



**Decision No. 77/14.06.2021**  
**on amending and supplementing**  
**the Regulation on developing the UBB teaching and research staff**  
**establishment plans for full-time education and the corresponding**  
**Individual Academic Career Plan**

Pursuant to Administrative Council Decision No. 5760/07.06.2021 on amending and supplementing the Regulation on developing the UBB teaching and research staff establishment plans for full-time education and the corresponding Individual Academic Career Plan,

Having considered the positive recommendation and the amendments of the Human Resources Committee and the Regulations and Legal Affairs Committee,  
Pursuant to art. 39 let. y) of the Babeş-Bolyai University Charter,

**the Babeş-Bolyai University Senate,**  
**convened in the online meeting on 14 June 2021,**  
**decides:**

**Art. 1.** The Regulation on developing the UBB teaching and research staff establishment plans for full-time education is amended and supplemented as follows:

**a) Article 12 is amended as follows:**

- (1) For faculties with an operational deficit\*, in order to adjust to the budgetary and extra-budgetary resources, weekly teaching workloads must be increased by the following rate when compared to the minimum weekly teaching load:
  - (a) at least 2 conventional hours for the positions of professor and associate professor,

(b) at least 1 conventional hour for assistant professor and teaching assistant positions, in conjunction with the individual academic career plan.

(2) Based on the strategy established by the faculty operation scheme, faculties with operational surplus have the option of increasing the minimum weekly teaching load.

(3) The increases specified in paragraphs (1) and (2) cannot exceed the weekly maximum of 16 conventional hours.

\* By operational deficit, we define the financial deficit recorded by the faculty during the preceding financial year, excluding previous years' outcomes.

**b) In Article 16, a new paragraph is inserted after paragraph 3 to read as follows:**

(4) The research staff works an average of 1,700 hours per year.

**c) In Article 18, a new paragraph is inserted after paragraph 6, to read as follows:**

(7) With the exception of job openings, the workload for the vacancies listed in the staff establishment plans is that of an assistant professor/lecturer or a teaching assistant at the maximum point. If a workload for the last position cannot be provided in accordance with the legislation, the hours from the other vacancies that are not job openings will be redistributed, with the goal of establishing a number of conventional hours per week that is closest to 16 for each.

**d) Article 19 is amended to read as follows:**

(1) Following approval by the Faculty Council, job descriptions are posted on the UBB platform at [statfunctii.ubbcluj.ro](http://statfunctii.ubbcluj.ro), as follows:

(a) in intermediate form by 30 June of the current year, when the basic workloads and positions proposed for creating job openings are considered final.

(b) in final form, by 5 September of the current year.

(2) Where the completion of study groups has an impact on university workloads, they will be updated in the final form of the staff establishment plans until 22 September and will be submitted for approval to the University Senate. Any changes operated to the staff establishment plans will be explicitly communicated in a written address.

**Art. 2.** This Regulation, as amended under Article 1, will be republished.

**President**  
**Professor Florin Streteanu, PhD**

**Secretary**  
**Anca Ghingheli**

**Decision No. 171 of 13/12/2021**  
**on amending the Regulation on developing the UBB teaching and**  
**research staff establishment plans for full-time education and the**  
**corresponding Individual Academic Career Plan**

Considering the Babeş-Bolyai University Administrative Council Decision no. 16130/06.12.2021,

Having considered the positive recommendation of the Human Resources Committee and the Regulations and Legal Affairs Committee,

Pursuant to article 37 letter e. of the UBB Charter,

**the Babeş-Bolyai University Senate,**  
**convened in the online meeting on 13 December 2021,**  
**decides:**

**Single article.** Art. 11 para. (1) of the Addendum to the Regulation on developing the UBB teaching and research staff establishment plans for full-time education and the corresponding Individual Academic Career Plan is amended to read as follows:

“**Art. 11. (1)** The result of the evaluation is indicated by a score between 1 and 5, which, in accordance with the operational procedure for the evaluation of the professional activity of teachers and researchers by leadership (PO-CDUMC-AC 15), is equivalent to the following:

- Poor 1.00-1.49 points;
- Fair 1.50-2.49 points;
- Good 2.50-3.49 points;
- Very Good 3.50-4.49 points;
- Excellent 4.50-5.00 points.”

