



UNIVERSITATEA BABEŞ-BOLYAI
BABEŞ-BOLYAI TUDOMÁNYEGYETEM
BABEŞ-BOLYAI UNIVERSITÄT
BABEŞ-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA

RU-MET-PCD-02

METHODOLOGY

FOR ORGANISING AND CONDUCTING
THE ACADEMIC PROMOTION AND TENURE
APPLICATIONS PROCESS
AT BABEŞ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA

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	Last name and first name	Position	Date	Signature
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AMENDING DOCUMENTS

CHAPTER I

General provisions

Art. 1 (1) This methodology governs the academic promotions and tenure applications process at Babeş-Bolyai University of Cluj-Napoca (hereinafter referred to as UBB).

(2) Academic promotion for teaching staff refers to the advancement to a higher rank teaching position.

(3) The promotion of tenured faculty members to a vacancy for a teaching position that is higher in rank than the one they currently hold is subject to an assessment process.

(4) Vacancies for senior promotion in teaching are approved on an annual basis by the UBB Administrative Council.

(5) The provisions of the present methodology apply to the academic promotion process for the purpose of filling the following teaching positions:

- a) assistant professor/lecturer;
- b) associate professor;
- c) full professor;

CHAPTER II

Terms and conditions for the academic promotion process

Art. 2 (1) The senior promotion process for teaching or research positions may be initiated only if the position is listed as vacant.

(2) A position is considered vacant if it is listed as such in the staff establishment plans or if it becomes vacant during the academic year.

Art. 3 (1) The academic promotion process may be initiated strictly for the purpose of career

advancement for tenured faculty members at UBB.

(2) Tenured teaching staff refers to teaching staff holding a teaching position at UBB, secured through competitive selection, on a permanent basis.

Art. 4 The academic promotion process may be initiated only with the approval and clearance of the relevant bodies at the institutional level, as provided for in this article, subject to the following formalities:

- a) a proposal to initiate an academic promotion process is submitted by the head of the department under which the position falls, as a report endorsed by the departmental council and the faculty council;
- b) the list of vacancies for academic promotion (*Addendum 1*), accompanied by excerpts from the minutes of the department council meetings (*Addendum 2*) and an excerpt from the minutes of the faculty council meeting (*Addendum 3*) where the proposals referred to in sub-paragraph a) were endorsed, is submitted to the Rector's Office within the set deadline;
- c) The Rector's Office monitors compliance with the regulations governing UBB's human resources strategy and ensures that faculties and departments do not exceed their budgetary allocations. Following consultation with the deans and a detailed argumentation of any proposed changes, the Rector's Office submits the final list of teaching positions open for senior promotion, to be approved by the UBB Administrative Council; UBB may conduct the academic promotion process for teaching positions only after the Administrative Council has approved the list of openings.

Art. 5 (1) The academic promotion applications process may be initiated and conducted only subject to the approval of the line ministry.

(2) UBB submits the following documents to the line ministry for approval on the organisation and conduct of the academic promotion process:

- a) the list of positions available for academic promotion applications, as

approved by the Administrative Council, and their specific structure, as approved by the UBB Rector;

b) the excerpt from the staff establishment plans listing the positions available for the academic promotion process, signed by the rector, dean and the head of department or doctoral school;

c) rector's statutory declaration attesting that all teaching position openings for the academic promotion process cover only courses listed in the curricula of the legally established specialisations/ degree programmes, including the form of education and location;

d) their methodology.

Art. 6 The academic promotion process may be initiated only after UBB has released an official call for applications.

Art. 7 The call for applications for the academic promotion process will be published at least two months before the date of the first round of the selection process, as follows:

a) on a dedicated website run by the line ministry;

b) on the UBB webpage dedicated to the academic promotion process (hereinafter referred to as the exam webpage), featured on the UBB website.

Art. 8 (1) The exam webpage will post the specific methodology, the list of positions available for applications approved by the Administrative Council, and their structure, as approved by the UBB rector, and provide at least the following information (*Addendum 4*):

a) a job description for each position considered for academic promotion;

b) the job duties/activities associated with the vacant teaching position, including the teaching load and the types of activities required by the teaching load;

c) the minimum starting salary for the position at the time of employment;

- d) selection process calendar;
- e) the topics of the exam questions and, where applicable, the list of recommended reading;
- f) description of the selection process;
- g) the complete list of the documents to be submitted by the applicant with their application;
- h) email address to submit the application file.

(2) Information on the organisation of the academic promotion process will be posted on the exam webpage following approval from the line ministry on organising the selection process.

CHAPTER III

Submitting applications

Art. 9 Applications for the selection process open on the day when the call for applications for the vacant position is posted on the exam webpage and close 15 calendar days before the first round of the selection process starts.

Art. 10 (1) All exams are conducted in a fully transparent manner.

(2) Only persons who meet the eligibility requirements are allowed to sit for the exam, without any discrimination, as provided by law. All applicants are entitled to equal rights, under the principle of professional competence and reputation.

Art. 11 (1) The eligibility criteria for the academic promotion process are stipulated in this article and will be met in aggregate.

(2) Only tenured faculty members who have received a rating of at least “very good” in performance reviews conducted by the management - in accordance with the operating procedures for assessing professional performance - over the past three years of their

employment, and who do not have any outstanding disciplinary sanctions under the law, are eligible to apply for the academic promotion process.

(3) To apply for the academic promotion process, applicants must meet the minimum seniority requirements as a tenured faculty member in higher education at UBB, as follows:

- a) 3 years of experience for the position of assistant professor/lecturer;
- b) 6 years of experience for the position of associate professor;
- c) 9 years of experience for the position of full professor;

(4) All teaching positions require a doctoral degree in the field for which the candidate is applying or in related fields, as specified in the vacancy description (art. 8, sub-paragraph a) of this methodology), for positions with an interdisciplinary workload.

(5) Applicants for the positions of assistant professor/lecturer must meet one of the alternative minimal standards listed below:

- a) author/co-author of 8 scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ERIHPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least 4 papers;
- b) author/co-author of a study published in Science or Nature journal, or the main author of two articles in a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the articles according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication;
- c) one of the following alternatives for the social and humanistic fields: author or co-author of two books (of which one as a main author)/ author or co-author of four scientific chapters in a collective volume (of which two as main author)/ author or co-author of a book (main author) and two scientific chapters in collective volumes (main author for at least one chapter); only chapters and books

that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered.

Note: *The main author status is defined by the standards of each field.

**Additionally, for assistant professor positions at theological faculties, specific national minimum standards must be met.

***For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in sub-paragraph a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate.

**** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from sub-paragraph a).

*****In addition, for all assistant professor/ lecturer positions, applicants must meet the minimum standards established under art. 28 of the present methodology.

(6) The following qualifications are required in aggregate for the position of associate professor:

- a) fulfilling national minimum standards established by order of the line minister;
- b) fulfilment of the University's minimum standards established in accordance with art. 28 of this methodology.

