



ADVENTIST THEOLOGICAL INSTITUTE

077035 Cernica, Șos. Decebal, Nr. 11-13, Ilfov, Romania ◇ Phone/Fax (0040) 21-369 53 50; 0744 68 51 23
www.institutadventist.ro ◇ Email: secretariat@institutadventist.ro

FACULTY OF ADVENTIST THEOLOGY

Department of Theology – Social services – Faculty of Letters – Education sciences

ACADEMIC POSITION – JOB OPENING

in the second semester, academic year 2016-2017, *published in the Official Gazette, no.570/28.04.2017, Part III*

Associate Professor, position 7

a) Subjects in the curriculum

- **Educational Management (1st semester)** : lecture (2 classes)/week; seminar -1 class/week
- **Classroom/Group Management (2nd semester)**: lecture (2 classes)/week;
- **The History of Pedagogy(2nd semester)**: lecture (2 classes)/week seminar -1 class/week
- **Sociology of Education: (1st semester)** : lecture (2 classes)/week; seminar -2 classes/week

All these activities are to be done within the Programme of Study the Pedagogy for the Primary and Pre-school education

b) Job description

The position as *Associate Professor*, position 7, for the research field *education sciences* having 40 classes/week, includes:

- teaching load of 10.00 classes;
- research norm;
- mentoring/tutoring students;

To be employed on this position, it requires specialized studies in *education sciences*.

The job holder reports directly to the Director of Department and collaborates with colleagues within the department.

c) Job related duties/activities

Educational component:

- support courses and seminaries related to objects of study in the job description;
- guidance in the elaboration of Bachelor's paperwork;
- guiding the students' scientific research;
- assessment of student work (final exams, assessment, partial exams, papers)
- support activities for exams and other types of assessment of students;
- weekly consultation (minimum 2 classes) for educational activities included in the teaching load;
- tutorial activities.

Component of scientific research and career development:

- development and publication of scientific papers in the related disciplines;
- participation in the development of scientific papers in the fields of interest of the department;
- individual training (self-improvement), including improving his/her pedagogical training;

- participation in conferences, symposia, congresses etc. in the of activity or in complementary areas;
- participation in the development of courses, tests, applications, study guides, etc.

d) Minimum base salary at the employment date

The minimum base salary for the minimum educational experience for the position of Associate Professor is: 2454 RON.

e) Requirements for entering the competition

To enter the competition for the *Associate Professor position 7* the following conditions must be met:

- the person must hold a doctoral degree in the field which the position belongs to
- the person must comply with the standards for filling in the position of Associate Professor approved by the Order 4204/2013, Annex n°. 10– The Committee of Psychology and Comportamental Sciences.

f) Schedule of the competition

DATE/ PERIOD	STAGES OF THE COMPETITION	LEGAL DURATION ACCORDING TO HG 457/2011
21.02.2017	Approval of the Council of the Faculty	
01.03.2017	Approval of the opening of the competition for the position within the Administration Board	
28.04.2017	Publication of the vacancies with indeterminate duration for which the competition is opened in the Official Gazette, Part III Publication of the positions for which the competition is opened on the site of ITA	With at most 2 months before the date of the first exam
28.04.- 21.08.2017	Period for registering for the competition	The registration starts on the day when the advert is published in the Official Gazette and ends 15 calendar days before the day of the first exam of the competition.
19-23.06 2017	Approval of the competition juries by the Senate of ITA	
24-25.08.2017	Verification by the legal department regarding the fulfilment of the legal conditions for those registered for the competition.	It must be transmitted to the candidate within 48 hours from the day of issuance.
28.08.2017	<ul style="list-style-type: none"> Announcement of the candidates on the site of the competition and on the site of ITA (CV and verification form) Announcement of the day, time and place of the exams Transmission of the files regarding the candidates to the juries of the competition 	Within 5 days from the deadline of registration for the competition
12-14.09.2017	Period of the exams	
18.09.2017	Publication of the results on the site/announcement of the results in the notice board	Within 2 week days from the end of the competition
19-25.09.2017	Putting in the complaints	Within 5 days from the the day of issuance of the result
26.09.2017	Approval of the report of the jury of the competition by the Council of the Faculty	
27.09.2017	Approval of the reports regarding the competitions by the Senate and the end of the competition	

27.09.2017	Decision of the President regarding the appointment of the person to the position and the granting of the academic title after the result has been approved by the Senate.	
29.09.2017	Transmission by MEN and CNATDCU of the decision regarding the appointment and the granting of the academic title along with the report of the competition	Within 2 days from the day of issuance of the decision regarding the appointment.

g) Exams and their schedule

Exam 1: Public speech of about 45 minutes in which the candidate presents their most important professional achievements and the development plan they have for their university career - date:, and time:

*Exam 2: teaching speech in front of the students in the presence of the jury of the competition - date:, and time: **(only for the candidates that have not had any teaching activity in an university or have only had seminars)**

All exams will take place at the headquarters of Adventist Theological Institute, 11-13 Decebal Highway.

h) Competition subjects and bibliography

Topics:

1. School - an organization which studies
2. The impact of psychological and social factors on leadership styles
3. Ways of valuing the partnership school-community-family in the system of education and in the educational process
4. New trends in contouring the part played by the teacher
5. Modern approaches in crisis management in education
6. Comparison between modern and traditional approaches regarding classroom discipline.
7. Romanian school in the interwar period
8. The impact of the latest research in psychology on the teaching and educational process
9. The analysis of the effects of the first modern teaching theories on the current teaching process
10. The part played by education in social success.
11. New challenges for education in the context of high professional flexibility
12. Postmodern approaches identified in the Romanian educational system