**President**  
**Professor Florin Streteanu, PhD**

**Secretary**  
**Anca Ghingheli**

## REGULATION

### **on developing the UBB teaching and research staff establishment plans for full-time education and the corresponding Individual Academic Career Plan<sup>1</sup>**

– Approved by Senate Decision No. 9474/13.07.2020 –  
– Amended and supplemented by Senate Decision No. 171/14.06.2021 –

**Art. 1.** (1) The staff establishment plans are the legal documents that govern the monthly remuneration of each member of the Babeş-Bolyai University of Cluj-Napoca (UBB) teaching and research personnel.

(2) The head of department/doctoral school/other academic unit (AU) of the UBB faculties develops the staff establishment plans for the teaching and research staff within the departments/doctoral schools/other academic units (AU) of the UBB faculties, which are endorsed by the Faculty Council and the UBB Administrative Council and approved by the UBB Senate.

(3) Staff establishment plans for academic units directly subordinated to the Rector's office (AU), other than UBB faculties, are developed by the head of the unit, endorsed by the UBB Scientific Council and the UBB Administrative Council, and approved by the UBB Senate.

(4) Other academic structures at UBB (e.g. research-development-innovation units, etc.) develop their staff establishment plans in accordance with specific methodologies and/or in compliance with Article. 4 par. (2) of this Regulation.

**Art. 2.** Staff establishment plans for the teaching and research personnel must be developed annually, prior to the start of each academic year, and cannot be amended during the academic year.

**Art. 3.** (1) Staff establishment plans are developed at the department/doctoral school/AU level through consultation with their members, following the Department Council/Doctoral School Council/AU Scientific Council outlining the teaching and research load. Where a department has multiple lines of study, the head of department shall consult with the head of the line of study within the department regarding the positions pertaining to that line of study.

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<sup>1</sup> Identical to the individual academic career plan referred to in the Procedure for accessing and using seed grant programmes from the 2020 Development Fund of UBB, approved by the Administrative Council Decision No. 8352/22.06.2020.

(2) Staff establishment plans are developed within doctoral schools or departments with subjects across several faculties based on required positions listings. The required position listings for subjects taught by other faculties are developed by the recipient departments/doctoral schools, approved by the dean, and forwarded to the contributing faculties 20 days before the start of the academic year. The subjects for which the required position listings are submitted will be included in the workload of the faculties/departments/specialized doctoral schools when establishing the required position listings.

(3) Drafts of staff establishment plans and academic workloads for the following academic year must be submitted to the Rector's Office by July 31 of the ongoing year. The faculties are expected to communicate the required position listings to one another by July 20.

**Art. 4.** (1) The filled or vacant job positions are listed in the staff establishment plans in descending order of the teaching/research positions and alphabetical order, specifying the job title, the weekly number of conventional hours in the weekly academic workload, and the details in the "other activities" section (for details see Addendum 1).

(2) The research positions filled by permanent and fixed-term employment contracts within the departments/doctoral schools will be emphasized at the bottom of the staff establishment plans, after the last teaching position, in hierarchical and alphabetical order. Where there are only research positions at an AU, they will be listed hierarchically and alphabetically. Specific research activities will be included in the workload of research positions, totalling 40 effective hours per week.

(3) It is recommended to include three disciplines in the job opening outline for professor and associate professor vacancies, and four disciplines in the outline for assistant professor and teaching assistant vacancies. According to the quality standards criteria established by ARACIS, the subjects included in the weekly teaching workload must be related to the teacher's speciality, giving priority to the subjects in which they qualified for the position.

(4) Where possible, the workloads of professors and associate professors will include at least one course in undergraduate degree programmes.

(5) Optional disciplines cannot be included in the workload of open vacancies.

