

FRAMEWORK METHODOLOGY and the criteria for granting merit pay at Babeş-Bolyai University

- Approved by the UBB Senate by Decision No. 15483 of 19.10.2020 -
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SECTION I: General provisions

Art. 1.

The framework methodology for awarding merit pay at Babeş-Bolyai University governs the procedure for awarding merit pay to tenured teaching staff and permanent support staff at the University.

Art.2.

- (1) Merit pay is awarded, following a selection process, for 16% of the teaching and auxiliary teaching positions at Babeş-Bolyai University.
- (2) The following are eligible for merit pay: a) teaching staff who have demonstrated outstanding performance in teaching and scientific research, in student training, and who are actively involved in the academic community at the faculty and university level; b) support staff who have achieved outstanding results in their work, resulting in significant contributions to the performance of their department and to the improvement of services offered to beneficiaries (students, teaching and research staff, other employees or collaborators, third parties).
- (3) The merit pay is awarded for a period of 5 years and constitutes a 25% increase added to the base compensation.

Art.3.

- (1) The number of merit pay bonuses offered by Babeş-Bolyai University is calculated according to the following formula: deduct the number of merit pay bonuses payable at the time of the annual call for applications from the number resulting from calculating 16% of the total number of existing teaching positions and the total number of existing auxiliary teaching positions.
- (2) The attribution of merit pay bonuses by Babeş-Bolyai University is conducted as follows:

- a) for teaching staff: the percentage of 16% applies to the total number of teaching positions available at the faculty level and is shared among departments based on the faculty's specific methodology for awarding merit pay;
- b) for faculty support staff, the percentage of 16% applies to the total number of support staff positions available at the faculty level and is attributed based on the faculty's specific methodology for awarding merit pay;
- c) for support staff working in the UBB units (directorates, centres etc.): the percentage of 16% applies to the total number of support staff positions available at the unit level and is allocated based on the unit's specific methodology for awarding merit pay;

Art.4.

- (1) The call for applications for merit pay bonus is held annually in September.
- (2) The application calendar for merit pay is approved by the dean of the faculty for faculty-level merit pay and by the management of the institutional unit conducting the selection process for other levels of merit pay.

SECTION II: Procedure for awarding merit pay

Art.5.

- (1) The competition for awarding merit pay is announced by notice posted at the faculty or institutional unit premises and online (if the unit has a website) and on the institutional websites, three working days before the first day of application for the selection process.
- (2) The call for applications will include at least the following information:
 - a) the number of merit pay increments open for applications;
 - b) eligibility criteria;
 - c) the application schedule and closing date;
 - d) documents required for application;
 - e) the place and hours during which the applications may be submitted, and the email address where the application will be sent (for online applications);
 - f) assessment criteria;
 - g) selection committee members;
 - h) publication date of the selection results;
 - i) deadline for submitting appeals;
 - j) the place and hours for submitting appeals;
 - k) publication date of the final results.

Art.6.

- (1) Teaching and support staff who fulfil all of the following conditions may participate in the open call for merit pay:

a) holds a tenured teaching position (applies to teaching staff) or holds a support staff position under an individual employment contract (IEC) for permanent, full-time employment at the University (applies to support staff);

b) has a seniority in the institution, in a teaching or auxiliary teaching position (based on the IEC), of at least 3 years;

c) was given a rating of at least "very good" in management evaluations, in compliance with operating procedures for assessing professional performance, over the last 3 years;

d) the average valid score of student evaluations over the last three years, according to the Operating Procedure for the Organisation and Conduct of Teaching Performance Evaluations by Students (PO-CDUMC-AC 01 and PO-CDUMC-AC 02), is higher than 3.5 (this applies exclusively to teaching staff).

The valid average score obtained corresponds to the arithmetic mean of the professor's overall score per subject for the subjects taught in the last 3 academic years, provided that the number of valid questionnaires completed for a teaching unit (course/seminar/practical assignment) assessed exceeds the threshold of 30% of the number of students enrolled, and the number of valid questionnaires completed is at least 5.

If the number of valid questionnaires is below the threshold of 30% of the number of enrolled students, or if the number of valid questionnaires completed is less than 5, this criterion will not be considered.

e) holds a doctoral degree (applies only to teaching staff);

f) has not been subject to any disciplinary sanctions, except where the sanction was legally revoked;

g). meets the condition of loyalty to Babeş-Bolyai University, according to art. 115 paragraph (1) of the UBB Charter (applies only to teaching staff);

h). has a public account on Google Scholar, ORCID, and Publons linked directly and visibly to the university (applies only to teaching staff);

i). has been approved the individual academic career plan for the next academic year. This criterion will be considered starting with the 2021-2022 academic year.

