



Open, Transparent and Merit-based Recruitment Policy at Babeş-Bolyai University of Cluj-Napoca

The Babeş-Bolyai University of Cluj-Napoca (UBB) fully supports the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as well as the Council Recommendation 98/561/EC on European cooperation in quality assurance in higher education.

The principles governing the organization and conduct of competitions within the Babeş-Bolyai University of Cluj-Napoca are those set out by [CoARA](#) (*Coalition for Advancing Research Assessment*), to which UBB has adhered: the principle of transparency, equal opportunities and gender (see the [Guide for Gender Equality](#) approved by Board of Directors' Decision 11981/30.09.2021 and revised by Board of Directors' Decision 7251/27.05.2024), as well as the [Guide for Combating Discrimination and the Code of Conduct on Anti-Semitism](#) by the Board of Directors' Decision 17395/21.11.2024.

In line with these principles, Babeş-Bolyai University (UBB) is dedicated to upholding the standards of *Open, Transparent, and Merit-based Recruitment* (OTM-R). The University ensures the protection of personal data for all candidates and participants involved in the recruitment and selection process.

At the national level, the recruitment of researchers and teaching staff is governed by Law no. 183/2024 on the status of research, development, and innovation personnel, as well as Law no. 199/2023 on higher education. At the institutional level, this process is regulated by the [Selection Competition Methodology for filling vacant teaching and research positions](#).

I. Advertising the positions and application phase

1) Advertising the position

In line with the principles of "Recruitment" and "Transparency", the vacancy notice for researchers and academics is concise and detailed information is available online, with a link from the vacancy notice on the following websites:

- a. the university website, under the [UBB Personnel](#) section;
- b. the European Union's Euraxess recruitment platform (<https://euraxess.ec.europa.eu/jobs>);
- c. the specialized website of the Ministry of Education and Research (<http://jobs.edu.ro/>).



The vacancy notice for researchers and teachers contains information on:

- a. the employing institution (UBB);
- b. the number of positions available and starting date;
- c. description of each advertised position, the duties/activities related to the position, including the teaching load and the types of activities included in it in the case of teaching positions, respectively the research load;
- d. the minimum salary corresponding to the advertised position and the type of contract;
- e. the competition calendar, including deadlines;
- f. the topic of the competition tests, including any lectures, courses or other similar requirements; or a list of topics from which the selection board, where appropriate, the candidate, may choose the subjects of the tests actually taken and, where applicable, the bibliography;
- g. description of the competition procedure;
- h. the full list of documents to be enclosed with the application file;
- i. the submission procedure and the address to which the application file must be sent;
- j. contact details.

The [UBB Personnel section](#) on the university's website provides links to legislative regulations on recruitment, [UBB's OTM-R Policy](#), and the [Selection Competition Methodology for filling vacant teaching and research positions](#). Additionally, it offers access to the institution's [Gender Equality Guide](#) and [Guide for Combating Discrimination](#).

2) Keeping the administrative burden to a minimum

The request for supporting documents required for the application file is strictly limited to those legally mandated and essential for ensuring a fair, transparent, and merit-based selection process.

For **vacant teaching positions**, the application file must be submitted to the address specified in the application notice, either in person or via postal or courier services that provide confirmation of receipt within the application deadline.

For **research positions**, in accordance with the draft methodological norms, the application file must be submitted electronically to the email address indicated in the application notice.

3) Acknowledging receipt and providing additional information

For teaching positions, candidates who submit their application in person will receive confirmation of receipt on the spot. Those using courier services will receive delivery confirmation from the courier, as required.



For the research positions, in accordance with the draft methodological norms, all candidates submitting their application file electronically will receive an email confirming receipt.

If an application file is incomplete, candidates will be notified via email and requested to provide the missing or incomplete documents by the registration deadline specified in the competition calendar.

II. Transparent selection: file evaluation, competition and appeal

1) Setting up evaluation, competition and selection boards

In alignment with the “Selection” principle outlined in the *Code of Conduct for the Recruitment of Researchers*, as well as national and university-specific regulations, the recruitment process for filling vacant teaching or research positions is conducted through a public competition. Candidate evaluations are carried out by a dedicated competition committee formed for each specific vacancy.

The size and composition of the evaluation, competition and appeals committees may differ depending on the job profile, in accordance with national and internal university regulations.

The committee formation process is transparent and publicly disclosed in accordance with current regulations.

Members of the competition or appeals committees cannot be spouses, relatives, or close associates (up to the third degree) of the candidate. Committee members must not have similar familial or relational ties among themselves.