(6) The aim is to maximize the number of positions occupied, in line with the previous academic year's situation, through the layout of staff establishment plans at the departmental level, until the ARACIS standards and norms are reached.

**Art. 5.** The academic workloads in the staff establishment plans will be established taking into consideration the following:

- a) curricula;
- b) study groups;
- c) budgetary funding.

**Art. 6.** (1) The academic workload established for a teaching position in the staff establishment plans, includes:

a) the teaching workload;

b) the research workload.

(2) The teaching workload may include:

a) teaching activities;

b) workshop and laboratory activities; mentoring of year projects; seminar activities, practical and laboratory work;

c) supervising the composition of bachelor's degree theses;

d) supervising the composition of master's degree theses;

e) supervising the composition of doctoral dissertations;

f) other didactic, practical and scientific research activities included in the curricula;

g) conducting didactic-artistic or sporting events;

h) assessment activities;

l) tutoring, consultations, and mentoring of student scientific circles, as well as of students in the credit transfer system;

j) engagement in education-related councils and committees;

k) other professional activities in the field of competence developed at the faculty level (e.g., planning teaching activities, assessment planning, etc.)

**Art. 7.** In higher education, the weekly teaching load is indicated in conventional hours.

**Art. 8.** The weekly teaching load is established in accordance with relevant legislation and the curriculum, and it is determined as an average weekly workload, regardless of the period/duration of the academic semester in which it is carried out.

**Art. 9.** (1) The conventional hour is the teaching hour of activities in undergraduate higher education as defined in art. 6 para. (2) let. b).

(2) The teaching class represents two conventional hours in undergraduate higher education.

(3) The teaching class represents 2.5 conventional hours at the higher education master's and doctorate levels, while the activities class specified in art. 6 para. (2) let. b) represents 1.5 conventional hours.

(4) Where extensive teaching is done in languages of international circulation, the teaching, seminar, or other activities may be calculated with an additional multiplying coefficient of 1.25 for the bachelor's, master's, and doctoral degrees. The teaching hours of teaching that language are an exception to this provision.

**Art. 10.** (1) The weekly minimum teaching load for the activities specified in art. 6, para. (2) let. a) - b) shall be established in the following manner:

- a) university professor: 7 conventional hours, of which at least 4 conventional hours of teaching activities;
- b) associate professor: 8 conventional hours, of which at least 4 conventional hours of teaching activities;
- c) assistant professor/lecturer: 10 conventional hours, of which at least 2 conventional hours of teaching activities;
- d) teaching assistant: 11 conventional hours of activities as specified in art. 6. para. (2) let. b).

(2) In situations where a course is not included in the position description given the nature of the discipline(s), teaching workload is increased by two conventional hours in par. (1) let. a) - c).

**Art. 11.** The weekly teaching load of the teaching staff that does not carry out scientific research activities or their equivalents over the minimum standard of three contributions in three years, according to the Individual Academic Career Plan, surpasses the one provided in art. 10, without exceeding the maximum limit provided in art. 12, according to the decision of the Faculty Council, at the proposal of the head of department.

**Art. 12.** (1) For faculties with an operational deficit\*, in order to adjust to the budgetary and extra-budgetary resources, weekly teaching workloads must be increased by the following rate when compared to the minimum weekly teaching load:

(a) at least 2 conventional hours for the positions of professor and associate professor,

(b) at least 1 conventional hour for assistant professor and teaching assistant positions, in conjunction with the individual academic career plan.

(2) Based on the strategy established by the faculty operation scheme, faculties with operational surplus have the option of increasing the minimum weekly teaching load.

(3) The increases specified in paragraphs (1) and (2) cannot exceed the weekly maximum of 16 conventional hours.

\* By operational deficit, we define the financial deficit recorded by the faculty during the preceding financial year, excluding previous years outcomes.

**Art. 13.** In the event that the weekly teaching load cannot be constituted in accordance with art. 10, the difference up to the minimum teaching load will be covered by scientific research activities, with the approval of the Faculty Council and at the recommendation of the head of department/doctoral school director. The weekly teaching load may be reduced by no more than half, and the research hour is equivalent to 0.5 conventional hours. The tenured track for the teaching position secured after a successful application for the vacant position is retained by the teacher.