(2) Teaching and support staff who have previously received merit pay may apply again.

Art.7.

(1) To apply for the merit pay competition, applicants submit an online application by the date and to the address indicated in the open call.

(2) The application file must contain the following documents, signed by the applicant (originals):

a) application form (*Addendum 1*);

b) CV in Europass format;

c) self-evaluation report covering the last five academic years (*Addendum 2.1.* for teaching staff and *Addendum 2.2.* for support staff);

d) a statutory declaration to the effect that the information provided is true and accurate and concerns the applicant's own activities at UBB (Addendum 3);

Art.8.

The review of applications to ensure that they meet the eligibility criteria is carried out by staff appointed by the faculty management or the organising institutional unit. They compile the applicants' details and forward them, as well as the applications, to the evaluation committee.

Art.9.

(1) The analysis and assessment of the applications for the award of merit pay is performed by an evaluation committee.

(2) The evaluation committee and the appeals committee, which consist of an odd number of at least three permanent members and two alternate members, are nominated by the head of department or dean of the faculty (as applicable), or the director/head of the institutional unit holding the call for applications, and are approved by:

a) the faculty council, where the merit pay is granted at faculty level;

b) UBB Administrative Council, where the merit pay is granted at institutional unit level.

Following approval, the evaluation committee and the appeals committee are appointed by decision of the UBB rector (*Addendum 4*). When setting up the evaluation committee and the appeals committee, consideration will be given to rule out any conflict of interest.

(3) The evaluation committee analyses and assesses the applications based on the criteria and indicators for evaluating the activity of the applicants (*Addendum 5.1.* for teaching staff and *Addendum 5.2.* for support staff) and draws up, for each applicant, an evaluation grid for the applicant's activity (*Addendum 6.1.* for teaching staff and *Addendum 6.2.* for support staff).

(4) The evaluation committee checks the accuracy of the data provided in the competition file against other supporting documents. Failure to provide accurate information will result in instant disqualification of the applicant by the evaluation committee.

(5) The evaluation committee refers the documents of the applicants to the staff in charge of compiling applications in descending order of the scores given in the evaluation.

(6) The staff in charge will announce the results within the timeframe set out in the call for applications.

Art.10.

(1) Applicants for the merit pay may challenge the score marked by the evaluation committee.

(2) The appeal must be submitted by the candidate at the address indicated in the call for applications within two working days of publication of the results.

(3) Appeals are settled by re-evaluating the applications within two working days of their registration by the appeals committee.

(4) Final results are released as specified in the call for applications and submitted for validation:

a) to the faculty council, where the merit pay is granted at faculty level;

b) to the UBB Administrative Council, where the merit pay is granted at institutional unit level.

Art.11.

The Rector of the University will issue the decision to award merit pay based on the final results validated in conformity with the provisions of art. 10, paragraph (4) of the present methodology.

SECTION III - Final and transitional provisions

Art.12.

(1) If all merit pay bonuses are not awarded at the UBB level, they may be redistributed. The redistribution of merit pay is handled by:

a) the faculty management, where the merit pay is granted at faculty level;

b) the UBB rector, where the merit pay is granted at institutional unit level.

(2) The redistribution of merit pay bonuses is stipulated by the internal methodology for awarding merit pay bonuses of each faculty or institutional unit.

Art.13.

(1) Addenda 1-6 constitute an integral part of this methodology.

(2) The criteria listed in Addendum 6.1 (C I-C III) and Addendum 6.2 (C I-C VI) are binding and may not be modified. The importance of each criterion, indicator, and score for each indicator is adjusted, as needed, by each faculty or institutional unit involved in the process, using their own methodology for awarding merit pay.

(3) For all categories of staff, the indicators selected by faculties and institutional units must be in line with the *UBB Strategic Plan 2020-2024*.

(4) Teaching staff merit pay will be allocated according to the methodology adopted by each faculty, based on:

the aspects and indicators included in the *Individual Academic Career Plan* form within the *Regulation on developing the UBB teaching and research staff establishment plans for full-time education and the corresponding Individual Academic Career Plan*

approved by Senate Decision No. 9474/13.07.2020, which may include additional specific indicators previously approved by the UBB Senate, as well as the criteria established by the *Operating procedure for the evaluation of teaching staff and researchers by the management – PO-CDUMC-A15* approved by Senate Decision No. 392/14.01.2019.

