



# INSTITUTUL TEOLOGIC ADVENTIST

## FACULTATEA DE TEOLOGIE ADVENTISTĂ

### Translation from Romanian

The Adventist Theological Institute

Faculty of Adventist Theology

### THE RECTORATE

#### METHODOLOGY OF COMPETITION

to fill in the academic vacancies at the Adventist Theological Institute  
*in line with the National Education Law no. 1/2011 and of G.D. no. 457/May 4, 2011 with the  
ulterior changes and addition.*

#### CHAPTER I. General Provisions

**Art. 1.** - (1) In order to fill in the academic vacancies in the Adventist Theological Institute (ITA) only the persons who meet the minimum standards required for entry in the competition and employment on academic positions in the higher education system may apply, as approved by the order of the Minister of Education, Research, Youth and Sports, in line with Art. 219 line (1) a) and art. 295 line (1) of the National Education Law no. 1/2011.

(2) Our own methodology competition to fill in the vacancies provides minimum standards of filling in academic vacancy for the following academic positions:

- a. Teaching assistant hired for an indefinite period;
- b. Lecturer;
- c. Associate Professor;
- d. Professor, PhD.

(3) Standards related to positions provided under line (2) are minimum requirements and mandatory for enrolling in the competition to fill in those positions.

(4) In case that an applicant holds elements that can prove the breach of competition law

proceedings, the applicant may appeal for a decision within 5 business days following the notification of the result. The appeal shall be made in writing to the registry of ITA and it is settled by the competition commission.

5) Failure to comply with our methodology by the persons responsible in the process of organizing and conducting competitions is considered misconduct and it shall be punished in line with Law no. 1/2011 or other legal provisions, according to the classification of the offense.

**Art. 2.** - (1) The notice on the competition organization is published at least two months before the date of the first competition. The registration for the competition begins on the day of its publication in the Official Gazette of Romania, Part III, of the open position and it ends 15 consecutive days before the deployment of the first exam.

(2) Notices shall be published at least in the following ways:

- a) in a visible location on the main page of the ITA's website;
- b) on a specialized website, administered by the Ministry of Education, Research, Youth and Sports;
- c) on the Official Gazette of Romania, Part III.

(3) ITA may announce additional competitions by any means, including publication in the media in national and international scientific publications, on websites specialized in publishing job offers and other such means.

(4) The following information shall be published within the period specified in line (1):

- a. description of the open position;
- b. tasks/activities for the open position, including teaching load and types of activities included in the teaching load;
- c. minimum basic salary for the position at the time of employment;
- d. the calendar of the competition;
- e. themes of the exams, including lectures, courses or other such or themes of the exams where the commission may choose the subjects of the exams actually taken from;
- f. description the competition procedure;
- g. full list of documents which the applicants must include in file of application;
- h. the address where the file of application must be sent.

(5) the adds regarding the positions of Associate Professor and Professor, PhD shall be published in English too.

**Art. 3.** - On the website of the competition and on ITA's website, the following information shall be published at the latest within 5 business days of the closing date for entries on the competition, for each of the candidates registered and respecting the protection of personal data According to the laws:

- a. Curriculum Vitae;
- b. the verification sheet concerning the fulfillment of minimum standards.

**Art. 4.** - (1) It is an open competition.

(2) The competition is opened to individuals who meet the requirements to entering the competition, without discrimination under the conditions of the law.

(3) The competition methodology cannot refer to seniority in profession and it may not

contain provisions to disadvantage the candidates outside the institution or outside the country.

(4) The description of the open position shall be made in inclusive terms that correspond to the real needs of ITA, taking into account not to restrict artificially the number of potential candidates.

**Art. 5.** - (1) It is considered to be involved in competition proceedings the persons who:

a. take part in the decision making process on the appointment of the examination commission;

b. are members or alternate members of the examination commission;

c. are involved in professional evaluation or administrative decisions within the competition;

d. are involved in settlement of disputes.

(2) Within the competition proceedings the following persons cannot be involved:

a) are spouses, in-laws and relatives up third degree including with one or more candidates;

b) are employed in the same institution with a candidate who holds a management position and are hierarchically subordinates to the candidate;

c) are associated with a candidate in companies where they hold shares representing at least 10% of the company's capital;

d) are or have been paid by research projects where a candidate was as project manager for the past 5 years prior the competition;

e) receive or have received in the last 5 years prior the competition of services or benefits of any kind from a candidate.