**Art. 14.** In accordance with the university's strong focus on quality doctoral studies, it is possible to include, according to faculty policy, in the teaching workload of

the tenured position of doctoral supervisors a maximum of 2 conventional hours representing the activity of coordinating the composition of doctoral dissertations (4 doctoral students, respectively 0.5 conventional hours/doctoral student).

**Art. 15.** Three categories of activities (dimensions) will be included in the 'Other activities' column of the staff establishment plans, each with a minimum hours mandate: (1) Teaching activities (primarily those listed in art. 6, paragraph (2), letters c) - k), including those that must be associated with the weekly teaching load (X1m - minimum hours); (2) Scientific activities / artistic creation / sports performance (required to make at least three academic contributions in three years - scientific publications / artistic production / sports achievements -, according to the field) (X2m - minimum hours); (3) civic engagement (ProUBB and relation with society) (X3m - minimum hours). Depending on the academic profile, the minimum number of compulsory hours is determined at the level of each department/faculty. Also, quality indicators for scientific contributions might be established within faculties (by the Faculty Council) and the UBB Scientific Council (for AUs under the Rector's office) to counterbalance for the number of three contributions (e.g. a publication in a top three impact factor journal in the field). Above this minimal number of hours, each academic load modifies within a range of several hours one or more of the three categories of activities, according to the Individual Academic Career Plan, up to the average number of hours per year, as specified in art. 16.

**Art. 16.** (1) An academic workload requires a total of 40 effective working hours per week.

(2) A teacher works an average of 10 months each year, meaning 40 weeks per year, for a total of 1,600 hours per year.

(3) After completing each teacher's weekly teaching load, multiply the number of effective hours associated to the activities indicated in art. 6, para (1), let. a) and b) by  $14/12^2$  weeks (X0) and the number of hours in the column 'Other activities' (X1 + X2 + X3) to get a total of 1,600 hours per year.

(4) The research staff works an average of 1,700 hours per year.

**Art. 17.** (1) Teachers who are elected or appointed to public institutions of the state or who perform duties specific to public office in ministries or other specific bodies of the state may engage in teaching activities equivalent to a weekly teaching load.

(2) With the approval of the UBB Senate, staff in positions of leadership within the university or guidance and control positions within the Ministry of Education and Research may benefit from a reduction in the weekly teaching load of up to 30%.

**Art. 18.** (1) Teaching activities (art. 6, paragraph (2), letters a) and b) that exceed a teaching load as defined in art. 287 of Law no. 1/2011 are paid by the hour, with a maximum of two teaching workloads (22 conventional hours/week) calculated for the

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<sup>2</sup> for subjects that are included in the curriculum of 12-week semesters.



entire academic year, for both UBB tenured teachers and affiliated teachers, in accordance with specific ARACIS standards.

(2) The reserved, vacant or temporarily vacant teaching positions will be covered by the UBB tenured teaching staff and by the affiliated teaching staff and paid by the hour.

(3) The Faculty Council approves the filling of vacancies by hourly payment proposed by the head of department/director of doctoral school.

(4) Only university teachers with the title of doctor and at least the rank of assistant professor and scientific researchers with the title of doctor and at least the second degree, are eligible to teach in a master's programme. Depending on the master's degree profile, notable specialists in the field may also be co-opted.

(5) The Department Council or Doctoral School Council proposes the hiring of specialists with acknowledged scientific and/or professional achievements in the field in the country or abroad as full-time affiliated teachers, which is endorsed by the Faculty Council and approved by the UBB Administrative Council and UBB Senate. They may be nominated in the staff establishment plans.

(6) In the absence of a recognized higher education teaching rank in the country, the university senate approves, through review, the teaching rank corresponding to the competency, in accordance with national standards, for the employment of specialists with scientific and/or professional merit recognized in the field in the country or abroad. They may be nominated in the staff establishment plans.

