



No. 4 775 / 25.03.2019

DECISION

on the approval of Human Resources Policy for teachers and researchers at Babeş-Bolyai University in Cluj-Napoca (UBB)

The Administrative Council of Babeş-Bolyai University, reunited in the meeting of 25 March 2019,

DECIDES:

The Human Resources Policy for teachers and researchers at Babeş-Bolyai University in Cluj-Napoca (part of UBB's commitment to the European Commission through the *Action Plan for Human Resources Award for Excellence*) is hereby approved in the form attached to this decision.

RECTOR,

Professor Daniel DAVID, PhD



Addendum to Administrative Council Decision No. 4 775 / 25.03.2019

Human Resources Policy

for teachers and researchers at Babeş-Bolyai University in Cluj-Napoca

(part of UBB's commitment to the European Commission through the *Action Plan for Human Resources Award for Excellence*)

I. Context and purpose of the strategy

Having regard to the declaration of commitment to compliance with the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* adopted by the Babeş-Bolyai University of Cluj-Napoca (UBB) on the 25th of October 2018, it is necessary to upgrade the regulatory framework, to monitor and evaluate the human resources in teaching/research areas. This update aims to implement, within UBB, the reference framework set by the two documents issued by the European Commission.

By adopting the Charter and Code, UBB acknowledges the importance of the European Union's standards and policies in academia, reiterating that a dynamic, new, and progressive approach, rooted in UBB's tradition of excellence, is the cornerstone for research quality, its reflection in the didactic process and dissemination by way of innovative community services.

As an academic institution of excellence, the alignment of institutional strategies with fundamental documents of the international academic community reflects BBU's ongoing focus, not only for enhancing the career prospects for researchers and teaching staff, but also for an inclusive development of a common European system in line with attractiveness, competitiveness, and mobility.



The current strategy is drawn up in accordance to the documents adopted by the UBB Senate, which attest to the ongoing need to upgrade the internal procedures and performance indicators of a *world-class* university: *Research-Development-Innovation Strategy (RDI) at UBB - 2016-2020*, *UBB Strategic Plan 2016-2020*, *Babeș-Bolyai University Human Resources Strategy*, respectively.

II. Objectives

II.1. General objectives

- recruiting, retaining and stimulating high-performing researchers and teachers, leading to an enhanced UBB academic standing;
- ensuring and reinforcing a long-term infrastructure for the researchers' development at all stages of their careers;
- establishing a system that promotes equal opportunity and gender representation;
- promoting career opportunities and exposure for young researchers;
- stimulating researchers' mobility in line with the standards of the current global knowledge dynamic.

II.2. Specific objectives

- establishing a methodological framework for recruitment and evaluation in teaching and research careers that ensures an open, effective, efficient, and integrated working environment;
- institutional support for flexible career opportunities, in line with UBB's scientific and educational priorities and concerns, as well as those of its employees;
- ensuring an institutional environment that offers frameworks for equal opportunities and gender equality for teaching staff and researchers;
- establishing a procedural framework to promote mobility in the teaching and research processes.



III. Principles

- *Freedom of research* will be accomplished by acknowledging the expansion of scientific knowledge frontiers, ensuring freedom of thought and speech, and adhering to basic values and ethical standards recognised globally and corresponding to the disciplines and codes of ethics in effect at UBB.
- Plagiarism is not tolerated as an academic practice in the European Union, therefore the idea of *professional obligation* entails making an effort to generate research that is both relevant to society and original.
- *Professional attitude* refers to teachers' and researchers' responsibility to understand and be aware of the strategic goals governing the relevant research environment and funding mechanisms, while following all appropriate regulations before commencing research or accessing available resources.
- *Following good research practices* aims to enact safe working methods in compliance with national and international regulations, including taking the required precautions for health/safety and retrieving data from computer-related technical accidents. Furthermore, researchers must ensure that the methods of data collection and analysis, as well as the specifics of the data, are available for internal and external audit at the request of the relevant authorities.
- *Public engagement* requires researchers and teaching staff to ensure that their activities are disseminated to society to an audience as diverse as possible, so that non-specialists can understand them, resulting in the integration of academic expertise in the economic, political, and social spheres.
- *Supervision and coordination* aim to raise awareness of the complexity of these activities at UBB, whilst developing the scale of mentorship, career counselling, project *management*, and scientific communication.