(7) The following qualifications are required in aggregate for the position of full professor:

- a) fulfilling national minimum standards established by order of the line minister;
- b) fulfilment of the University's minimum standards established in accordance with art. 28 of this methodology;

- c) being the director of at least one competition-based research grant or project, or a member of at least three such grants;
- d) holding a habilitation certificate.

(8) Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered for the evaluation of the candidates' activities, in accordance with international standards.

(9) Applicants for a vacant position must have a research record that is consistent with the academic field specified and the job description for the position they are applying for, as set forth in the call for applications.

(10) When applying for a teaching position in a foreign language, candidates must provide proof of language proficiency by submitting a language proficiency certificate (C1 level certificate in the language of teaching according to the CEFR guidelines or attestation of studies/traineeships in that country/language required for an aggregate period of at least nine months).

(11) For positions in the faculties of theology, the blessing of the hierarchical authority of the Church governing the faculty is required.

(12) All candidates must pay an application fee.

(13) To apply for academic promotion, candidates will submit an application file with the documents listed in [Addendum 5](#) to this methodology, according to the position for which they are applying, within the deadline for applications. The documents must comply with the guidelines and format provided in [Addendum 5](#).

Art. 12 (1) The application file will be submitted to the Registrar's Office of Babeş-Bolyai University of Cluj-Napoca in person or via postal or courier services that offer recorded delivery within the application submission time-frame; all sections must be complete before submitting the application and all supporting documentation required for the position for which the candidate is applying must be included in the order provided by [Addendum 5.1 - List of supporting documents](#).

(2) Each applicant is entitled to inquire and check, during the application period, at the relevant office of the Rector's Office, whether their application is complete and eligible for legal approval. UBB and its entities are under no obligation to contact candidates in order to communicate any potential concerns with the application file.

CHAPTER IV

Endorsement of candidates' application files.

Art. 13 (1) An applicant's compliance with the legal requirements for sitting the exam is certified by the legal department of UBB through a confirmation issued in accordance with the provisions of this article.

(2) The UBB legal department provides its clearance in line with a resolution (*Addendum 6*) drafted by a committee or scientific council (hereinafter referred to as the review committee) and the documents required in order to apply for the promotion process.

(3) The favourable opinion of the legal department and the resolution of the appointing committee are issued within three calendar days of receiving the application and notified to the candidate by posting them on the exam webpage and on the exam webpage administered by the relevant ministry within 48 hours of issuance, but no later than five business days before the first round of exams.

(4) Applicants who are legally eligible to sit the exam will be informed by the University about the exam dates in an announcement posted on the exam website.

(5) At the proposal of the department council, the UBB Administrative Council approves applications for participation in the academic promotion and tenure applications process, subject to approval by the Legal Office; applications for the academic promotion examination must specify the academic rank and position being sought.

Art. 14 (1) The review committee (nominal composition and number of members) is submitted

by the faculty dean, endorsed by the faculty council, approved by the UBB Administrative Council and appointed by rector's decision for each exam session.

(2) The review committee consists of an odd number of at least three members (including its chair, who must hold at least the same rank as the position open for the academic promotion process)

(3) One or more evaluation committees may be appointed for each faculty.

(4) The review committee is responsible for verifying the compliance with the requirements specified in art. 11, paragraphs (4) to (11) and for making a judgement on the candidate's compliance.

(5) Evaluation committees conduct their activities within the time frame specified in the exam calendar and are overseen by the dean's office of each faculty.

(6) In accordance with the evaluation provided in paragraph (4), the evaluation committees review information on the applicant's activities by accessing their application files exclusively online.

(7) The evaluation committees' completed clearance forms are forwarded to the dedicated department within the Rector's Office, both in original format (via the UBB Registrar's Office) and in digitised form, within the time frame provided by the exam calendar.

Art. 15 The following information will be published on the exam website at least ten calendar days before the first round of exams takes place, for each applicant registered, in compliance with personal data protection laws:

- a) curriculum vitae;
- b) list of publications;
- c) compliance criteria checklist for the national minimum standards and for the minimum standards established by the University, where applicable.

CHAPTER V

Assessment of applicants

Art.16 (1) The relevant department of the Rector's Office informs faculties on how to access the digital application files of the candidates who are eligible for the promotion process, so as to meet the deadline set by the competition calendar for forwarding application files to the members of the evaluation committees.

(2) The dean's office secretariat ensures that the digital application files are forwarded to members of the appointing committee at least five working days prior to the first round of exams.

(3) For the evaluation of applicants who meet the legal requirements to be eligible for the selection process, the evaluation committees will review the application files exclusively online.

Art. 17 (1) The appointing committee has the following responsibilities:

- a) checks and establishes whether the applicant meets the national minimum standards as well as the University's minimum standards;
- b) establishes, based on the exam subject area and bibliography, the topic for the oral exam for the positions of assistant professor/ lecturer, and informs the applicants 48 hours before the scheduled examination, by email and by posting on the faculty website, with the date and time of posting, signed by the chair of the appointing committee.
- c) develops the guidelines for the evaluation and grading of the applicant's professional skills; the grading scale shall be established for each exam; the scale draws on the criteria set out in art. 17 para. (1) sub-paragraph (f), broken down by job description for the individual application file and for each exam;
- d) informs the applicant on the grading criteria at the beginning of the committee's works (during the examination(s) phase);
- e) establishes the approach for organising the committee's activity and informs the applicant of the established protocols;

f) assesses the applicant according to the following criteria:

- the relevance and impact of the candidate's scientific findings;
- applicant's ability to mentor students or early-career researchers;
- applicant's teaching skills;
- the applicant's ability to transfer their knowledge and findings to the economic or social sphere or to disseminate their own research findings;
- the ability of the applicant to work in a team and the impact of their research collaborations, if relevant to the applicant's area of expertise;
- the applicant's ability to run research and development projects;
- the applicant's professional experience in institutions other than the one conducting the academic promotion process;

g) prepares, following the assessment, the relevant documents, as set out in art. 18;

h) publishes the scores of each applicant for the exam sections on the faculty's website.

(2) The appointing committee consists of five members, including its chair.

(3) When the proposed composition of the committee is submitted, at least two substitute members must also be nominated, following the same appointment procedure as the standing members. If the chair or members of the committee are unable to participate in committee activities, the chair will be replaced by an available standing member, and standing members will be replaced by substitute members. For the positions of full professor and associate professor the two substitute members must be appointed from outside UBB.

(4) Committee members must be experts in the subject area of the position for which the academic promotion process is conducted or in related fields.

(5) Members of the committee may be from UBB or from outside the university, from the country

or from abroad. For the sole purpose of serving on the appointing committee, the equivalence of teaching qualifications held by members from abroad to ranks valid in Romania is established upon approval by the UBB Senate of the list of committee members.

(6) Members of the appointing committee must be tenured employees of an accredited educational or research institution with a teaching degree at least equal to the position opening or, for members from other countries, must meet the University standards for the position opening.