(7) With the exception of job openings, the workload for the vacancies listed in the staff establishment plans is that of an assistant professor/lecturer or a teaching assistant at the maximum point. If a workload for the last position cannot be provided in accordance with the legislation, the hours from the other vacancies that are not job openings will be redistributed, with the goal of establishing a number of conventional hours per week that is closest to 16 for each.

**Art. 19.** (1) Following approval by the Faculty Council, job descriptions are posted on the UBB platform at [statfunctii.ubbcluj.ro](http://statfunctii.ubbcluj.ro), as follows:

(a) in intermediate form by 30 June of the current year, when the basic workloads and positions proposed for creating job openings are considered final.

(b) in final form, by 5 September of the current year.

(2) Where the completion of study groups has an impact on university workloads, they will be updated in the final form of the staff establishment plans until 22 September and will be submitted for approval to the University Senate. Any changes operated to the staff establishment plans will be explicitly communicated in a written address.

**Art. 20.** The following Addenda are attached to this Regulation: Addendum 1. Teaching staff establishment plans template, Addendum 2. Values of equivalence coefficients of effective hours in conventional hours, Addendum 3. Guidelines for implementing the personalized academic development plan

**Art.21.** (1) This Regulation will take effect on the date it is approved by the University Senate.

(2) Any conflicting provisions in the University's regulations governing the completion of establishment plans shall be rescinded on the date of the coming into force of this Regulation.

**President**  
**Professor Florin Streteanu, PhD**

# Addendum 1

## Template

BABEȘ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA

FACULTY OF .....

DEPARTMENT .....

STAFF ESTABLISHMENT PLANS FOR THE TEACHING AND RESEARCH STAFF FOR

THE

ACADEMIC YEAR .....

Establishment plan no.	Job title	Last name and First name	Job position	Tenured / Affiliate/ Vacancy	Subject	Faculty	Department	Line of study	Level of study	Year of study	Total conventional hours	Course				Seminar, practice	
												Total conventional hours	Coefficient of equivalence	Effective hours, of which:		Total conventional hours	Coefficient of equivalence
														Semester I	Semester II.		

- Note:
  - Total hours: 1600 (effective hours equivalent to  $(X0 + X1 + X2 + X3)$ )
  - $X1 \geq X1m$ ;  $X2 \geq X2m$ ;  $X3 \geq X3m$

- For research positions, only the relevant columns will be filled out; others required by internal or external regulations may be added, and specific research activities included in the workload will total 40 effective hours per week.
- The staff establishment plans for the doctoral school will be modified in accordance with ISD/CSUD regulations.

Rector

Dean

Head of department/doctoral school/AU

## Addendum 2

### Values of equivalence coefficients of effective hours in conventional hours

Activity name	Conversion coefficient of effective hours in conventional hours	
	Undergraduate degree	Master's degree/ Doctoral degree
teaching activities (course)	2	2.5
teaching in languages of international circulation,	2.5	3.13
seminar activities	1	1.5
seminar activities in languages of international circulation	1.25	1.88
research activities	0.5	
practicum	1	1.5
practicum in languages of international circulation	1.25	1.88
laboratory works	1	1.5
laboratory works in languages of international circulation	1.25	1.88
projects supervision	1	1.5
projects supervision in languages of international circulation	1.25	1.88

## Addendum 3

**Motto:** *Varietas delectat, excellentia flectet*

### Guidelines for implementing the Individual academic career plan

#### Chapter I. General Provisions

**Art. 1.** (1) The individual career/academic development plan (hereinafter referred to as the *Academic plan*) is an instrument that records the individual pathway plan/career project and tracks the level of commitment assumed by teachers in their academic activity.

(2) The academic plan is based on concrete actions undertaken by teachers/researchers, based on the personal strategy adopted and the existing academic environment. Actions are transposed into reference indicators.

(3) The academic plan must be a realistic plan, which means that the objectives must be achievable based on the previous performance and experience of the teacher/researcher throughout the period covered by the plan.