Persons who are employed in the same institution as a candidate who holds a management position and are hierarchically subordinate to the candidate cannot be involved in the competition procedure. If situations of incompatibility are found in the period prior to the evaluation of the candidate, the member of the competition committee who is in such a situation is replaced by an alternate.

If a candidate successfully secures the position and a conflict of interest or incompatibility arises involving one or more individuals within the institution, the candidate's appointment to the position and the awarding of academic or professional titles by UBB can only proceed after the identified conflicts or incompatibilities have been resolved.

The composition of the competition and selection committees shall be diversified accordingly, taking into account:

- at least 3 members, respectively 5 members as appropriate,
- inclusion of external UBB experts wherever feasible,



- where possible and in compliance with applicable regulations, international experts familiar with the language(s) of the process will be included,
- experts from different sectors may be included, where appropriate and practical, in accordance with applicable regulations, particularly Art. 18, par. (7) of Law 183/2024,
- committee members must be specialists in the field of the advertised position or closely related fields,
- the positions held by the members of the competition and appeal committees must be at least equivalent to the advertised position.

The principle of gender balance, as far as possible, as set out in the [Guide to Gender Equality](#), applies when setting up committees: each gender should be represented in a minimum proportion of 1/3, subject to the legal requirement that all committee members must be specialists in the field of the post or in related fields.

The decisions of the evaluation, competition and appeal committees are objective and evidence-based.

The candidate's professional skills are assessed by the competition committee based on the competition file and, additionally, through one or more competition tests, according to the legal and internal regulations, stipulated by the [Selection Competition Methodology for filling vacant teaching and research positions](#).

The evaluation committees are approved by the UBB Board of Directors, and the competition and appeal committees are approved by the UBB Senate.

2) The competition stages

All applications are examined, following the stages set out in the [Selection Competition Methodology for filling vacant teaching and research positions](#).

The competition involves the following mandatory stages: verification of the fulfillment of the criteria required for the respective position, the opinion of the legal office, verification of the application file and the competition test, which, depending on the position and the applicable regulations, may be: a public oral examination, a written examination, teaching a course and/or giving a public lecture.

All candidates are treated on a non-discriminatory basis, as stated in the [Selection Competition Methodology for filling vacant teaching and research positions](#).



3) Assessing merit and future potential

The criteria for the evaluation and selection of teaching and research staff are defined, both by national regulations and by the specific competition methodology, and consistent with the requirements of the position, both in terms of teaching and research competences. These criteria are available on the [competition website](#).

Merit is assessed both qualitatively and quantitatively, with the process focusing on results obtained within a diversified career path, taking into account lifelong professional development and the added value of value of experience outside research, as well as career breaks.

The competition committee must evaluate the candidate from the perspective of the following aspects, taking into account those presented by the candidate, as well as the specific experience highlighted in the curriculum vitae:

- a. the relevance and impact of the candidate's scientific achievements in relation to the disciplines associated with the position applied for;
- b. the candidate's capacity to mentor students or guide young researchers;
- c. the candidate's teaching proficiency, specifically for positions that include teaching responsibilities.
- d. the candidate's ability to transfer knowledge and research outcomes to the economic or social sectors, or to popularize their scientific findings (*open science*);
- e. the candidate's teamwork skills and the effectiveness of their scientific collaborations, as relevant to the specific field;
- f. the candidate's capability to lead research and development (R&D) projects;
- g. the candidate's professional experience in institutions other than the organizing institution.

III. Contest results

1) Feedback

The result of the competition is displayed at the university headquarters and on the competition website, within two working days of the end of the competition.

Candidates have the right to additional feedback upon request, through a request addressed to the university.



2) Complaints mechanism

If a candidate has information that may invalidate the decision of the selection committee, he/she may lodge an appeal within 1 working day of the notification of the result.

Where a candidate has information that may demonstrate that the selection board has failed to comply with the assessment procedure and with the procedures for organizing and conducting the competition, he/she may lodge an appeal within 3 working days of being notified of the result.

The appeal must be made in writing, registered and submitted to the address specified in the competition notice and will be dealt with by the Appeals' Committee within 48 hours of its registration.

IV. Perspectives

At the beginning of each academic semester, newly hired employees are invited to participate in an onboarding course that covers the following key areas:

- an overview of the university's history;
- a detailed presentation of UBB's academic and administrative structure;
- guidance on accessing various UBB platforms;
- introduction to UBB's quality assurance policies and procedures;
- information about research management and project management services;
- overview of UBB's anti-discrimination and welfare policies;
- insights into the professional development opportunities and facilities available at UBB;
- support for individual career planning and details about financial assistance provided by UBB for career development.