(7) a) A majority of the members of the appointing committee recruited from Romania must be from universities that are members of the Universitaria Consortium, the Union of Cluj Universities, or consortia lawfully formed by academic subject areas/ specialisations, where UBB faculties serve as a member. The appointment in the committee of a member who does not come from such institutions must be justified in writing.

b) A majority of the members of the appointing committee recruited from abroad need to be from member universities of the EUTOPIA alliance, member universities of The Guild consortium, institutions with a long tradition of official collaboration with UBB, or prestigious institutions with high visibility in international rankings.

(8) A majority of the members of the appointing committee must belong to the same line of study as the position opening or must have professional training or be able to prove language skills in the language used for most of the teaching load of the academic promotion vacancy. It is the responsibility of heads of department and deans to ensure that the criteria are met.

(9) At least three members of the appointing committee for the positions of associate professor and university professor must be from outside UBB, either from the country, or from abroad.

(10) The appointing committee must include at least three members who are not members of the review committee.

(11) The chair of the appointing committee may be one of the following:

- a) the head of department;

- b) the dean or vice-dean of the faculty opening the position;
- c) a tenured university teacher, a specialist in the field of the position or a closely related field, delegated by ballot of the department council, respectively faculty council conducting the exam;
- d) pursuant to the provisions of art. 27, para. (2), sub-paragraph b), the chair may be a faculty member who is not affiliated with the University.

(12) a) The composition of the appointing committee is published by UBB on the web page dedicated to the appointing process, along with other information relevant to the process.

(b) In the case provided for in art. 27, para. (2), sub-paragraph b), including when a candidate has a spouse or relative up to the third degree in a leadership position at the University level or in the establishment where they are applying for the position vacancy, the selection panel will consist of teachers or researchers from outside the University.

(13) The department council, which oversees the position, proposes and approves the members of the appointing committee (*Addendum no. 7*).

(14) Based on the proposals set forth in paragraph (13), the dean of the faculty submits the composition of the appointing committee to the faculty council for approval (*Addendum no. 8*).

(15) The list of members nominated to the appointing committee, with the approval of the department council and the faculty council, is submitted by the dean to the Rector's Office for approval by the UBB Administrative Council (*Addendum no. 9*).

(16) The list of members of the appointing committee, approved by the UBB Administrative Council, is submitted by the Rector's Office to the UBB Senate.

(17) Following approval by the Senate's dedicated committee, the list of members of the appointing committees is subject to approval by the UBB Senate, in accordance with the institution's calendar.

(18) Following approval by the UBB Senate, the appointing committee is established by rector's decision, indicating the committee chair and the institutional affiliation of the members.

(19) Within two business days of the rector's decision being issued, the list of members of the appointing committee is published on the page dedicated to the appointing process.

Art. 18 (1) The appointing process is organised according to the calendar established at the institution level and consists in the assessment of applicants' research activity and teaching skills.

(2) The appointing committee assesses the applicant's professional abilities based on the application file and, in addition, one exam, as follows:

a) for the assistant professor/ lecturer positions, the oral exam consists of a lecture on a topic established by the appointing committee under art. 17 para. (1) sub-paragraph b) of this methodology;

b) for the positions of associate professor and full professor, applicants deliver a public lecture on a topic relevant for the position vacancy, selected by the candidate from the list of topics;

(3) For all of these positions, the candidate's application file detailing their professional achievements counts for 80% of the evaluation, and the public lecture or oral examination counts for 20% of the final grade proposed in the individual assessment report written by each member of the appointing committee. The assessment of the scientific activity will consider the quality of the publications and the achievements of the applicants in line with the requirements provided in the teaching load.

(4) For all positions, the minimum duration of the oral examination delivered by the candidate is 30 minutes; the examination must also include a question and answer session with the committee and/or the public;

(5) Where a position has a foreign language teaching load, the examinations will be held before the appointing committee in that specific language; where a position has a teaching load that includes several foreign languages, the open call will stipulate how examinations will be conducted in those languages.

(6) The chair of the appointing committee will preside over the committee's sessions.

(7) The members of the appointing committee, including the chair, write an individual assessment report (*Addendum 10*) for each candidate, at the end of which they propose an individual final grade based on the grade given separately for the application file and each round of exam, as specified in paragraphs (2) and (3) of this article. Members of the appointing committee from outside Romania will prepare the individual assessment report in English (see the English version of the Methodology).

(8) The chair of the appointing committee prepares a summary report on the appointing process (*Addendum 11*) based on the individual assessment reports, in which they indicate the final grades assigned to the applicants by the members of the appointing committee and the average score obtained, calculated as the arithmetic mean of the final grades assigned in the individual assessment reports.

(9) To be eligible for the appointing process, applicants must have received at least a 7.00 in each examination and an overall score in the exam summary report of at least 8.50.

(10) The chair of the appointing committee shall submit the summary report on the exam to open ballot of the appointing committee members. Following the open ballot, the chair notes the outcome of the vote, communicates it to the committee members, and includes it at the end of the exam summary report, indicating the number of votes “for” and “against,” respectively. If at least three committee members do not vote “for,” the position open for the appointing process will not be filled by the applicant. Each member of the appointing committee, including the committee chair, signs the exam summary report.

(11) The results of each applicant's performance on the exam, including their grade point average, are posted on the faculty's website by the appointing committee the same day the committee concludes its work.

(12) Exams are held on site. Exceptionally and for duly justified reasons, with the agreement of the committee chair, the approval of the faculty dean and with prior notice of the relevant service within the Rector's Office, it may be possible for committee members from outside UBB to attend the exam sessions online.

CHAPTER VI

Handling appeals

Art. 19 (1) a) If a candidate can prove that the evaluation criteria set forth in art. 17, para. (1), subparagraph f) were not met and/or that the procedures governing the organisation and conduct of the examination were not properly followed, the applicant may lodge an appeal within three business days of being notified of the examination results;

b) If a candidate believes that there are grounds to challenge the decision of the selection panel, the candidate may file an appeal within one business day of receiving notification of the result.

(2) The appeal will be written, registered, and submitted to the UBB Registrar's Office, and it will be addressed by the appeals review committee within 48 hours of its submission, prior to the publication of the exam results.

(3) In order to handle appeals, the appeals review committee meets on site. By way of exception and for duly justified reasons, with the approval of the committee chair, committee members from outside UBB may attend online.

(4) The head of department shall provide all documents requested by the appeals review committee in digital format.

(5) The report of the appeals review committee shall be appended to the application file. The chair of the appeals review committee is responsible for ensuring that all members of the selection committee sign the resolution of the appeals review committee.

(6) The results of the appeals are posted on the exam website.

(7) The report of the appeals committee is confirmed by the faculty council and submitted by the dean of the faculty to the University Senate for approval.

(8) If the appeal is upheld, the exam is voided.

(9) Non-compliance with the provisions of this methodology by anyone with responsibilities in the process of organising and conducting promotion exams constitutes a disciplinary violation and is punished in line with the law.