**Art. 6.** – Under the circumstances that, following the awarding of position to a candidate, one or several persons within ITA is to be in a situation of incompatibility under Article. 295 line (4) of Law no. 1/2011, the appointment and granting the university title may be held only after settlement of the situation/ situations of incompatibility. The settlement method of the situation of incompatibility is communicated to the Ministry of Education, Research, Youth and Sports, within two business days following the settlement.

## **CHAPTER II. Competition for filling in academic vacancies**

**Art. 7.** - The academic positions for undetermined period are filled in only by public competition organized by ITA in accordance with the law and this methodology.

**Art. 8.** - (1) ITA organizes a competition for filling in academic positions only if it is declared vacant.

(2) A position is considered vacant if it is so provided in the positions chart, elaborated annually, or if it is vacant during the academic year.

(3) The position is considered vacant by one of the following modalities:

a. by the termination of employment under the conditions of the law;

b. by transferring the person occupying the position to another position within ITA, as a result of awarding a competition.

(4) Academic positions may not be open for competition by considering a position held in a senior position.

**Art. 9.** - (1) ITA can organize a competition to fill in an academic position for an indefinite

period only after it is published by the Ministry of Education, Research, Youth and Sports as open position in the Official Gazette of Romania, Part III.

(2) For the add to be published in the Official Gazette of Romania, Part III, ITA sends to the Ministry of Education, Research, Youth and Sports the following documents:

a) the list of proposed positions on the competition and their structure, signed and stamped by ITA's Rectory;

b) the excerpt from the positions chart containing the vacancies on competition, signed by the Rectory, Dean and Director of the Department;

c) the statement of ITA's Rectory attesting that all academic positions proposed to be on competition are structured only on curricula subjects of the specialization/study programs legally established;

d) own methodology.

(3) Submitting to the Ministry of Education, Research, Youth and Sports of the request for publication in the Official Gazette of Romania, Part III of the open position is made compulsory within the first 30 calendar days following the start of each semester of the academic year.

(4) The competition procedures may be initiated only following the publication in the Official Gazette of Romania, Part III of the open position.

**Art. 10.** - (1) The proposal for organizing the competition for a vacancy is presented by the Director of the department where the position is registered, by reference approved by the council of the department and by the faculty council.

(2) The list of positions suggested to be filled in by competition is approved by the Dean and submitted to the ITA Board of Administration for approval in accordance with art. 213 line (13) c) of the Law no.1/2011.

**Art. 11.** - (1) The conditions for enrollment in the contest to fill in an academic position are those provided in this article.

(2) For the position of Assistant Professor hired for an indefinite period the following are required cumulatively:

a) holding the diploma of doctor in the open position or in related fields;

b) the publication of at least 3 works (articles, studies) in full or summary, in specialized magazines or books of national and international scientific meetings.

(3) For the post of *Lecturer* the following are required cumulatively:

a) holding the diploma of doctor in the open position or in related fields;

b) publication of at least 5 works (articles, studies) in full or summary, in magazines or books of national and international scientific meetings;

c) development, at least in electronic form, a specialized academic material to be used by students.

(4) For the position of *Associate Professor* the following are required cumulatively:

a) holding the diploma of doctor in the open position or in related fields;

b) compliance with national minimum standards for filling in academic vacancies, specifically for the position of University Lecturer, approved by the Order 6560/20.12.2012;

c) other criteria specific to each faculty and approved by the Faculty Council, criteria which

cannot fall below national standards.

(5) For the position of *Professor, PhD* the following are required cumulatively:

- a) holding the diploma of doctor in the open position or in related fields;
- b) compliance with national minimum standards of employment on academic positions, specifically for the Professor, PhD position, approved by the Order 6560/20.12.2012;
- c) other specific criteria of each faculty and approved by the Faculty Council, criteria which cannot fall below national standards.

