

Name of the field	Description
University	„Aurel Vlaicu” University of Arad
Faculty	Faculty of Economics
Department	Department of Economic Disciplines
Position in the organisational chart	No. 20
Academic position	Associate Professor
Academic disciplines in the curricula	Human Resource Management in Public Organizations, Knowledge Management, Human Resource Management, Human Resource Management in Public Administration, Career Management, Total Quality Management, Quality Management, Recruitment and Personnel Selection
Scientific Area	Management
Job Description for Promotion Exam (Details of the teaching activities provided in the Position List):	<p>The position of Associate Professor, position 20, proposed for the promotion exam, includes:</p> <ul style="list-style-type: none"> - Human Resource Management in Public Organizations, taught in the first semester, with first-year students, Master's program "<i>Management and Financing in Public Administration</i>," seminar, 1.5 conventional hours x 2 groups = 3 conventional hours/year; - Knowledge Management, taught in the second semester, with first-year students, Master's program "<i>Entrepreneurship and Business Administration</i>", course, 1.25 conventional hours/year; - Human Resource Management, taught in the first semester, with second-year students, Bachelor's program "<i>Economics of Commerce, Tourism and Services</i>" and with fourth-year students, Bachelor's program "<i>Industrial Economic Engineering</i>" course, 2 conventional hours/year; - Human Resource Management, taught in the first semester, with third-year students, Bachelor's program "Management", course, 2 conventional hours/year; - Human Resource Management, taught in the second semester, with first-year students, Master's program "<i>Entrepreneurship and Business Administration</i>", seminar, 0.75 conventional hours/year x 2 groups = 1.5 conventional hours/year; - Human Resource Management in Public Administration, taught in the first semester, with second-year students, Bachelor's program "<i>Public Administration</i>", course, 1 conventional hour/year; - Career Management, taught in the first semester, with second-year students, Master's program "<i>Management Strategies and Policies</i>", seminar, 0.75 conventional hours/year x 2 groups = 1.5 conventional hours/year; - Total Quality Management, taught in the first semester, with second-year students, Master's program "<i>Entrepreneurship and Business</i>

	<p><i>Administration</i>", seminar, 1.5 conventional hours/year;</p> <ul style="list-style-type: none"> - Quality Management, taught in the first semester, with first-year students, Master's program "<i>Quality Engineering and Management</i>", seminar, 0.75 conventional hours/year x 1 group = 0.75 conventional hours/year; - Recruitment and Personnel Selection, taught in the first semester, with first-year students, Master's program "<i>Managerial Communication and Human Resources</i>", seminar, 0.75 conventional hours/year x 1 group = 0.75 conventional hours/year.
Duties/Activities for the Vacant Teaching Position	<p>1. Educational activities:</p> <ul style="list-style-type: none"> a) Teaching activities; b) Seminar activities, guidance for yearly projects; c) Guiding the elaboration of Bachelor's theses; d) Guiding the elaboration of Master's theses; e) Other teaching activities, vocational and research activities, which are included in the curriculum; f) Evaluation activities; g) Tutoring, consultations, and supervision of student scientific circles; h) Scientific and methodological training activities and other educational activities; i) Participation in all activities organized by the department, faculty and/or university; j) Participation in councils and committees related to educational interests. <p>2. Research activities:</p> <ul style="list-style-type: none"> a) Activities in the research centre, that are included in the internal educational plan; b) Initiating, developing and monitoring programs and projects; c) Participating in conferences, scientific sessions, dissemination sessions of scientific research results; d) Elaboration and publication of articles, treaties, monographs, and books required by the internal plan.
Minimum wage according to position classification	7050 lei
Exam calendar:	
Registration period	28.11.2024 – 27.12.2024
The date, weekday, and time of the lecture presentation	28.01.2025 - Tuesday 10:00 – Public Lecture
Location of Public Lecture	University "Aurel Vlaicu" of Arad, Faculty of Economic Sciences, Str. Paul Chinezul, no. 10, floor 1, room 125
The dates for the contest assessments, including lectures, courses, and others	28.01.2025 10:00 – Public Lecture
Results communication date	28.01.2025
Results appeal period	29.01.2025 - 31.01.2025

Description of the examination procedure, including the specific conditions for occupying the position (holding a bachelor's degree in the specialization of the position, holding a doctoral degree in the field of the position's disciplines, as well as the seniority and annual evaluation conditions stipulated in Article 10 of the institution's own methodology)

The standards for the Associate Professor position are minimum and mandatory requirements for applying for the exam for this position.

The candidate must meet the cumulative conditions imposed by the national minimum standards and the university standards for the teaching and research position they wish to apply for.

Candidates must fulfill the following conditions to participate in the promotion exam for the Associate Professor position:

- a) have received a "very good" grade in the last 3 years;
- b) not have an unresolved disciplinary sanction according to the law;
- c) meet the job-specific standards set out in Article 206 of Law No. 199/2023, with subsequent amendments.

To register for the promotion examination in the teaching career for the position of Associate Professor, the following conditions must be cumulatively met:

- a) holding a doctoral degree in the field of the disciplines related to the vacant position intended for promotion;
- b) a minimum of 6 years of experience as a teaching staff member in higher education at U.A.V.;
- c) meeting the minimum standards for occupying teaching positions specific to the role of Associate Professor.

The candidate's professional competencies are evaluated by the selection committee:

- based on the competition file;
- through a public lecture of at least 45 minutes, during which the candidate presents their most significant previous professional achievements and their future university career development plan. This test must include a question-and-answer session with the committee and the audience.

