



No. 7 398 / 27.05.2020

DECISION

Decision on the Standard Operating Procedure for the **recruitment and selection of staff in order to fill existing vacancies** within the research project teams implemented at Babeş-Bolyai University

The Administrative Council of Babeş-Bolyai University, following the electronic vote cast on 27 May 2020,

DECIDES:

The Standard Operating Procedure for the recruitment and selection of staff in order to fill in existing vacancies within the research project teams implemented at Babeş-Bolyai University is hereby approved as appended to this decision.

RECTOR,

Professor Daniel DAVID, PhD

Babeş-Bolyai University <hr/> Human Resources Directorate Human Resources Service	STANDARD OPERATING PROCEDURE for the recruitment and selection of staff in order to fill existing vacancies within the research project teams implemented at Babeş-Bolyai University	Edition: 1 No. of issues: 1
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		Issue No.: 1

**Addendum to the Administrative Council
Decision No. 7398/27.05.2020**

STANDARD OPERATING PROCEDURE
**for the recruitment and selection of staff in order to fill in existing
vacancies within the teams of research projects implemented at
Babeş-Bolyai University**

1. List of persons responsible for drafting, reviewing and approving the edition or, as applicable, the revision of the Standard Operating Procedure edition:

	Related information	Last name and First name	Position	Signature
	1	2	3	5
1.1	Approved	Professor Daniel David, PhD	Rector	
1.2	Endorsed	Professor Adrian Petrușel, PhD	Vice-Rector	
1.3	Endorsed	Associate professor Alexandra Muțiu, PhD	Vice-Rector	
1.4	Endorsed	Alexandru Brașoveanu	DJAP Director	
1.5	Drafted	Mihaela Neamț	Head of the Centre for the Management of Scientific Research (CMSR)	
1.6	Drafted	Ioana Rațiu	Human Resources Head of Service	

2. Status of editions and revisions for the Standard Operating Procedure editions:

	Edition or, as applicable, revision of edition	Revised segment	The edition provisions or edition revisions become effective on
	1	2	3
2.1	1st Edition		01.10.2020
2.2	Revision		

3. List of edition or, as applicable, revision recipients

	Distribution purpose	Issue No.	Sector	Position	Last name and First name	Received date	Signature
	1	2	3	4	5	6	7
3.1	Implementation	1	Human Resources Directorate	Director	Rațiu Mircea		
3.2	Implementation	1	Directors/ Responsible for research projects	-----	-----		
3.3	Implementation	1	Centre for the Management of Scientific Research	Head of Centre	Mihaela Neamț		
3.4	Implementation	1	Examination and appeals review committees	-----	-----		
3.5	Archiving	1	Human Resources Service	Financial officer	Irimie Lucica		

4. Purpose of Standard Operating Procedure

- 1 This Standard Operating Procedure sets the guidelines for the recruitment and selection of staff in order to fill existing vacancies within the research project teams implemented at Babeş-Bolyai University;
- 2 Ensures the continuity of the activity, even in conditions of personnel turnover volatility;
- 3 Supports audit and/or other qualified bodies in audit and/or monitoring operations and the directors/managers of research projects in decision-making;
- 4 Provides guarantees on the observance of the legislation in force, the institutional norms and regulations, the human resources strategy and policies of Babeş-Bolyai University.

5. Guideline Documents (Regulations) for Procedural Operations

- Law no. 319/2003 Research and Development Staff Statute
- Law no. 53/2003 Labour Code, as subsequently amended and supplemented,
- Law no.1/2011 National Education Act, as subsequently amended and supplemented

6. Abbreviations of terms used in the Standard Operating Procedure

Sr. No.	Abbreviation	Abbreviated term
1.	PO	Standard Operating Procedure
2.	COR	Classification of Occupations in Romania
3.	HRS	Human Resources Service
4.	HRD	Human Resources Directorate
5.	UBB	Babeş-Bolyai University
6.	CMSR	Centre for the Management of Scientific Research
7.	RA	Research assistant
8.	SR	Scientific researcher
9.	SR III	Scientific researcher 3rd degree

7. Description of Standard Operating Procedure

7.1 Overview

Employment to participate in a research project won as a result of national and/or international competition for employees included in the staff rosters will be carried out without other prior formalities (respectively without a recruitment and selection process) by concluding an individual fixed-term employment contract.