(4) Tenured teachers and researchers are required to draw up an academic plan.

(5) Teachers and researchers on a fixed-term contract are required to draw up an academic plan for the duration of the contract, but not for more than 3 years.

**Art. 2.** The teaching loads of the academic plan are established in line with the regulations of the National Education Law 1/2011, UBB Charter, Senate Decision no. 477/13.01.2020 regarding the operational procedure PO-CDUMC-AC 15, UBB Code of ethics and professional conduct approved by Senate Decision no. 24,051/10.12.2019, Administration Council Decision No. 2882/17.02.2014 and 47/06.01.2020, respectively, regarding the operational procedure PO-CDUMC-AC 05.

**Art. 3.** The academic plan is an instrument used for:

- a) shaping the academic profile of the teacher/researcher by establishing the development goals to be achieved;
- b) establishing the weekly academic teaching load, as well as the activities/number of hours to be filled out in the “*Other activities*” column in the teaching and research staff establishment plan, according to the *Regulation regarding the elaboration of the UBB teaching and research staff establishment plans for full-time education*;
- c) optimal distribution of resources and activities of the research department/unit among its members;
- d) leadership assessment of the professional activity of teachers and researchers;
- e) evaluation of teachers and researchers by colleagues.

## **Chapter II. Outline and drafting of the academic plan**

**Art. 4.** (1) The academic plan is built on three dimensions: (a) scientific/ artistic creation / sports performance (according to field), (b) didactic, and (c) civic, each dimension including its reference indicators (see *Table 1* below), which are entirely included in the operational procedure process of evaluation conducted by leadership of the professional activity of teachers and researchers (PO-CDUMC-AC 15) and evaluation of teachers and researchers by colleagues (PO-CDUMC-AC 05).

(2) For the research staff, the criteria regarding the didactic activity will be considered only if the assessed person carries out didactic activities.

(3) From the list of indicators, the teacher/researcher will select those reference indicators that are in line with the planned actions for academic development. There is no minimum or maximum limit for the reference indicators to be selected.

(4) For each reference indicator selected, the teacher/researcher will choose a quantitative value, a quantum, following, if necessary, to elaborate in the indicated section

on the elements of the indicator selected, by specifying the details according to *Table 1* below.

**Art. 5.** (1) Each faculty/academic unit subordinated to the Rector's Office (hereinafter AU) may add additional field-specific indicators, valid only within the unit for which it was proposed, according to the operational procedure process of evaluation conducted by leadership of the professional activity of teachers and researchers (PO-CDUMC -AC 15), approved by the UBB Senate.

**Art. 6.** The academic plan will be drawn up in line with the regulations of the *University Charter on the requirement of fidelity to the institution. According to art. 115, para. (1) of the UBB Charter "During their employment, teachers and researchers are bound by a loyalty obligation to the university, which involves a loyalty and non-competition obligation."* Therefore, the activities undertaken can only target actions carried out within UBB and/or to the benefit of UBB. Academic activities undertaken at other organizations in the country cannot be included in the academic plan.

**Art. 7.** (1) The academic plan is drawn up for three years.

(2) Exception from par. (1) are only the cases when the teacher/researcher's contract expires sooner than 3 years.

**Art. 8.** (1) Based on the academic plan, the head of department/AU will set, with the consultation of the teacher/researcher, a number of hours over the minimum compulsory one to be included in the establishment plan according to art. (15) of the *Regulation regarding the elaboration of UBB teaching and research staff establishment plans for full-time education and the Associated Individual Academic Career Plan*, on the three dimensions (scientific/ artistic creation/ sports performance, didactic, and civic) of the academic plan.

(2) The total amount of hours that may be allocated for the implementation of the academic plan will be calculated on the formula set out in Appendix 1 of the *Regulation*



*regarding the elaboration of UBB teaching and research staff establishment plans for full-time education and the Associated Individual Academic Career Plan.*

(3) The hours allocated for the implementation of the academic plan are indicated in the column "Other activities" of the establishment plan, being highlighted separately for each of the three dimensions (scientific/ artistic creation/ sports performance, didactic, and civic) of the academic plan.