- *Continuous professional development* refers to the ambition for continuous training through constant upgrade and improvement of specific expertise and skills.
- Subject to double subordination according to art. 69 (2) of the UBB Charter, applicants for the positions of teachers and researchers in the Faculties of Theology must submit their diocese's approval.

IV. Directions for action

IV.1. Strengthening the infrastructure

- *Adequate logistics.* UBB ensures the development of a stimulating research environment, which offers adequate equipment, facilities, and opportunities, including remote collaboration between networks of researchers.
- *Legislative framework in accordance with European regulations and standards.* UBB ensures that national or sectoral regulations concerning health and safety in research and teaching are observed, and that resources are distributed in compliance with the contracted work plan.
- *Dynamic framework for the development of teaching and research.* UBB encourages employees to pursue diverse career interests by transitioning from an independent, discipline-centred model to an integrated network model designed around thematic research nodes that involve researchers from different venues in a proactive partnership within various centres and departments.
- *Reinforcing the excellence academic unit STAR-UBB Institute,* in order to enhance the methodological pluriperspectivity and granting of funding and logistical support in order to achieve scientific results with significant importance at EU level, to increase UBB's institutional exposure as well as the research impact in the socioeconomic sector.

IV.2. Working conditions



- *Recognition of professional qualifications.* Our researchers and teachers are acknowledged as experts and are treated appropriately. This aspect applies to all career stages and refers to all levels of research and teaching, regardless of national or international classification.
- *Encouraging mobility.* UBB provides a variety of alternatives in the individual career development strategy, as well as acknowledges and relies on any international mobility experience within the career advancement/evaluation scheme.
- *Supporting researcher/teacher mobility within the institution.* UBB provides its employees with the opportunity to pursue various academic career paths in order to boost personal motivation and scientific output. Furthermore, in accordance with the multidisciplinary requirements of today's scientific world, the goal is to develop transversal norms and frameworks that enable employees to work in multiple fields/departments/faculties.
- *Access to training in research and continuing professional development.* Professional development opportunities are available to all teaching and research staff, regardless of contractual status, by having access to strategies and programmes for continuing professional skills development.
- *Intellectual property rights.* Through judicial protection, UBB guarantees that researchers at all stages of their careers benefit from the advantages of exploiting research results.
- *Developing inclusive conditions for teaching and learning.* In compliance with current national legislation and national or sectoral collective agreements, UBB ensures working standards, particularly for people with special needs/disabilities, as well as provides the requisite flexibility for successful research and teaching. These should aim to ensure that male and female employees can balance family life and work life, children and careers.



- *Funding and salaries.* In comparison to other academic institutions in Romania, UBB provides teaching staff and researchers with more equitable, adequate, and appealing funding conditions. Moreover, employees are adequately covered by a comprehensive social security scheme.
- *Teaching* must be regarded as a valuable option in the researchers' career paths. Nevertheless,, teaching responsibilities should not be overwhelming and should not hinder researchers from carrying out their research activities, particularly at the start of their careers.
- *Encouraging teamwork.* UBB encourages its employees to develop collaborative projects in compliance with the multidisciplinary practices of current research and the transversal versatility of the constituent faculties/departments.
- *Improving teaching-research performance through a mentoring and peer assistance scheme.* The role of supervisors ensures continuous training of staff by making sure that trainers are properly qualified and that they can devote time, skills, expertise, and appropriate input to inexperienced teachers/researchers.
- *Petitions/complaints.* UBB sets out effective protocols to address complaints and petitions by researchers and teachers, in compliance with national rules and regulations.
- *Participation in decision-making bodies.* In order to safeguard and facilitate their individual and collective interests and contribute effectively and unhindered to the development of the institution, both teachers and researchers must be represented in the relevant information, advisory and decision-making bodies.