(3) The specific methodology for granting merit pay is approved by:

- a) the faculty council, where the merit pay is granted at faculty level;
- b) UBB Administrative Council, where the merit pay is granted at institutional unit level.

Art.14.

For the September exam session of the 2020-2021 academic year, art. 4, paragraph (1) of this methodology will read as follows: "The selection process for awarding merit pay runs from September to October," and art. 5, para. (1) of this methodology will read as follows: "the selection process for awarding merit pay is announced by notice posted at the faculty or institutional unit premises and online (if the unit has a website), one working day before the first day of applications."

Addendum 1
Application form

[Registration no.]

DEAR RECTOR,

I, the undersigned, ,
employed as with
..... hereby request approval to apply for the
competition for the award of merit pay, organised by (faculty/institutional unit)
.....

Date,

Signature,

.....

.....

To the Rector of Babeş-Bolyai University of Cluj-Napoca

Addendum 2.1

Self-Evaluation Checklist of the applicant for the merit pay granted to teaching staff

(The self-evaluation checklist will include information covering the candidate's performance over the last five academic years, following the structure below. For each criterion, explicit reference shall be made to the performance indicators established by the specific methodology of the faculty or institutional unit for awarding merit pay.)

I Brief description of the position held and specific activities of the job II

Description of reported performance

Criterion I: Didactic Dimension			
A	B	C	D
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	Applicant's number of achievements, relative to indicator specifics	The score obtained by the applicant for the indicator (column B x column C)
Total score C I			Total points scored for related indicators C I
Criterion II: Scientific/ artistic creation/ sports performance dimension			
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	Applicant's number of achievements, relative to indicator specifics	The score obtained by the applicant for the indicator (column B x column C)
Total score C II			Total points scored for related indicators C II
Criterion III: Civic dimension (benefiting UBB and society)			
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	Applicant's number of achievements, relative to indicator specifics	The score obtained by the applicant for the indicator (column B x column C)
Total score C III			Total points scored for related indicators C III
TOTAL SCORE			The weighted average of the scores for each criterion (based on the weights as set out in their methodology)

Signature,

.....

Addendum 2.2

Self-Evaluation Checklist of the applicant for the merit pay granted to support staff

(The self- evaluation checklist will include information covering the candidate's performance over the last five academic years, following the structure below. For each criterion, explicit reference shall be made to the performance indicators established by the specific methodology of the faculty or institutional unit for awarding merit pay.)

I Brief description of the position held and specific activities of the job II

Description of reported performance

Criterion I: Workload, complexity, and responsibility for the work performed		
A	B	D
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	The score obtained by the applicant for the indicator
Total score C I		Total points scored for related indicators C I
Criterion II: Organisational skills		
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	The score obtained by the applicant for the indicator
Total score C II		Total points scored for related indicators C II
Criterion III: Ability to identify, analyse and solve problems		
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	The score obtained by the applicant for the indicator
Total score C III		Total points scored for related indicators C III
Criterion IV: Initiative and creativity		
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	The score obtained by the applicant for the indicator
Total score C IV		Total points scored for related indicators C IV
Criterion V: Commitment to self-improvement		
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	The score obtained by the applicant for the indicator
Total score C V		Total points scored for related indicators C V
Criterion VI: Teamwork		
Indicator name (specified in the specific methodology)	Indicator allocated score (specified in the specific methodology)	The score obtained by the applicant for the indicator

Total score C VI	Total points scored for related indicators C VI
TOTAL SCORE The weighted average of the scores for each criterion <i>(based on the weights as set out in their methodology)</i>	

Signature,

.....

Addendum 3

Applicant's statutory declaration

STATUTORY DECLARATION

I, the undersigned,, residing in (city)

.....,

address, county, ID card

Series No., issued by

..... at,

being informed of the provisions of Criminal Code Article 326 concerning false statements, I hereby declare that the data and information submitted in the application file are accurate and refer to my own work.

Signature,

.....

Addendum 4
UBB Rector's decision to appoint evaluation and appeals committees

DECISION
No. of

Acting on the proposals submitted by the (*manager of the organising faculty/institutional unit*) and their approval by Decision (of the faculty council/ Administrative Council of UBB) no. of, based on Senate Decision No. / on the approval of the Framework

Methodology

on the awarding of merit pay by Babeş-Bolyai University, the rector of Babeş-Bolyai University in Cluj-Napoca, professor Daniel David, PhD appoints the following evaluation and appeals committees:

I. Evaluation committee:

Title/Position First name, last name of members	The UBB structure where the committee members serve
Permanent members: 1. 2. 3. Alternate members: 1. 2.	