Art. 20 (1) The same procedure is followed to appoint the members of the appeals committees as is used for appointing the members of the appointing committee. The composition of the appeals review committees is approved by the Senate concurrently with the composition of the appointing committees.

(2) a) Members of the appointing committee are not eligible to serve on the appeals review committee.

b) No member of the appointing and appeals committees may be a candidate's or another member's spouse or relative up to the third degree.

Following approval by the UBB Senate, the appeals committee is appointed by rector's decision and is published together with the appointing committee.

CHAPTER VII

Confirmation of the exam results and academic appointment

Art. 21 (1) The faculty council reviews compliance with the exams procedures set forth by the applicable law and this methodology, and approves the summary report on the exam to ensure compliance with the exam procedures. Students' representatives have the right to vote in the faculty council. The template indicated in [Addendum 12](#) will be used for drafting the council's approval.

(2) Following the preparation of the documents by the appointing committees, the approval of the summary reports by the UBB faculty councils and the preparation of minute extracts of their meetings, the faculties pass them on, through the UBB Registrar's Office, to the competent office within the Rector's Office, in a sealed envelope, for each candidate, within the deadline set by the

open call calendar.

Art. 22 (1) Based on the endorsement of the UBB Senate's expert committee, granted following approval by the faculty council, the UBB Senate scrutinises the observance of legal procedures and those established by this methodology and approves or rejects the summary report on the exam, validating or invalidating the promotion exam.

(2) Students' representatives have the right to vote.

(3) Once approved by the Senate, the exam results are submitted by the dean to the faculty council.

Art. 23 (1) The exam results are published on the exam website and on the website run by the relevant ministry within two business days of the exam's conclusion, or at the end of the deadline for submitting and replying to appeals, as applicable.

(2) Upon approval of the exam results by the UBB Senate, the list of successful applicants is published on the exam website.

Art. 24 Following the approval of the exam results by the UBB Senate, the academic appointment is made by rector's decision, starting with the academic semester following the exam.

Art. 25 Appointment decisions and decisions to confer the corresponding academic title to successful applicants, accompanied by a summary report on the organisation and conduct of the academic promotion examination, shall be submitted, within five days of issuance, in electronic format, with a referral address to the National Committee for the Accreditation of Academic Titles, Diplomas and Certificates, through the relevant department within the competent ministry.

Art. 26 UBB compiles an annual report on the organisation, conduct, and results of the academic promotion exams by 1 September at the latest. The report is forwarded to the relevant ministry for information.

CHAPTER VIII

Final provisions

Art. 27 (1) People who are involved in the examination process are those who:

- a) participate in the decision-making process for the nomination of the appointing committee;
- b) are members or substitute members of the appointing committee;
- c) are involved in professional or administrative assessment decisions in the academic promotion process;
- d) are involved in handling appeals.

(2) a) Persons whose spouse, in-laws, or relatives up to and including the third degree are among the applicants may not be members of the committees formed to organise and conduct the academic promotion process;

b) Persons who are employed at the same institution as an applicant who holds a senior position, and who report to that applicant under the chain of command, may not be involved in the examination process.

(3) Should a successful applicant find themselves in a situation of incompatibility with one or more persons from the higher education institution, the academic appointment and conferral of academic rank by the University may proceed only after the resolution of the conflict of interest. The method of addressing the incompatibility situation shall be reported to the line ministry within two working days of the resolution.

(4) Heads of departments, deans of faculties, and the rector are accountable to the UBB Senate, to ensure that all exams are conducted properly, in compliance with the rules of academic standards, ethics, and professional conduct, as well as applicable laws.

(5) If any breaches are found, the UBB Senate may impose sanctions as laid out in its own

procedures, which may include the dismissal of heads of departments and deans, either following a well-reasoned recommendation from the Administrative Council or the rector, or on its own initiative, with their approval.

(6) Should there be any findings of non-compliance with statutory provisions governing the academic promotion process, the relevant ministry may impose the penalties provided for by law, based on a report prepared by the National Committee for the Accreditation of Academic Titles, Diplomas, and Certificates.

(7) If court proceedings find that the procedures for conducting the academic promotion process in higher education institutions failed to comply with established regulations, the process shall be voided and restarted.

Art. 28 (1) By decision of the faculty council, additional criteria will be recommended in addition to the national criteria, which must be at least on par with the additional criteria established for teaching positions.

(2) The council's decision is published on the faculty website, is submitted to the Administrative Council as well as the UBB Senate for approval, becoming a part of this methodology upon approval by the UBB Senate.

Art. 29 Exams are conducted in such a way that all tests are completed within 45 days of the end of the application period.

ADDENDUM 1

TO
THE RECTOR'S OFFICE OF BABEŞ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA
TO
THE VICE-RECTOR RESPONSIBLE FOR HUMAN RESOURCES

Dear Vice-Rector.....,

Please find enclosed the **list of teaching positions available for academic promotion** during the academic year, along with summaries of the minutes of the department meetings and a summary of the minutes of the Faculty Council meeting that approved them.

Department	Position number in the establishment plan	Teaching position	Subjects in in the curriculum (as per the staff establishment plans)	The semester when the academic promotion process is conducted (first semester / second semester)

Dean,

(Signature)

Chief secretary,

(Signature)

ADDENDUM 2

MINUTE SUMMARIES

OF THE COUNCIL MEETING

(specify the department making the proposals for organising the academic promotion process)

of (date)

The meeting was attended by..... members out of the total of Council members.

Under item on the agenda – “**Approval of proposals for conducting the academic promotion and tenure applications process in the academic year**” - proposals made by the head of the department were considered by the Council members; these proposals were formulated considering the following:

- 1) the proposed teaching positions are **vacant** in the staff establishment plans for the academic year;
- 2) staffing costs;
- 3) school enrolment trends (number of students) and the educational offer (number of degree programmes);
- 4) the **pressing need** to cover the activities included in the proposed list of positions;
- 5) *(other relevant reasons)*

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following list was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:

Department	Position number in the establishment plan	Teaching position	Subjects in in the curriculum (as per the staff establishment plans)	The semester when the academic promotion process is conducted (first semester / second semester)

Director,

.....

Prepared,

.....

ADDENDUM 3

MINUTE SUMMARIES OF THE COUNCIL MEETING

(specify the faculty)

of (date)

The meeting was attended by..... members, with..... teachers and..... students out of the total of Council members.

Under item on the agenda – “**Approval of proposals for conducting the academic promotion and tenure applications process in the academic year**” - proposals made by the head(s) of the department were considered by the Council members; these proposals were formulated considering the following:

- 1) the proposed teaching positions are **vacant** in the staff establishment plans for the academic year;
- 2) staffing costs;
- 3) school enrolment trends (number of students) and the educational offer (number of degree programmes);
- 4) the **pressing need** to cover the activities included in the proposed list of positions;
- 5) *(other relevant reasons)*

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following list was approved by the Council, with votes “for,” votes “against,” and abstentions:

Department	Position number in the establishment plan	Teaching position	Subjects in in the curriculum (as per the staff establishment plans)	The semester when the academic promotion process is conducted (first semester / second semester)

Dean,

Prepared,

.....