IV.3. Equal opportunity and gender representation

- *Non-discrimination.* UBB will not discriminate against teachers and researchers based on their gender, age, race, national or social origin, religion or sexual orientation, language, disability, political views, or economic background.



- *Equal contractual rights* are guaranteed by non-discrimination against fixed-term employees in relation to permanent employees; avoiding abuse generated by consecutive fixed-term contracts; improving access to training for fixed-term employees and ensuring that temporary employees are aware of available permanent positions.
- *Gender balance.* UBB focuses on procedures that govern the equal representation of men and women at all personnel levels, including monitoring and management. In terms of gender balance, selection and assessment committees must also be equitable.

IV.4. Recruitment and evaluation

- *Transparency in the human resource recruitment process.* The mechanisms for recruiting and integrating teachers and researchers into the UBB must be open, efficient and transparent.
- *Synchronizing recruitment practices with European and international standards.* In order to align employment conditions with the international recruitment standards (<http://europa.eu.int/eracareers>), UBB will use all available tools, especially internationally or globally accessible online resources (such as the pan-European researcher mobility portal).
- *Visibility and accessibility of job openings.* These will provide a broad overview of the expertise and skills needed, avoiding highly specialised terminology which could discourage potential candidates. Furthermore, the announcement will include a summary of the working conditions and employee rights, including the career development prospects.
- *Maintaining high standards in the recruitment of teaching and research personnel.* In accordance with the benefits provided by UBB to its employees, the institution's performance levels must preserve its high standards in relation to the Romanian



universities requirements and offer. In the sense of strengthening performance, the UBB strategy calls for the appointment of globally known experts to positions filled by selection on a fixed-term contract.

- *Increasing the effectiveness of quality assurance structures at the faculty level.* By involving students in the assessment process, UBB stimulates the activity of evaluation and quality assurance committees (CEAC) at the faculty level, as well as other democratic mechanisms.
- *Using transparent and scientometric parameters for performance evaluation.* UBB puts forward the development of stable and quantifiable metrics in order to measure academic and teaching output in compliance with international academic circuit criteria: the quality and quantity of scientific publications, participation in national and international conferences, relevant achievements and awards in the field of teaching.
- *Ongoing evaluation.* The quality of the education and teaching staff, as well as of the research units, will be subjected to a periodic review assessment (every three years), which will corroborate the performance criteria in effect at the national level with the indices established in each domain by the UBB academic community.
- *Stimulating and promoting outstanding scientific and didactic achievements.* As a world-class university, UBB seeks to recognize and reward employees who contribute to the institution's international competitiveness through a number of programmes (StarUBB Institute) and specific activities, including financial support for publications with Web of Science indexation, UBB Excellence Interviews, financial support for participation in prestigious international conferences, and annual scientific and teaching awards.

V. Final provisions

This UBB policy is particularised and will be detailed – in accordance with the Action Plan and the timetable assumed by UBB in the letter of commitment to the



European Commission - in a series of documents governing internal procedures or administrative tools for implementing a European/global framework of reference and regulation in UBB's academic activity: *OMT-R procedures; Metrics used to assess professional competence; Mechanism for monitoring and assessing the efficiency of the recruitment strategy; Institutionalisation of postdoctoral recruitment, supervision, and evaluation; Mechanism for assessing the effectiveness of resources allocated to researcher and teacher training; Mechanism for monitoring and developing the professional careers of researchers and teachers; Initiatives to enhance the impact of UBB's research; Code of Ethics for Researchers; Monitoring mechanism for research ethics.*