The selection committee evaluates the candidate from the following perspectives:

- compliance with the national minimum standards and the university's standards;
- relevance and impact of the candidate's scientific results;
- the candidate's ability to mentor students or young researchers;
- the candidate's teaching competencies;
- the candidate's ability to transfer their knowledge and results to the economic or social environment or to disseminate their scientific findings;
- the candidate's ability to work in a team and the effectiveness of their scientific collaborations,

	<p>depending on the specific field of the candidate; - the candidate's ability to lead research and development projects</p>
<p>The complete list of documents that the candidate must include in the examination file: See also Article 11 of the institution's own methodology.</p>	<ol style="list-style-type: none"> 1. Cover page according to the model in Annex 12 2. Table of contents for the file (the list of documents from the contest file, number of pages and the page where the document is placed) according to Annex 13 3. Application for the examination, signed by the candidate, including a declaration of responsibility regarding the accuracy of the information presented in the file, registered at the UAV Registry Office (Annex 2); 4. Proposal for the development of the candidate's university career, both from a teaching and scientific perspective. The proposal must be drafted by the candidate and should not exceed 10 pages. It is one of the main criteria for distinguishing candidates and must be signed on each page in the bottom-right corner with a pen or blue ink; 5. The candidate's curriculum vitae – Europass model, in printed format, signed in original on each page, and in electronic format on a CD. Signed on each page in the bottom-right corner with a pen or blue ink; <p>The CV must include:</p> <ul style="list-style-type: none"> - Information about completed studies and obtained diplomas; - Information about professional experience and relevant job positions; - Information about research and development projects led by the candidate as project director, grants obtained, or projects where the candidate participated as a member, specifying the source of funding, the amount of funding, and main resulting publications or patents; - Information about awards or other forms of recognition of the candidate's scientific contributions. <ol style="list-style-type: none"> 6. The candidate's list of works in printed format, signed in original on each page, and in electronic format on a CD; signed on each page in the bottom-right corner with a pen or blue ink. The list of works must be structured as follows: <ol style="list-style-type: none"> a) A list of up to 10 works considered by the candidate to be the most relevant for their professional achievements, included in electronic format in the file and which may also appear in other categories of works mentioned in this article; b) Doctoral theses and/or habilitation theses; c) Invention patents and other industrial property titles;

- d) Books and book chapters;
- e) Full-text articles/studies published in leading international scientific journals;
- f) Full-text publications included in the proceedings of major international specialty conferences;
- g) Other scientific works and contributions, or, as applicable, in the field of artistic creation.
7. **Verification form of meeting the university's standards**, whose standard format is provided in the institution's examination methodology, published on the university's website. The form must be completed and signed in original by the candidate on each page in the bottom-right corner with a pen or blue ink;
 8. **Documents proving the possession of a doctoral title**, a copy certified as true to the original of the doctoral diploma, and, if the original doctoral diploma is not recognized in Romania, the recognition or equivalence certificate;
 9. **Summary of the doctoral thesis in Romanian and in an internationally used language**, on a maximum of one page for each language;
 10. A declaration of responsibility from the candidate indicating potential conflicts of interest as defined by Law No. 199/2023 on higher education, with subsequent amendments, or the lack thereof;
 11. **Proof of receiving a "very good" evaluation in the last 3 years, copies of annual evaluation sheets certified for accuracy by the department director**;
 12. A declaration of responsibility from the candidate indicating they have not been subject to disciplinary sanctions in the last 3 years;
 13. **Copies of other diplomas certifying the candidate's studies** (baccalaureate diploma or equivalent, bachelor's degree or equivalent, master's degree, accompanied by the diploma supplement/academic transcript), copies certified as true to the original (in accordance with P.O.27 – Operational Procedure for Certifying the Conformity of Documents Submitted to UAV);
 14. **Copy of the identity card**. If the candidate does not have an identity card, a copy of the passport or another equivalent identification document;
 15. **Birth certificate** – copy certified as true to the original;
 16. In case the candidate has changed their name, copies of documents attesting to the name change (e.g., **marriage certificate or proof of name change**) – copy certified as true to the original;
 17. **A maximum of 10 publications, patents**, or other works selected by the candidate as the most relevant for their professional achievements, in electronic format. These publications will also be highlighted in a text list arranged in reverse chronological order, starting with the newest, signed in blue ink;
 18. **Certificate attesting to the candidate's seniority as a teaching staff member at UAV**;

	<p>19. A list of at least three experts in the field with names and contact information who have agreed to write recommendation letters regarding the candidate's professional qualities, as well as the recommendation letters themselves;</p> <p>20. Criminal record certificate;</p> <p>21. Behavioral integrity certificate as regulated by Law No. 118/2019 on the National Automated Register regarding individuals who have committed sexual offenses, exploitation of persons, or offenses against minors, as well as for amending Law No. 76/2008 on the organization and functioning of the National Genetic Data System, with subsequent amendments;</p> <p>22. Medical certificate issued on a specific form adopted by a joint order of the Minister of Education and the Minister of Health;</p> <p>23. Medical clearance for practicing the teaching profession, issued in accordance with the provisions of the joint order of the Minister of Education and the Minister of Health;</p> <p>24. CD containing the examination file (this must include all documents submitted physically in the file as well as those in electronic format. The physically submitted documents must be scanned in .pdf format).</p>
Address for the submission of the contest file	"Aurel Vlaicu" University of Arad, Arad City, Revoluției Boulevard no. 77, Arad County, postal code 310130
Methodology	The methodology of „Aurel Vlaicu” University of Arad, M.11, posted on its site.

Dean,
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Drafted by,
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