....., PhD

ADDENDUM 4

PUBLIC INFORMATION CONCERNING PROMOTION EXAMS

Field	Details
Faculty	
Department	
Position number in the establishment plan	
Position	
Subjects in the job description	
Subject area	
Position description	
Responsibilities	
Submitting applications deadline	
Date and time of the lecture/ oral exam	
Oral examination/ lecture location	
Examination date, time and location for scheduled exams	
Exam topic and bibliography	
Description of the examination process	
Publishing results	
Deadline for submitting appeals	
The starting salary for the position at the time of employment	
The complete list of the documents that the candidates will provide in the application file	
email address to submit the application file	

ADDENDUM 5

ACADEMIC PROMOTION APPLICATION FILE ADDENDUM NO.

5.1

LIST OF SUPPORTING DOCUMENTS ACADEMIC PROMOTION APPLICATION FILE

1.	Application form for the promotion process , submitted within the legal application time frame, signed and dated by the applicant, including a statutory statement confirming the integrity and validity of information submitted (<i>original copy, confirmed by signature</i>). - <i>Addendum 5.2</i>
2.	A plan for the development of the applicant's academic career both from a teaching standpoint and from the standpoint of scientific research activities (maximum 10 pages).
3.	<p>Curriculum vitae of the applicant - Europass template (<i>original copy, confirmed by signature</i>).</p> <p>The candidate's curriculum vitae must list:</p> <ul style="list-style-type: none"> a) education and degree or qualification obtained; b) professional experience and previous jobs; c) the research and development projects they undertook as project director or as a member and accessed grants, specifying the source of funding, the amount of funding, and the main publications or patents that resulted; d) awards or other forms of scientific acknowledgement about the candidate. Curriculum vitae of applicant in digital form saved as PDF, without signature, which should include in the Personal details section only the last name, first name of the candidate and, optionally, the email address. The candidate agrees that the printed and digital versions of the document will contain the identical information, with the exception of personal information (address, phone, email, etc.) and signature, which will be excluded from the digital version.
4.	<p>List of publications (<i>in original copy, confirmed by signature</i>).</p> <p>The complete list of publications of the candidate will be organised as follows:</p> <ul style="list-style-type: none"> a) the list of up to ten publications selected by the candidate to be the most relevant to their professional achievements, which are included in the file in digital form and can be included in the other categories of publications; b) doctoral dissertation or dissertations; c) patents and other titles of industrial property; d) books and book chapters; e) articles/studies in extenso, published in international scientific journals; f) publications in extenso, published in the proceedings of international conferences; g) other works and scientific contributions or, as applicable, artistic creations. <p>List of publications in digital form saved as PDF, without signature. The candidate agrees that the printed and electronic versions of the document will contain the identical information, with the exception of signature, which will be excluded from the electronic version.</p>

5.	<p>Compliance criteria checklist (in hard copy) for the position, filled in and signed by the candidate (<i>original copy</i>, confirmed by signature).</p> <p><i>Addendum 5.3</i> - Compliance criteria checklist for the assistant professor/ lecturer position</p> <p><i>Addendum 5.4</i> - Guidelines for preparing the compliance criteria checklist for the associate professor and full professor position</p> <p>Compliance criteria checklist (in soft copy saved as PDF) for the position, <i>without signature</i>. The candidate agrees that the printed and electronic versions of the document will contain the identical information, with the exception of signature, which will be excluded from the electronic version.</p>
6.	Documents certifying a doctoral degree: a valid copy of the doctoral diploma or, if the original doctoral diploma is not recognised in Romania, a valid copy of the recognition or equivalence certificate ;
7.	Summary of the doctoral dissertation - in Romanian and in an international language, in one page or less for each language.
8.	Copies of other diplomas certifying the candidate's studies (<i>baccalaureate, bachelor's, master's, advanced degrees and their transcripts</i>).
9.	Copy of the identity card or, if the candidate does not have one, of the passport or other identity document issued as proof of identity.
10.	A copy of the document certifying the name change, marriage certificate or proof of name change if the candidate has changed their name.
11.	A statutory statement by the candidate specifying any conflicts of interest under Law No. 199/2023 that may result following a successful promotion, or the absence of such conflicts of interest - <i>Addendum 5.5 (in original copy, confirmed by signature)</i>
12.	A statutory declaration by the candidate stating that they have no outstanding disciplinary sanctions under the law - <i>Addendum no. 5.6. (in original copy, confirmed by signature)</i>
13.	Proof that, in accordance with the operational procedures for assessing professional performance, the candidate received a rating of at least "very good" in performance evaluations conducted by management over the past three years of employment, submitted as a plain copy.
14.	For the following positions only: a) associate professor, at least three letters of recommendation from notable figures in the field relevant to the position for which they are applying, in Romania or abroad, not affiliated with UBB; b) university professor; at least three letters of recommendation from leading professionals in the field relevant to the position for which they are applying, from abroad; where the relevant field is specific to Romania, these may also come from leading professionals in that field in Romania who are not affiliated with UBB.
15.	Proof of payment of application fee. The application fee will be paid at the University cashier's office, 14 I.C. Brătianu Street or by bank transfer and the confirmation of payment is included in the application file (Bank account: IBAN RO35 TREZ 2162 0F33 0500 XXXX , Trezoreria Cluj, SWIFT TREZROBU). The fee amounts to 25 lei.
16.	When <i>applying for a teaching position in a foreign language, proof of language proficiency is required</i> (C1 level certificate in the language of teaching according to the CEFR guidelines or attestation of studies/ traineeships in that country/ language required for a cumulative period of at least nine months) (<i>plain copy</i>).
17.	Only for applicants to full professor positions: plain copy of habilitation certificate.
18.	Criminal record , <i>original copy</i> .
19.	Certificate of good conduct , under Law No. 118/2019 governing the The National Automated Registry of Persons Who Have Committed Sexual Offences, Exploitation of Persons, or Minors, and supplementing Law No. 76/2008 on the establishment and operation of the National System of Judicial Genetic Data database, as amended, <i>original copy</i> .
20.	A medical certificate , issued using a form specifically established by joint order of the Minister of Education and the Minister of Health, <i>original copy</i> .

21.	A medical clearance for practising the teaching profession, issued in accordance with the provisions of the joint order of the Minister of Education and the Minister of Health, <i>original copy</i> .
22.	a) proof of completing a higher education psycho-pedagogical training programme of 30 ECTS credits or a commitment to complete such a programme within 2 years of starting the job (<i>original copy</i>). or b) proof of completing a psycho-pedagogical training programme equivalent to 60 ECTS credits. The proof will be submitted in a <i>plain copy</i> .
23.	Certificate of seniority as a tenured teacher , <i>plain copy</i> .
24.	Only for positions in the faculties of theology , the blessing of the hierarchical authority of the Church governing the faculty.
25.	Maximum of ten publications , patents, or other works by the applicant, in digital form , selected by the applicant as the most relevant to their own professional accomplishments
26.	Applicant's agreement to the requirement that the paper and electronic formats contain the same information , except for personal data and the full text of the publications (<i>original copy</i> , confirmed by signature) - <i>Addendum 5.7</i>
<p>All documents contained in the list of required documents shall be submitted:</p> <p>1. in paper format, (printed on paper, in bound envelopes, except item 25 on the list)</p> <p>2. in PDF format (on CD/DVD or USB memory stick).</p>	

ADDENDUM 5.2

[Registration no.]