The positions in the staff rosters/research teams will be filled by competition.

This procedure applies to the recruitment and selection of personnel to fill the following vacancies in the research project teams:

- Scientific researcher 3rd degree/Postdoctoral researcher;
- Scientific researcher;
- Research assistant;
- Ancillary staff positions with higher/secondary education requirement in research activity;
- Support staff positions.

Selection for filling vacancies in research project teams shall comply with the principles of open competition, transparency, competence, professional prestige, equal opportunities, non-discrimination, and efficient use of public funds.

Selection is organized on the initiative of the project director/manager, hereinafter referred to as the *Initiator*, with the support of the Human Resources Service of Babeş-Bolyai University in compliance with the relevant legal provisions and this procedure.

7.2. Modus operandi

7.2.1. Proposal for organising and conducting the selection competition

The *Initiator* will submit to HRD a proposal regarding the organisation of the competition (*Addendum 1*) which will contain, at the very least, the following information:

- a. vacancy title, as listed in the contract/funding application;
- b. duration of employment contract;
- c. workload;
- d. required qualifications for applicants;
- e. examination and appeals review committee composition;
- f. competition tests;
- g. topic and the bibliography, if applicable;
- h. other information pertaining to the organisation of the competition.

7.2.1.1. Required qualifications for applicants

The required qualifications for applicants shall be established at the proposal of the *Initiator*, considering both the requirements set out in the funding applications/competition guidelines and the standards set out in the Methodology for filling teaching and research vacancies at UBB - approved by Senate Decision No. 22338/03.12.2018.

7.2.1.2. Examination and appeals review committee

The examination and appeals review committee members are recommended by the *Initiator*. The members selected in the examination and appeals review committee must be professionals with experience in the field for which the competition is organized and must hold a position at least equal to or equivalent to that for which the competition is organized.

Membership in the examination committee is incompatible with membership in the appeals review committee.

A person may not be appointed in the examination committee or in the appeals review committee when:

- is employed in the same institution as a candidate holding a management, command, authority or direct institutional assessment position and is hierarchically subordinate to the candidate;
- is a spouse, relative or related up to the fourth degree, either with any of the candidates or with another member of the examination committee or of the appeals review committee.

The committees will be composed of at least three persons: a chair and two members. The examination committee has the following responsibilities:

- verifies and determines that the applicant meets the requirements for participating in the competition,
- assesses and grades candidates,
- decides the results of the competition,
- forwards the final results of the competition for validation to the Scientific Council of UBB, through HRS.

The appeals committee reviews and resolves the appeals submitted by candidates against the selection of files and against the scores granted during the assessment process.

7.2.2. Verification and approval of the proposal concerning the organisation of the competition

The proposals concerning the organisation of the competitions are submitted and verified at the HRS level. The verification carried out at the level of the HRS focuses on the presence of vacancies in the project teams and compliance with the requirements of this procedure in the formulation of the required qualifications for applicants, the recommendations concerning the members of the examination/appeals committee and the recruitment proceedings.

The HRD will submit the proposals to the line vice-rector for approval. After approval, the competition will be organised under the criteria set out in the project proposal/funding agreement.

7.2.3. Examination and appeals review committee appointment

The examination and appeals review committee is appointed by UBB Rector's decision.

The decision will be issued before the end of the competition application period, at the latest.

The head of the HRS appoints a subordinate staff member to provide the secretariat arrangements for the examination and appeals review committee. The secretary is not a member of the committee.