**Art. 9.** (1) The academic plan of teachers and researchers at each Faculty is endorsed by the head of department/ director of doctoral school/AU and approved by the Faculty Council at the proposal of the head of department/ director of doctoral school/AU and the dean.

(2) The academic plan of researchers at academic units subordinated to the Rector's Office is endorsed by the AU director, being approved by the UBB Scientific Council at the proposal of the AU director.

(3) The academic plan can be amended throughout the three years period only at the beginning of a new academic year, thoroughly motivated by the teacher/researcher, following the administrative procedure laid down in art. 9, para. (1) and (2).

(4) Any disputes between teachers/researchers and the head of department/director of AU will be resolved within the Department Council/AU Scientific Council.

(5) The Job description is based on the academic plan.

### **Chapter III. Assessment and results of the academic plan**

**Art. 10.** The academic plan is assessed on a yearly basis within the operational procedure process of evaluation conducted by leadership of the professional activity of teachers and researchers (PO-CDUMC-AC 15) approved by Decision no. 477/13.01.2020 of the UBB Senate.

**Art. 11.** (1) The result of the assessment will be classified into a score ranging between 1 and 5, which shall be equivalent, in accordance with the operational procedure process of evaluation conducted by leadership of the professional activity of teachers and researchers (PO-CDUMC-AC 15), as follows:

- Poor 1.00-1.49 points;
- Fair 1.50-2.49 points;
- Good 2.50-3.49 points;
- Very Good 3.50-4.49 points;
- Excellent 4.50-5.00 points.”

**Art. 12.** (1) The faculties/AU may draw up their own methodologies for granting scores based on guideline tables that consider the specifics of the field at the proposal of the dean/ director of AU and with the endorsement of the Faculty Council/UBB Scientific Council. These methodologies must be endorsed by the Administration Council and approved by the Senate.

(2) The result of the evaluations based on personal methodology must be congruent with the score range indicated by art. 11.

**Art. 13.** (1) Scores are given by the head of department/director of AU following the assessment of the results obtained against projected results and based on the self-evaluation made by the teacher/researcher. In their self-assessment, the teacher will give a score, not a grade.

(2) The years in between will be analysed taking into account indicators in association with the possibility that the projected results will be achievable in the remaining period in the plan (e.g. data collection/manuscript in process of publication).

(3) In case of non-realization of the plan (i.e. if there are significant discrepancies compared to the projected results), the teacher/researcher cannot receive the score

excellent at the end of the three years unless they present thorough arguments and evidence of exceptional outcomes achieved for the department/AU/faculty/university.

**Art. 14.** (1) The head of department/ director of doctoral school/AU will consider the academic plan of the teacher/researcher when allocating the resources and activities of the department/doctoral school/AU among its members.

(2) The academic plan will underlie a seed grant programme, according to Administration Council Decision No. 6981/20.05.2020 and No. 8352/06.22.2020, respectively.

(3) The allocation of the state funded places within the doctoral schools must take into account the projected academic results.

#### **Chapter IV. Adoption and amendment of the rules for the implementation of the academic plan**

**Art. 15.** The adoption and modification of the rules for the implementation of the academic plan will go through the following steps:

(1) the implementation rules are adopted by the Administration Council in an absolute majority vote.

(2) the implementation rules are approved by the UBB Senate.

(3) the implementation rules enter into force on the date of approval by the UBB Senate.

(4) the implementation rules may be amended at the proposal of the university leadership.