**Art. 12.** - (1) In order to enter the competition for an academic position, candidate prepares a file application containing at least the following documents:

- a) application to enter the competition, signed by the candidate, including an statement regarding the truth of the information provided in the file;
- b) a draft for the candidate's academic career development, in maximum 10 pages;
- c) Curriculum Vitae of the candidate on hard and soft copy;
- d) the list applicant's works on hard and soft copy;
- e) check sheet concerning the fulfillment of ITA's standards to participate in the competition, filled in and signed by the candidate;
- f) certified copy of the diploma of doctor and if the doctor original diploma is not recognized in Romania, certificate of recognition and equivalence thereof;
- g) the summary in Romanian and in a foreign language of the thesis, maximum one page for each language;
- h) the applicant's statement indicating the incompatibility situations stipulated by Law *no. 1/2011* in which he/she could be in case of awarding the position or the lack of such incompatibility;
- i) in case of competition for the post of Professor, PhD, a certified copy of certificate of entitlement;
- i) copies of other study diplomas certifying the candidate's studies;
- j) a copy of their identity card or, if the applicant does not have an identity card, of the passport or other identity document issued for a purpose equivalent to the identity card or passport;
- k) in case the candidate has changed his/her name, copies of documents attesting the change of name - marriage certificate or proof of name change;
- l) the approval of the Union Conference of Seventh-day Adventist Church;
- m) no more than 10 publications or other works of the candidate, in soft form, selected by him/her and considered to be the most relevant for his/her professional achievements.

(2) If the candidate's works are not available on soft copy, they shall be submitted on hard copy.

**Art. 13.** – *The Curriculum Vitae* of the candidate should include:

- a. information about studies and diplomas obtained;
- b. information about professional experience and relevant employment;
- c. information about research and development projects which he/she run as a project manager and grants obtained, if there are such projects or grants, indicating for each the funding source, funding amount and key publications quantity resulting;

d. information about the awards or other recognition of the candidate's scientific contributions.

**Art. 14.** - The full list of candidate's works shall be structured as follows:

a. the list of maximum 10 works considered by the candidate to be the most relevant for his/her professional achievements, which are included on soft copy which can be found in other types of work referred to in this article;

b. doctoral thesis or theses;

c. books and chapters in books;

d. articles/studies *in full* published in leading international scientific journals;

e. publications *in full* of the works appeared in main specialized international conferences;

f. other works and scientific contributions.

**Art. 15.** - (1) Candidates for the posts of Associate Professor must include in their file applications at least 3 names and contact addresses of personalities from their area of expertise, within the country or abroad, outside ITA, who agreed to produce letters of recommendation regarding professional qualities of the candidate.

(2) Candidates for the posts of Professor, PhD must include in their file of application at least 3 names and contact addresses of foreign personalities in higher education and research from the list approved by the Minister of Education, Research, Youth and Sports, elaborated according to art. 216 line (2) f) of Law no. 1/2011, which agreed to produce letters of recommendation regarding the candidate's professional skills.

(3) In case of Romanian specifically scientific fields, the letters of recommendation for candidates for the positions of Professor, PhD may come from some personalities in this field from Romania, outside ITA.

**Art. 16.** - (1) The application is built by the candidate and submitted to ITA headquarters, directly or by postal or courier services that allow confirmation of receipt.

(2) The application file is transmitted to the competition commission members starting with the closing date for submitting applications, but not later than 5 business days before the competition.

**Art. 17.** - Fulfillment of legal presentation conditions by a candidate is certified by the legal department of ITA based on verification of information in the application file. The approval is communicated to the candidate within maximum 48 hours after it was issued, but no less than 5 business days prior to deployment of the first exam in the competition.

**Art. 18.** - Candidates who meet legal requirements of the competition shall be invited by ITA to sustain the exams in the competition by an add on the website of ITA.

**Art. 19.** - The competition commission evaluates the candidate in terms of the following:

a. relevance and impact of the scientific results of the candidate;

b. the candidate's ability to guide students;

c. teaching skills of the candidate;

d. the candidate's ability to transfer knowledge and results to the economic and social environment or to popularize his/her own scientific results:

e. the candidate's ability to work in team and the efficiency of his/her scientific collaboration, depending on the specific field of candidates;

f. the candidate's professional experience in other institutions than ITA.

**Art. 20.** – (1) The candidate's professional skills are evaluated by the competition commission based on the application file, and through one or more exams, including lectures, courses' presentation, or other similar things, according to ITA's own methodology, posted to the web page, the date, time and place of the competition process.

(2) For all positions for an indefinite period, at least one exam shall be compulsorily represented by a public lecture in which the candidate presents the most significant results of previous professional achievements and academic career development plan. This exam contains as a condition a session of questions from the commission.