DEAR RECTOR,

I, the undersigned,, born on (day, month, year), resident of, address, phone, graduate of the Faculty of, with a major in, employed as, at, please consider my promotion application submission for the position of, position number, subject(s), at the Department, Faculty

I declare that I have a doctoral degree in the field of since (date)

The exam announcement was posted on the *UBB website*.

Knowing the provisions of Criminal Code Article 326 concerning false statements, I hereby solemnly and sincerely declare that the data and information contained in the application file are legitimate and pertain to my own activities and achievements.

I hereby consent to the processing of my personal data under the provisions of Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data, as well as repealing Directive 95/46/EC (General Data Protection Regulation – GDPR), as implemented by Law No. 190/2018.

My consent to the processing and, where applicable, the subsequent transfer of personal data is granted solely for the stated purpose. I hereby acknowledge that I have been informed of my rights under Regulation (EU) 2016/679, namely: the right of access to data, the right to erasure (“the right to be forgotten”), the right to restrict processing, the right to data portability, the right to object, and the right to rectification. I have been informed that the right to withdraw consent to the processing of personal data may be invoked by means of a written request, specifying the personal data for which deletion is requested. Upon exercising my right to withdraw consent, Babeş-Bolyai University will delete or dispose of my personal data in accordance with the law.

The general personal data protection policy of Babeş-Bolyai University is available here: <https://www.ubbcluj.ro/ro/politici>

Date,

Applicant’s signature,

I hereby endorse the application,
LEGAL ADVISOR

Date, Signed,

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

ADDENDUM 5.3

FACULTY _____

DEPARTMENT _____

Exam for the position of _____, position no. _____

Teaching subjects _____

CHECKLIST

established by the University for the academic promotion to the position of
Assistant professor / Lecturer

Applicant: / Date of birth:

Current position:, Date appointed to current position:
 Institution:

1. Higher education studies

Sr. No.	Higher education institution and faculty graduated	Field	Period	Title

2. Doctoral studies

Sr. No.	Institution organising doctoral programmes	Field	Period	Academic degree title

3. Compliance with the minimum standards established by the University

Performance indicators / minimum number	Applicant's number of achievements
Fulfilling one of the alternative scientific requirements listed below: a) author or co-author of eight research outputs (articles, book chapters, or books) indexed in WoS, Scopus, or ERIHPlus (for articles) or published by prominent publishers	

from Romania or abroad (for chapters/books); the applicant must be the main author of at least four publications;

b) author/co-author of a study published in Science or Nature journal, or the main author of two articles in a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the articles according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication;

c) one of the following alternatives for the social and humanistic fields: author or co-author of two books (of which one as a main author)/ author or co-author of four scientific chapters in a collective volume (of which two as main author)/ author or co-author of a book (main author) and two scientific chapters in collective volumes (main author for at least one chapter); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered.

Note: *The main author status is defined by the standards of each field.

**Additionally, specific national minimum standards must be met for assistant professor positions at theological faculties.

***For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in sub-paragraph a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate.

**** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from sub-paragraph a).

*****Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.

*****In addition, for all assistant professor/ lecturer positions, applicants must meet the minimum standards established under art. 28 of this methodology.

Applicant's signature,

ADDENDUM 5.4

Preparing the compliance criteria checklist established by the University for the academic promotion to the positions of **full professor and associate professor** *-stipulations-*

The compliance criteria checklist for the positions of **associate professor and full professor** is prepared by each candidate in accordance with the standards provided in the Minister's Order approving the CNATDCU standards for each subject area, to which additional standards approved by decision of the UBB Senate at the proposal of the faculties are added, where applicable.

I The following qualifications are required in aggregate for the position of **associate professor**:

- a) fulfilling national minimum standards established by *order of the line minister*;
- b) meeting the University's minimum standards established by Senate approval as submitted by faculties.

II The following qualifications are required in aggregate for the position of full professor:

- a) fulfilling national minimum standards established by order of the line minister;
- b) meeting the University's minimum standards established by Senate approval as submitted by faculties;
- c) being the director of at least one competition-based research grant or project, or a member of at least three such grants;
- d) habilitation certificate (exclusively for full professor positions).

* Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.

The candidate will complete the compliance criteria checklist in a format that helps facilitate information verification: in parallel columns, the candidate will enter the values of the minimum standards imposed by the normative acts (left) and the final values achieved by the candidate for each standard (right).

ADDENDUM 5.5

STATEMENT

I, the undersigned,,
applying for the position of, position
no....., at the Department, Faculty
....., understanding the
provisions of articles 170 para. (1) and 201 para. (4) of the Higher Education Law no. 199/2023
according to which *spouses, in-laws or relatives up to the third degree, may not be simultaneously in
relation to each other in a position of leadership, control, authority or direct institutional evaluation at any
level within the same higher education institution*, as well as of art. 201 para. (5) of the Higher
Education Law no. 199/2023 according to which *the violation of the provisions of para. (4) results in
the annulment of the promotion exam*, I hereby confirm that, should I pass the exam for the position
mentioned above, I will not be in any of the situations listed above.

Date:

Last name, first name, signature

.....

ADDENDUM 5.6

STATEMENT

I, the undersigned, applying for the position
....., position no....., in the
Department Faculty
....., fully
aware of the provisions of Article 326 of the Criminal Code relating to false statements, **I hereby confirm that I am not subject to any disciplinary sanction that remains unremoved under the law.**

Date:

Last name, first name, signature

.....

ADDENDUM 5.7

STATEMENT

I, the undersigned, applying for the position of, position no., within the Department, Faculty, hereby confirm that both the paper and electronic versions of the application file contain the same information.

Date:

Last name, first name, signature

.....

ADDENDUM 6

OPINION

on the applicant's compliance with the criteria and standards for scientific and teaching activity for the position of

Teaching position	Position number in the establishment plan	Department
--------------------------	--	-------------------

The review committee, established by UBB rector's decision no..... of..... and made up of:

(list the position, last name and first name of the members)

- (1)
- (2)
- (3)
- (...).....

I. Applicant's data

The following **candidate** has applied for the exam:

.....

