination of research teams • PhD management	• Residency coordinator in the field of medical-pharmaceutical specialties • PhD coordinator in the field for which he is applying • Organizational capacity, evaluated by the way in which the candidate contributed to the training of young researchers and/or to the establishment of research groups with outstanding results at the national and international level • Organization of postgraduate training courses in his area of expertise	1: The candidate has no concerns in training other specialists. 2: The candidate has sporadic and unsystematized concerns, outside an organized framework, in the training of other specialists. 3: The candidate is concerned with the training of other specialists and supervises Phd. students. 4: The candidate organizes periodically, regularly specialist training activities attended by trainees from the region and is able to bring together lecturers from complementary fields, lead PhD. students and national research projects. 5: The candidate periodically, regularly organizes specialist training activities, with a national or international character in which students from all over the country participate and is able to bring together lecturers from



				abroad, lead Phd. students and lead international research projects. Score: (1-5)_____ Degree of fulfillment: Criteria met/not met
5	Implicare în dezvoltarea specialității și performanță administrativă <i>(contribuții la dezvoltarea, funcționarea și susținerea sistemului universitar și medical)</i> Involvement in specialty development and administrative performance <i>(contributions to the development, operation and support of the university and medical system)</i>	• Administration/ management activities • Education development activities in higher education • Development of guidelines/protocols	• Member of specialized national commissions • Development and implementation of curriculum, teaching strategies, testing methods • Development of clinical protocols, practice guidelines, quality improvement activities • Coordination of administrative structures	1: The candidate is not involved in the development of the specialty. 2: The candidate has sporadic and unsystematized development concerns, he is only concerned with the minimum job duties. 3: The candidate is concerned with the development of the specialty, proposes ideas and applies them. 4: The candidate coordinated /coordinates administrative structures with efficiency. 5: The candidate has creative activities, initiatives and the ability to materialize them. Score: (1-5)_____ Degree of fulfillment: Criteria met/not met

*The list is not exhaustive. Other achievements that confirm the fulfillment of the criterion can be quantified.