(3) For the position of *Assistant Professor* the competition will contain in a writing paper with relevant subjects from the position's curriculum and a seminary presentation in front of the students.

(4) For the position of *Lecturer*, the candidates who didn't expose didactic activities in the higher academic education or they present only seminary activities, they will present a didactic presentation in front of the students, in front of the competition commission. The thematic and the bibliography for the didactic presentation will be made according to curriculum.

**Art. 21.** - (1) Determination of the composition of the competition commission is done after the publication of the notice on the job vacancy for each open position.

(2) The composition of the competition commission can include alternate members.

(3) The Council of the department in which structure the job opening is registered, makes proposals for the nominal composition of the competition commission.

(4) The composition of the competition is proposed by the Dean of the Faculty based on proposals referred to in line (3), and it is approved by the Faculty Council.

(5) The nominal composition of the competition commission accompanied by the approval of the Faculty Council is submitted to the University Senate subject to approval by the University Senate.

(6) Following the approval by the University Senate, the competition commission is appointed by decision of the Rector.

(7) Within two business days following the decision of the Rector, it is transmitted to the Ministry of Education, Research, Youth and Sports and the nominal composition of the competition commission is posted on the website of the competition.

**Art. 22.** - (1) The competition commission consists of a chairman and four members, specialists in area of the open position or in related fields.

(2) In case a member is unavailable to participate in the works of the commission, the respective member shall be replaced by an alternate member appointed by the same procedure as the commission members.

(3) The decisions of competition commission are taken by secret vote of the members and they are valid if they meet at least 3 votes.

(4) The works of the competition are run by the chairman of the competition commission.

(5) The members of the commission may be inside or outside ITA, within the country or abroad.

(6) For a position of Associate Professor or Professor, PhD, at least 3 members of the commission must be outside ITA from the country or abroad.

(7) The members of the commission must have a superior academic title or at least equal to the open position or, for members abroad, to meet standards open position.

(8) For the exclusive purpose of participation in the competition commission, the equivalence of academic title of foreign members is done by the approval by the composition of the university nominal senate commission.

(9) The chairman of the competition commission can be one of the following persons: the Dean of the Faculty where the job is registered, the Director where the job is registered, a member of the department or faculty council delegated for this purpose by the vote of the respective council.

**Art. 23.** - (1) The competitions are developed within 45 days following the conclusion of the registration period.

(2) The competition consists of the assessment of scientific work and teaching skills for teaching positions of the candidates.

(3) For each job, the competition commission decides the hierarchy of candidates and nominates the candidate who has the best results.

(4) The chairman of the competition commission shall elaborate a report based on the assessment reports elaborated by each member of the competition commission and with the compliance of the hierarchy of applicants decided by the commission.

(5) The report on competition is approved by decision of the competition commission and it



signed by each of the members of the competition commission and by the chairman.

(6) The Faculty Council assesses the observance of the procedures established by ITA methodology and approves or not the report on the competition. The hierarchy of applicants determined by the competition commission cannot be amended by the Faculty Council.

(7) The University Senate assesses the observance of the procedures established by the methodology of the Higher Education Institute and approves or not the report on the competition. The hierarchy of applicants determined by the competition commission cannot be amended by the University Senate.

**Art. 24.** - (1) Employment and granting the afferent academic title, following the approval by the University Senate of the results in the competition, is done by the decision of the Rector, starting with the semester following the competition.

(2) The decision of appointment and granting of academic title by ITA, together with competition report is submitted to the Ministry of Education, Research, Youth and Sports and to the National Council for the Recognition of Degrees, Diplomas and Certificates (CNATDCU) within two business days following the decision of appointment.

**Art. 25.** - If the open position was not filled, the competition can be organized again with full compliance of the competition procedure.

**Art. 26.** - The result of the competition shall be published on the website of the competition within two business days following the completion of the competition.

**Art. 27.** - ITA elaborates on yearly basis, no later than September 1, a yearly report on the organization, conduct and completion of competitions to fill in academic vacancies. The report is submitted for notification to the Ministry of Education, Research, Youth and Sports and CNATDCU.

**Art. 28.** – This methodology was approved in the Senate meeting on October 19, 2011 and it was amended by the Board of Directors dated October 24, 2012 and February 27, 2013.

Rectory,  
Ion Toma, PhD