## Individual academic career plan

**Table 1. Reference indicators<sup>3</sup>.**

Reference indicators	Projected results	Remarks <sup>4</sup>	Results
<b>SCIENTIFIC/ ARTISTIC CREATION/ SPORTS PERFORMANCE<sup>5</sup> DIMENSION</b>			
Scientific articles			
Scientific books			
Chapters or studies in collective volumes			
Papers published in volumes of scientific events			
Organization of scientific/artistic/sports events			
Participation with papers in scientific events			
Coordination of scientific volumes			
Specialized translations			
Patents			
Technologies			
Members/Membership in editorial teams			
Participation in/organization of artistic manifestations/events			
Coordination of research centres/research groups acknowledged by UBB			
<i>Visiting researcher</i>			
Scientific development (e.g. development of new experimental techniques, drafting grant applications)			
Research and development contracts concluded with the socio-economic environment implemented across UBB			
The status of associate researcher at research centres/universities abroad			

<sup>3</sup> For predictability regarding the implementation of the plan, it is recommended that the assignment of tasks contained in this table within UBB (e.g. member of the graduation committee) be done for a period of at least 3 years.

<sup>4</sup> where applicable

<sup>5</sup> According to the faculty profile

Reference indicators	Projected results	Remarks <sup>4</sup>	Results
Achievements specific to vocational education <sup>6</sup> :			
- films and media products			
- directing performance			
- film/theatre roles and media achievements			
- organization of concerts and recitals			
- coaching athletes			
- products in the artistic field			
<b>Total hours dimension (a)</b>	No. of hours equals X2-X2m in the Staff establishment plans		
<b>DIDACTIC DIMENSION</b>			
Publication of courses, textbooks, collections of exercises for students (with ISBN)			
Adding new courses (including for the Doctoral School)			
Coordination of degree programmes			
Tutor			
Innovative specific teaching materials (including in electronic format)			
Organization of traineeships, apart from those with funding from European projects			
Student workplace visits to organizations			
Administration of internships and traineeships contracts			
<i>Visiting professor</i>			
The status of associate teacher at universities abroad			
Coordination of student circles			
Participation/organization of student scientific competitions			
Coordination of students for the development of individual skills by participating in projects/actions/programmes targeting them, other than teaching, apart from those with funding from European projects			

<sup>6</sup> Faculty of Physical Education and Sport and Faculty of Theatre and Film

Reference indicators	Projected results	Remarks <sup>4</sup>	Results
Participation in bachelor's/master's committees			
Doctoral theses coordinated			
Participation in programmes for specialized and psycho-pedagogical training organized across UBB			
<b>Total hours dimension (b)</b>	No. of hours equals X1-X1m in the Staff establishment plans		
<b>CIVIC DIMENSION (PRO UBB AND SOCIETY)</b>			
Timetabling management			
Drawing up accreditation/evaluation/ranking documents			
Coordination of UBB offices/centres			
Member in committees, councils or unpaid leadership structures of UBB (e.g.: Scientific Council, Teaching Council)			
Organization of cultural events for the community			
Literature books (poetry, prose, theatre) and other cultural products			
Permanent teacher's certification rank II examinations, rank I inspections			
Contributions to events/science awareness campaigns/promoting the university			
Participation in/organization of summer schools with academic activities targeted at pupils/students			
Technology and cognitive transfer contracts concluded with the socio-economic environment carried out across UBB			
Volunteer programmes (running, people involved)			
Participation in/organization of conferences/events/workshops/round tables/summer schools/etc. with the business environment and/or for the community			
Civic activities organized as a UBB member and/or profession-related			

Reference indicators	Projected results	Remarks <sup>4</sup>	Results
Participation in specialized committees at ministerial structures level (ARACIS, CNATDCU, etc.)			
Media contributions (TV, radio, print media, including cultural and civic press) as a UBB member and/or profession-related			
Participation in activities conducive to the elaboration/implementation of public policies			
Non-scientific publications as a UBB member and/or profession-related			
<b>Total hours dimension (c)</b>	No. of hours equals X3-X3m in the Staff establishment plans		
<b>Total hours Individual academic career plan (a + b + c)</b>			

Note: The selected indicators will be checked in the Projected results column. The selected indicator will be briefly outlined in the Results column

**Table 2. Argumentation<sup>7</sup>.**

<u>Brief argumentation (maximum 1 page):</u>
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Date \_\_\_\_\_

Signature

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<sup>7</sup> Where argumentation is required for the individual plan of the teacher/researcher.