7.2.4. Visibility of competition

The visibility of the competitions will be maintained by publishing the competition announcements as follows:

- a. in the vacancies section for research projects, available on the University website, by HRS
- b. in the information packages and/or funding agreements on the sites provided for this purpose (e.g. www.ancs.ro/jobs, www.euraxess.ro, www.researchgate.net/jobs, www.nature.com/naturecareers), by CMSR

The calls for competition will contain at least the following information:

- the number and title of the vacancies open for competition;
- duration of employment contract;
- name of the research project;
- the documents to be submitted by the applicants, the place where the application file is submitted, and the contact details of the person in charge of the application files;
- required qualifications for applicants;
- the type, place, date and time, and manner of conducting the examinations;
- assessment criteria;
- guidelines for submitting and reviewing appeals;
- other relevant information.

The announcement will be drawn up at HRS level and will be reviewed and signed by the HRD director or the person authorized by them on the basis of a submission approved by the line vice-rector. The vacancies will be posted in Romanian and English.

7.2.5. Application file

Any person, Romanian or foreign citizen, who meets the criteria listed in the competition call can apply for a selection competition organised to fill a vacancy in a research project team.

Those interested in the vacancies will apply by submitting a file containing the following documents within 15 calendar days from the date of publication of the competition call:

- a.** application form for the recruitment and selection process - (*Addendum 2*);
- b.** copy of the document proving the identity;
- c.** copies of documents proving the level of qualification (bachelor's, master's, doctoral diploma) and other specialisations pursued;
- d.** documents proving the professional experience required for the vacancy;
- e.** curriculum vitae in Europass format;
- f.** list of published papers, if applicable;
- g.** other relevant documents.

Competition files may be submitted in printed format or sent electronically.

The files are collected and registered by the examination committee secretary.

7.2.6 Competitions proceedings

The competitions will take place in two phases as follows: I. selection of application files (preliminary phase) and II. assessment of candidates.

7.2.6.1. Phase I - Application files selection

The examination committee will review if the candidates' files meet the participation requirements, within a maximum of one working day from the end of their submission period. The decision of the examination committee will be recorded in a grading report (*Addendum 3*) with the mention "pass" or "fail" and, where applicable, with the specification of the grounds for the rejection.

The results of the phase will be published on the institution's website by the secretary of the examination committee.

Candidates who are not satisfied with the outcome of their assessment will have the right to appeal within maximum one working day from the publishing of the results. Submission of appeals after the indicated period will not be accepted.

Appeals will be answered within one working day after the submission deadline. Immediately after being reviewed, the appeal results will be published on the institution's website by the secretary of the examination committee.

Only the candidates admitted after the first phase can go through to the second phase of the competition.

7.2.6.2. Phase II - Assessment of candidates

The professional skills of the candidates admitted after the first phase of the competition will be assessed based on the application file and in an interview.

At the recommendation of the *Initiator*, the examination committee may establish additional methods of assessing candidates, such as written tests, practical tests, etc.

The examination committees will establish the additional exams proceedings and the assessment criteria.

a) Assessment of application files

The committee will evaluate the application files according to the following criteria:

- scientific/professional activity of the candidate,
- experience in the required field,
- quality of scientific collaborations, depending on the candidate's field of expertise
- candidate participation in research-development projects
- other criteria considered relevant in relation to the specific details of the position.

The score awarded for each criterion is capped at a maximum set by the examination committee.

The maximum score for the interview is 10 points.

The members of the examination committee award points individually, which are then entered in the grading report (*Addendum 4*). The final score given to a candidate equals to the arithmetic mean of the points given by the members of the examination committee.

b) Interview

The interview is conducted on the date, time and location/method announced in the competition call (including online). The interview assesses the extent to which candidates meet the required criteria for successful performance in the position, motivation and readiness, according to the following criteria:

- professional knowledge,

- abilities and skills required to perform the job,
- candidate's motivation,
- other criteria considered relevant in relation to the specific details of the position.

The score awarded for each criterion is capped at a maximum set by the examination committee. The maximum score for the interview is 10 points.

Questions concerning the candidate's political views, trade union activity, religion, ethnicity, marital status, social origin or which may constitute discrimination on grounds of gender cannot be asked during the interview. Questions and answers will be transcribed briefly or noted, as appropriate, by the examination committee.

The members of the examination committee award points individually, which are then entered in the grading report (*Addendum 5*). The final score given to a candidate equals to the arithmetic mean of the points given by the members of the examination committee.