II. Verifying the fulfilment of the requirements and standards pertaining to the research and teaching activity

Standard/ Criteria	Applicant's achievements	Meets the minimum standard (YES/NO)
For interdisciplinary positions, a doctoral degree or the status of doctoral student in the field of the position or in related fields (specified in the job description) is required.	<i>the field of the doctoral degree, or the field of doctoral studies, as applicable, must be indicated</i>	

(The standard applicable to the position for which legal endorsement has been granted shall be selected)

Standard/ Criteria	Applicant's achievements	Meets the minimum standard (YES/NO)
<p>Standards established by UBB:</p> <p>ASSISTANT PROFESSOR/LECTURER (to be filled in as per art. 11, paragraph (5) of the Methodology) The national minimum standards provided by Minister of Order No..... will also be indicated for the positions of assistant professor at the faculties of theology.</p> <p>Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</p>	<p><i>the candidate's total number of publications and category that applies (a, b or c) will be indicated</i></p>	
<p>Standards established by UBB:</p> <p>ASSOCIATE PROFESSOR (to be filled in as per art. 11, paragraph (6) of the Methodology) Each faculty will fill out the minimum standards established by the Minister of Order no....., for the field of the position. (Committee no. field.....)</p> <p>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</p>	<p><i>the candidate's score in each of the minimum criteria listed must be indicated</i></p>	

<p>Standards established by UBB:</p> <p>FULL PROFESSOR (to be filled in as per art. 11, paragraph (7) of the Methodology) Each faculty will fill out the minimum standards established by the Minister of Order no....., for the field of the position. (Committee no. field.....)</p> <p><i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i></p>	<p><i>the candidate's score in each of the minimum criteria listed must be indicated</i></p>	
<p>Director of at least one grant or research project obtained as part of an open call competition, or membership in at least three such grants.</p>	<p><i>the number of grants/projects on which they served as director/member will be listed</i></p>	
<p>Holding a habilitation certificate</p>		
<p>Scientific record that corresponds to the indicated scientific field and the description of the position for which they are applying</p>		
<p>When applying for a teaching position in a foreign language, proof of language proficiency is required (C1 level certificate in the language of teaching according to the CEFR guidelines or attestation of studies/ traineeships in that country/ language required for a cumulative period of at least nine months).</p>	<p><i>type of certificate/ duration of studies/ traineeships in the respective country/language will be indicated</i></p>	
<p>For positions in the faculties of theology, the blessing of the hierarchical authority of the Church governing the faculty.</p>		

* Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.

III Observations:

.....

.....
.....
.....
.....

IV Decision of the review committee

The **review committee gives/does not give** the candidate a favourable opinion on meeting the requirements and standards established for research and teaching activities.

Review committee:

(last name, first name, signature)

- (1)
- (2)
- (3)
- (...).....

Date

ADDENDUM 7

MINUTE SUMMARIES

OF THE COUNCIL MEETING

(indicate the department submitting the proposals for the nominal composition of the appointing committee(s) and the appeals review committee(s))

of (date)

The meeting was attended by members out of the total of Council members.

Under item ... on the agenda - **“Proposal and approval of the membership of the appointing committee(s) for filling teaching positions in the first (or second) semester of the academic year and of the appeals committee(s)”** - the following was brought to the attention of the Council members

1) the provisions of **art. 17, para. (2)-(11)** of the *Methodology for organising and conducting academic promotion and tenure applications at Babeş-Bolyai University of Cluj-Napoca*

2) the provisions of **art. 20** of the *Methodology for organising and conducting academic promotion and tenure applications at Babeş-Bolyai University of Cluj-Napoca*

Based on the proposals made during the meeting in relation to the above-mentioned issues, the following nominal composition of the committees **was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:**

Department	Position number in the establishment plan	Teaching position	Appointing committee*	Appeals Committee*
			Chair Members	Chair Members

(*the committee chair and the institutional affiliation of both the chair and the members will be indicated)

Director,

.....

Prepared,

.....

ADDENDUM 8

MINUTE SUMMARIES

OF THE COUNCIL MEETING

(specify the faculty)

of (date)

The meeting was attended by..... members, with..... teachers and..... students out of the total of Council members.

Under item ... on the agenda – “**Approval of proposals for the membership of the appointing committees for filling teaching positions in the first/second semester of the academic year and of the committee(s) for handling appeals**” - the proposals of the department council(s) were brought before the Council members for discussion (*specify the name of the department(s)*), taking into account

1) the provisions of **art. 17, para. (2)-(11)** of the *Methodology for organising and conducting academic promotion and tenure applications at Babeş-Bolyai University of Cluj-Napoca*

2) the provisions of **art. 20** of the *Methodology for organising and conducting academic promotion and tenure applications at Babeş-Bolyai University of Cluj-Napoca*

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following nominal composition of the committees **was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:**

Department	Position number in the establishment plan	Teaching position	Appointing committee*	Appeals Committee*
			Chair Members	Chair Members

*(*the committee chair and the institutional affiliation of both the chair and the members will be indicated)*

Dean,

Prepared,

.....

.....

ADDENDUM 9

MINUTE EXTRACTS OF THE ADMINISTRATIVE COUNCIL MEETING OF BABEŞ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA

of (date)

The meeting was attended by members out of the total of Council members.

Under item ... on the agenda – **“Confirmation of proposals for the membership of the appointing committees for filling teaching positions in the first/second semester of the academic year and of the committee(s) for handling appeals”** - the proposals of the department council(s) were brought before the Council members for discussion (*specify the name of the department(s)*), taking into account

1) the provisions of **art. 17, para. (2)-(11)** of the *Methodology for organising and conducting academic promotion and tenure applications at Babeş-Bolyai University of Cluj-Napoca*

2) the provisions of **art. 20** of the *Methodology for organising and conducting academic promotion and tenure applications at Babeş-Bolyai University of Cluj-Napoca*.

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following nominal composition of the committees **was confirmed by the Council, with..... votes “for,” votes “against,” and..... abstentions:**

*(*the committee chair and the institutional affiliation of both the chair and the members will be indicated)*

Faculty	Department	Position number in the establishment plan	Teaching position	Appointing committee*	Appeals Committee*
				Chair Members	Chair Members

Rector,

Prepared,

.....

.....

ADDENDUM 10

INDIVIDUAL ASSESSMENT REPORT

ADDENDUM 10.1

ASSESSMENT REPORT

on the academic promotion exam for the positions of ASSISTANT PROFESSOR/ LECTURER

(is prepared by each member of the committee, including the chair)

I, the undersigned, teaching rank
..... Institution, Faculty of
..... Department
....., appointed by **Rector's
Decision no. (see the document in the candidate's application file)** as a member of the appointing
committee for the vacancy, position number in the staff establishment
plans of the Department of, following an analysis
of the data submitted in the application file and the performance of the candidate
..... throughout the examinations, concluded the
following:

1. Fulfilment of minimum standards and specific standards

Standards established by UBB	Applicant's achievements
------------------------------	--------------------------

<p style="text-align: center;">ASSISTANT PROFESSOR/ LECTURER</p> <p>Fulfilling one of the alternative scientific requirements listed below:</p> <p>a) author/co-author of 8 scientific papers (articles/chapters in books/books) that have been indexed in WoS/ Scopus/ ERIHPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least four papers;</p> <p>b) author/co-author of a study published in Science or Nature journal, or the main author of two articles in a publication ranked in the Top 10 in the field; scientometrics is employed as an</p>	<p><i>the candidate's total number of publications and category that applies (a, b or c) will be indicated</i></p>
---	--

influence score measure for the articles according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication;

c) one of the following alternatives for the social and humanistic fields: author or co-author of two books (of which one as a main author)/ author or co-author of four scientific chapters in a collective volume (of which two as main author)/ author or co-author of a book (main author) and two scientific chapters in collective volumes (main author for at least one chapter); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered.