II. Appeals committee:

Title/Position First name, last name of members	The UBB structure where the committee members serve
Permanent members: 1. 2. 3. Alternate members: 1. 2.	

RECTOR,
Professor Daniel DAVID, PhD

Addendum 5.1

Criteria¹ for assessing the performance of teaching staff applying for merit pay

Criterion I: Didactic dimension

Criterion II: Scientific/ artistic creation/ sports performance dimension

Criterion III: Civic dimension (benefiting UBB and society)

¹ Indicators will be established by the specific methodologies of each faculty, in accordance with art. 13, paragraph (4) of this methodology

Addendum 5.2

Criteria² for assessing the performance of teaching staff applying for merit pay

Criterion I: Workload, complexity, and responsibility for the work performed

Criterion II: Organisational skills

Criterion III: Ability to identify, analyse and solve problems

Criterion IV: Initiative and creativity

Criterion V: Commitment to self-improvement

Criterion VI: Teamwork

² Indicators will be established by the specific methodologies of each faculty or institutional unit

Addendum 6.1

Assessment grading of the applicant's activity for the merit pay granted to teaching staff

I Meeting the compulsory criteria:

Teaching position under a permanent individual employment contract, full-time, with main employment at the University	Compliance with the requirement (YES/NO)
Seniority in the institution in a teaching position (minimum 3 years)	<i>(number of years of service)</i>
Has obtained the rating "very good" in management evaluations over the last 3 years.	(YES/NO)
Holds a doctoral degree	(YES/NO)
Existence of disciplinary sanctions	(YES/NO)
Meets the requirement of loyalty to Babeş-Bolyai University, as stipulated in art. 115, paragraph (1) of the UBB Charter	(YES/NO)
Has public accounts on Google Scholar, ORCID, and Publons, clearly and directly linked to the university	(YES/NO)
Has drawn up and submitted an individual academic career plan for the next academic year	(YES/NO)
Scored above 3.50 in student evaluations over the last 3 years	(YES/NO)

II Meeting the performance criteria:

<i>Criterion I: Didactic Dimension</i>	
Total score C I	The score obtained by the applicant for the related indicators C I
<i>Criterion II: Scientific/ artistic creation/ sports performance dimension</i>	
Total score C II	The score obtained by the applicant for the related indicators C II
<i>Criterion III: Civic dimension (benefiting UBB and society)</i>	
Total score C III	The score obtained by the applicant for the related indicators C III
TOTAL SCORE	The weighted average of the scores for each criterion <i>(based on the weights as set out in their methodology)</i>

The selection committee:

Member 1 (title/ position, first name, last name, signature).....

Member 2 (title/ position, first name, last name, signature).....

Member 3 (title/ position, first name, last name, signature).....

Addendum 6.2

Assessment grading of the applicant's activity for the merit pay granted to support staff

I Meeting the compulsory criteria:

Support staff position under a permanent individual employment contract, full time, with main employment at the University	Compliance with the requirement (YES/NO)

Seniority in the institution in a support staff position (minimum 3 years)	<i>(number of years of service)</i>

Years of personal performance evaluations	Performance level
one year before	
two years before	
three years before	

Existence of disciplinary sanctions	<i>(YES/NO)</i>

II Meeting the performance criteria:

<i>Criterion I: Workload, complexity, and responsibility for the work performed</i>	
Total score C I	The score obtained by the applicant for the related indicators C I
<i>Criterion II: Organisational skills</i>	
Total score C II	The score obtained by the applicant for the related indicators C II
<i>Criterion III: Ability to identify, analyse and solve problems</i>	
Total score C III	The score obtained by the applicant for the related indicators C III
<i>Criterion IV: Initiative and creativity</i>	
Total score C IV	The score obtained by the applicant for the related indicators C IV

<i>Criterion V: Commitment to self-improvement</i>	
Total score C V	The score obtained by the applicant for the related indicators C V
<i>Criterion VI: Teamwork</i>	
Total score C VI	The score obtained by the applicant for the related indicators C VI
TOTAL SCORE	The weighted average of the scores for each criterion <i>(based on the weights as set out in their specific methodology)</i>

The selection committee:

Member 1 *(title/ position, first name, last name, signature)*.....

Member 2 *(title/ position, first name, last name, signature)*.....

Member 3 *(title/ position, first name, last name, signature)*.....

President
Professor Florin Streteanu, PhD