7.2.7. Deliberating on the results of the competition

The final score of the recruitment and selection competition is calculated as the arithmetic mean of the scores obtained for the file assessment and interview. The final score will be recorded in the final summary report of the competition (*Addendum 6*). The candidate who obtained the highest final score among the applicants for the same vacancy will be admitted, but applicants must score a minimum of 7 points in each selection test.

In case of equal final scores, ranking is performed by considering the interview score as a tiebreaker.

7.2.8. Releasing results and submitting appeals

The competition results will be published on the institution's website by the secretary of the examination committee.

Candidates who are not satisfied with the outcome of their assessment will have the right to appeal within maximum one working day from the publishing of the results. Appeals submitted outside the indicated time frame will not be accepted.

Appeals will be answered within one working day after the submission deadline.

Immediately after being reviewed, the appeal results will be published on the institution's website by the secretary of the examination committee.

7.2.9. Validation of the competition results

The final results of the competition will be submitted to the UBB Scientific Council for approval.

8. ADDENDA

Addendum No.	Addendum title	Drafted
1	Competition proposal form for filling a research project team vacancy	HRS
2	Competition application form	HRS
3	Application files selection assessment report	HRS
4	Application file grading report	HRS
5	Interview grading report	HRS
6	Final summary report	HRS

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COMPETITION PROPOSAL
research project team vacancy

Project	
Vacancy position (title)	
Number of vacancies	
Amount of working time (workload)	
Duration of employment contract	

Required qualifications for applicants	
Further examinations (if applicable)	<input type="checkbox"/> written examination <input type="checkbox"/> practical examination <input type="checkbox"/> other: _____
Examination Committee	Chair: Member: Member:
Appeals Committee	Chair: Member: <input checked="" type="checkbox"/> Member:
Attached documents	Vacancy job description <input type="checkbox"/> List of topics and bibliography

Other information/suggestions pertaining to the organisation of the competition	
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Initiator (department/title, last name and first name)	
Signature	

Addendum 2 to PO DRU-19

Dear Rector,

I, the undersigned,,
resident in,
address, county
....., ID Card Series No, telephone
....., am applying for the competition organised by
Babeş-Bolyai University, for the position of
....., vacancy
for the project

Date

Signature

TO THE RECTOR OF BABEŞ-BOLYAI UNIVERSITY

Addendum 3 to PO DRU-19

Position title: _____

Project: _____

Application files selection assessment report

Sr. No.	Last name and first name of candidate	Result ¹	Mentions ²

Examination Committee:

Chair _____

Member _____

Member _____

¹ Fill "pass"/"fail"

² Fill in why the application file was rejected, if applicable

Addendum 4 to PO DRU-19

Position title: _____

Project: _____

Application files grading report

Sr. No.	Assessment criteria:	Maximum score for criterion
1	Scientific/professional activity of the candidate	
2	Experience in the required field	
3	Quality of scientific collaborations, depending on the candidate's field of expertise	
4	Candidate participation in research-development projects	

Sr. No	Candidate last name and first name	Score received			Final score
		Chair	Member	Member	
1					
2					
3					

Examination Committee:

Chair _____

Member _____

Member _____

³ The evaluation criteria is minimal. Additional assessment requirements can be established by the examination committee, depending on the specificity of the position.

Addendum 5 to PO DRU-19

Position title: _____

Project: _____

Application interview grading report

Sr. No.	Assessment criteria⁴	Maximum score for criterion	Starting score
1	Professional knowledge		
2	Abilities and skills required to perform the job		
3	Candidate's motivation		

Sr. No	Candidate's last name and first name	Score received			Final score
		Chair	Member	Member	
1					
2					
3					

Examination Committee:

Chair _____

Member _____

Member _____

⁴ The evaluation criteria is minimal. Additional assessment requirements can be established by the examination committee, depending on the specificity of the position.

Addendum 6 to PO DRU-19

Position title: _____

Project: _____

FINAL SUMMARY REPORT

Sr. No.	Last name and first name of candidate	File assessment	Interview	Score	Final result

Examination Committee:

Chair _____

Member _____

Member _____