Note: *The main author status is defined by the standards of each field.

**Additionally, for assistant professor positions at theological faculties, specific national minimum standards must be met.

***For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in sub-paragraph a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate.

**** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from sub-paragraph a).

***** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.

*****In addition, for all assistant professor/ lecturer positions, applicants must meet the minimum standards established under art. 28 of this methodology.

2. Assessment of research activity, teaching skills, and other skills

a) the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for

b) the teaching skills and the competence of the candidate to supervise students or young researchers

c) the applicant's ability to transfer their knowledge and findings to the economic or social sphere or to disseminate their own research findings;

d) the candidate's ability to manage research and development projects and to collaborate in research projects and other professional activities as part of a team

e) the candidate's professional experience in institutions other than the one conducting the academic promotion process; quality of scientific and professional collaborations, depending on the candidate's field of expertise

2. Evaluation of oral examination performance

(for the positions of assistant professor and lecturer, the oral exam consists of a course lecture)

The oral examination was held on (date) _____, at (time) _____, and it involved the following:

3. Results

CANDIDATE _____ _____	Assessment of submitted file <i>(based on the assessments in points 1 and 2)</i> <i>80% of the final grade</i>	Evaluation of oral examination performance <i>20% of the final grade</i>	FINAL GRADE <i>(the weighted average of the scores obtained on each test)</i>
Scores received			

Date,

.....

Signed,

.....

ADDENDUM 10.2

ASSESSMENT REPORT

**on the academic promotion exam for the positions of FULL
PROFESSOR/ ASSOCIATE PROFESSOR**
(is prepared by each member of the committee, including the chair)

I, the undersigned, teaching rank
....., Institution, Faculty of
....., Department
....., appointed by **Rector's
Decision no. (see the document in the candidate's application file)** as a member of the appointing
committee for the vacancy, position number in the staff establishment
plans of the Department of, following an analysis
of the data submitted in the application file and the performance of the candidate
..... throughout the examinations, concluded the
following:

1. Fulfilment of minimum standards and specific standards

Standards established by UBB	Applicant's achievements
<p>Each faculty will fill out the UBB minimum standards established by the Minister of Order No..... for the field of the position opening.</p> <p><i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i></p>	<p><i>the candidate's score in each of the minimum criteria listed must be indicated</i></p> <p><i>for the positions of full professor, the following will also be listed:</i></p> <ul style="list-style-type: none"> - the number of research grants/projects obtained as part of a competition on which they served as director or member - habilitation certificate (only for full professor positions)

2. Assessment of research activity, teaching skills, and other skills

a) the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for

b) the teaching skills and the competence of the candidate to supervise students or young researchers

c) the applicant's ability to transfer their knowledge and findings to the economic or social sphere or to disseminate their own research findings;

d) the candidate's ability to manage research and development projects and to collaborate in research projects and other professional activities as part of a team

e) the candidate's professional experience in institutions other than the one conducting the academic promotion process; quality of scientific and professional collaborations, depending on the candidate's field of expertise

3. Assessment of public lecture

(delivering a **public lecture** of minimum 30 minutes on a subject selected by the candidate from the listed topics)

The public lecture was delivered on (date) _____, at (time) _____, and it involved the following:

4. Results

CANDIDATE _____ _____	Assessment of submitted file <i>(based on the assessments in points 1 and 2)</i> 80% of the final grade	Assessment of public lecture 20% of the final grade	FINAL GRADE (the weighted average of the scores obtained on each test)
Scores received			

Date,

.....

Signed,

.....

ADDENDUM 11

Faculty/ Institute _____
EXAM for the position of _____, position number _____
Department _____ published _____

SUMMARY REPORT on the academic promotion and tenure applications process

The appointing committee, formed in accordance with Faculty Council decision, approved by the Babeş-Bolyai University Senate, and appointed by **Rector's Decision** no. _____, is made up of the following members:

(academic rank, last name, first name, institutional affiliation)

Chair: _____

Members: _____

has prepared the following report:

Applicant's data

The following candidate has applied for the exam:

1. Quantitative data:

The candidate received the following score after meeting the minimum standards required for the position:

Note: If the scores given by the committee members differ, the score is determined by a majority vote of the appointing committee members.

Standards established by UBB	Applicant's achievements
The minimum standard for the position is filled out as per point 1 of the individual assessment report	<i>(indicate the score or number of achievements for each of the minimum criteria, depending on the field and position type, based on the scores given at point 1 of the members' individual assessment reports)</i>

2. Qualitative data:

The following conclusions have been reached following an assessment of the information provided in the application files as well as hard evidence (*the qualitative aspects of the studies, research activities, teaching skills, and other skills will be outlined*):

3. Results

<p style="text-align: center;">CANDIDATE (last name, first name) _____</p>	<p style="text-align: center;">The final grades assigned to the candidate in the individual assessment reports by committee members</p>
President	G ₁
Member 1	G ₂₌
Member 2	G ₃₌
Member 3	G ₄₌
Member 4	G ₅₌
<p>Overall score (Arithmetic average of G₁, G₂, G₃, G₄, G₅)</p>	

To be eligible for the appointing process, applicants must have received at least a 7 (seven) in each examination and

4. The committee's vote on the exam report

APPOINTING COMMITTEE		
Number	Votes	
	For	Against

5. Appointing committee's decision
(adopted following the open ballot on the examination report)

The exam report is approved by the **appointing committee** with _____ votes FOR.

If a majority of the committee members do not vote FOR, the position will not be filled by the candidate.

Date _____

Chair: _____

Members: _____

ADDENDUM 12

MINUTE SUMMARIES FROM THE COUNCIL MEETING (FACULTY.....) of (date)

The meeting was attended by __ members, with __ teachers and __ students* out of the total of __ Council members.

Under item on the agenda – “**Validation of exam reports for appointment to teaching positions**” - the Council reviewed *compliance with the guidelines set forth in the framework methodology and the institution’s own methodology governing the organisation and conduct of the academic promotion and tenure applications process.*

It was established that an appeal was/was not submitted in accordance with the legal provisions.

The vote of the appointing committee on the exam report and the vote of the council on the observance of the procedures set out by the academic promotion process methodology, both cast during said meeting, are as follows:

Department	Position <i>(academic rank and position number in the staff establishment plan)</i>	Score obtained by the candidate according to the summary report of the appointing committee		Appointing committee’s vote		Council’s vote		
		Candidate’s last name and first name	Overall score	for	against	for	against	abstentions

Based on the votes cast, the Council **approves/dismisses** the exam report.

Dean

Prepared,
