

**DECISION**  
**on the approval of the Procedure regarding the national and international  
visibility and accessibility of job advertisements for teaching and research  
positions at UBB**

The Administrative Council of the Babeş-Bolyai University of Cluj-Napoca, meeting on November 28<sup>th</sup>, 2022.

**DECIDES:**

*The Procedure regarding the national and international visibility and accessibility of job advertisements for teaching and research positions at UBB, as attached, is approved.*

**RECTOR,**  
**Prof. univ. dr. Daniel DAVID**

**PROCEDURE**  
**on the visibility and accessibility regarding the national and international recruitment**  
**announcements for teaching and research positions at UBB**

**1. Purpose of the procedure**

This procedure sets out the rules and responsibilities for carrying out the activities related to increasing visibility and accessibility at national and international level of job advertisements for teaching and research positions.

**2. Scope**

This procedure applies exclusively to activities aimed at enhancing the visibility and accessibility of job advertisements for teaching and research positions. It involves the Didactic Structure Office, the UBB Data Communication Centre, the Communication and PR Department, and the UBB structures where the respective positions are open for competition (faculties and departments, centers, institutes, and laboratories).

**3. Reference documents**

- National Education Law no. 1/2011
- Law no. 319/2003 on the status of research and development staff
- Government Decision no. 457/2011 on the approval of the Framework Methodology for the competition for filling vacant teaching and research positions in higher education
- Competition Methodology for filling vacant teaching and research positions at Babeş-Bolyai University

**4. Description of the procedure**

The regulations and responsibilities regarding the development activities related to increasing the visibility and accessibility of job advertisements for teaching and research posts are as follows:

The regulations and responsibilities for activities aimed at enhancing the visibility and accessibility of job advertisements for teaching and research positions are outlined as follows:

**4.1. Advertising competitions at national level**

***I. Prerequisites***

- a. the competition for a permanent teaching or research position can only be organized after the position is officially advertised by the line ministry in Part III of the Official Gazette of Romania;
- b. the competition for a fixed-term teaching or research position can only be organized after BBU publishes the official announcement regarding the competition;
- c. the competition notice must be published at least two months prior to the date of the first test.

***II. How to publish de announcement***

- a. for the permanent teaching and research positions, the announcement is published:

- a.1 by the line ministry in Part III of the Official Gazette of Romania, after the prior submission of all required information by the Teaching Structures Office, in accordance with Government Decision no. 457/2011;
- a.2 on a specialized website, administered by the line ministry which includes the competition webpage (<http://jobs.edu.ro/>) by the Teaching Structures Office in accordance with Government Decision no. 457/2011 and its own competition methodology by the UBB structure within which the position is put up for competition;
- a.3 on the UBB website, dedicated to the competitors, managed by the UBB Data Communications Centre, following the submission of the required information by the Teaching Structures Office in accordance with Government Decision no. 457/2011 and the competition methodology of the UBB structure where the position is open for competition;
- a.4 on the institution's social media pages, managed by the Communications and PR Directorate, after the submission of the text by the Teaching Structures Office;
- a.5 by displaying at the institution or academic unit's headquarters, managed by the UBB structure where the position is advertised (this condition applies exclusively to research positions);
- a.6 by publication in a nationally circulated newspaper an announcement managed by the Teaching Structures Office (this condition applies exclusively to research positions);
- b. for fixed-term teaching and research positions, the announcement is published solely in accordance with the provisions outlined in points a.3 to a.6.

### ***III. Content of the announcement***

Depending on the publication method, the announcement content includes:

- a. the information provided by the line ministry for publication in Part III of the Official Gazette of Romania;
- b. The information required by Government Decision no. 457/2011 and the Competition Methodology (Annex no. 4), for publication on the specialized website managed by the line ministry, including the competition website (<http://jobs.edu.ro/>), as well as the UBB competition website [https://www.ubbcluj.ro/ro/infoubb/posturi\\_vacante/posturi\\_didactice\\_perioada\\_nedeter\\_minata](https://www.ubbcluj.ro/ro/infoubb/posturi_vacante/posturi_didactice_perioada_nedeter_minata) and [https://www.ubbcluj.ro/ro/infoubb/posturi\\_vacante/posturi\\_didactice\\_perioada\\_determinata](https://www.ubbcluj.ro/ro/infoubb/posturi_vacante/posturi_didactice_perioada_determinata) respectively
- c. the information provided by the line prorectorate for publication on the institution's social media and in a nationally circulated newspaper;
- d. the information provided by the UBB research structure where the position is advertised, to be posted at the institution and the academic unit's headquarters.

### ***IV. Other requirements***

In the cases referred to in sections a.2 and a.3, announcements for university lecturer positions, university professor positions, scientific researcher grade II, and scientific researcher grade I will also be published in English. However, on the UBB website specifically for competition announcements, the postings will be published in the language of the department or study program where the position is advertised.

#### **4.2. Advertising competitions internationally**

- (1) The UBB structures offering teaching and research positions determine the information to be included in the competition announcement for internal dissemination.
- (2) The competition announcement will be disseminated by the UBB structure offering the teaching and/or research position through the EURAXESS platform (<https://euraxess.ec.europa.eu/>) exclusively in English, regardless of the teaching language.