Bibliography:

- Cazacu, A., 1992, *Sociologia educației*, Editura Hiperion, București.
- Constantinescu, C., Cristea, S., 1998, *Sociologia educației*, Editura Hardiscom, Pitești.
- Cucoș, C., 2001, *Istoria pedagogiei. Idei și doctrine pedagogice fundamentale*, Editura Polirom, Iași;
- Iucu, R.B., 2000, *Managementul și gestiunea clasei de elevi*, Editura Polirom, Iași.
- Jinga, I., 2003, *Managementul învățământului*, Editura ASE, București.
- Păun, E., 1999, *Școala – abordare sociopedagogică*, Editura Polirom, Iași.
- Pânișoară, O., 2009, *Profesorul de succes*, Editura Polirom, Iași.
- Popovici, D., 2003, *Sociologia educației*, Editura Institutul European, Iași.
- Stanciu, S., 1976, *Pedagogia română modernă și contemporană*, Editura Didactică și Pedagogică, București;
- Stănculescu, E., 2002, *Teorii sociologice ale educației*, Editura Polirom, Iași.
- Vlăsceanu, M., 2003, *Organizații și comportament organizațional*, Editura Polirom, Iași.
- Vlăsceanu, L., 2007, *Sociologie și modernitate*, Editura Polirom, Iași.
- Zaharian, E., 1971, *Pedagogia românească interbelică*, Editura Didactică și Pedagogică, București.

i) Description of the competition procedure

1. To participate within the competition for the *Associate Professor* position, the fulfilment of conditions specified in Art. 11, line 4 of the Methodology of competition for academic vacancies ITA. For this purpose, candidates submit their application file, the Verification sheet concerning the compliance with the standards for filling in the position of Associate Professor. Compliance of the candidate of legal conditions to participate in the competition is certified by the legal department approval on this sheet, which is notified to the applicant

within 48 hours following its issuance, but not less than 5 business days before the first exam in the competition.

2. For each open position, by the decision of the rectory, a competition commission is appointed and approved by the Institute Senate, at the proposal of the Dean of Faculty/head of department as appropriate, in which structure the academic position is to be found and with approval of the Faculty Council/Department Council.
3. The competition to fill in the position of *Associate Professor* consists in the assessment of the file of application and delivery of a public lecture. The candidates that do not come from the higher education system shall also support an educational lecture to students, in the presence of the competition commission. The didactic lecture and public lecture shall take place on the day (days) at the times and in the room which shall be announced by the commission on the ITA website at least 5 business days before the test.
4. The competition committee evaluates the candidate in terms of following aspects:
 - relevance and impact of the candidate's scientific results;
 - the candidate's teaching skills;
 - the candidate's ability to conduct research and development projects;
 - the candidate's ability to guide students and young researchers;
 - the candidate's ability to transfer knowledge and results to the economic or social environment or publicize his/her own scientific results;
 - the candidate's ability to work in teams and the efficiency of his/her scientific collaboration;
5. The subjects and references for the didactic lecture are those given on the website of ITA, displayed with the publication of the notice on the job opening.
6. The Competition Commission sets the subject of the teaching and public lecture on ITA's website 48 hours before supporting them. The members of the department in which structure the job opening is to be found can also participate. The exam is assessed by every member of the committee with a score of 10 to 1, the grade of exam representing the arithmetic average, not rounded. The applications that have scored at least eight points in this exam shall be nominated.
7. In the public lecture, the applicant must sustain at least for 45 minutes before the competition commission and at least the members of the department, the most significant results of his/her previous professional achievements and his/her academic/scientific career development plan. The lecture is to be followed by a session of questions from the competition commission and the public assisting. The exam is assessed by every member of the committee with a score of 10 to 1, the grade of exam representing the arithmetic average, not rounded. The applicants that have scored at least 8 points in this exam shall promote.
8. Based on this exam and following the analysis of each candidate's file of application, the members of the competition commission decide by secret vote the hierarchy of candidates and nominate candidates who have the best results. The chairman of the competition shall, within 5 days following the last exam, elaborate a report on the competition, with recommendation of the candidate who obtained the vote of at least 3 members of the committee. The report on competition is approved and signed by all committee members, including the chairman.
9. The result of the competition shall be published on the website of the competition within two business days following its completion.
10. 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 days following the notification of the result. The appeal shall be made in writing, recorded at the registry of ITA and it is settled by the competition commission within no more than 30 days following the expiry of the appeal.

11. The Faculty Council assesses the observance of the competition procedure and grants the acceptance or not on the competition report by secret recorded vote. The hierarchy of applicants determined by the competition commission cannot be changed by the Faculty Council.
12. The Institute Senate assesses the observance of the procedures set by ITA methodology and approves or not, by open vote, by simple majority, the report on the competition. The hierarchy of applicants determined by the competition commission cannot be altered by the Senate.

j) List of documents to be submitted in the file of application

1. **list of documents** (see form FormCD01);
2. **the application for the competition**, registered within the due time enrollment, signed and dated by the candidate (in line with form FormCD02);
3. **statement of the truth of the information presented in the file** (see form FormCD03);
4. **a proposal for academic career development of the candidate**, both in terms of teaching and in terms of scientific research (contains maximum 10 pages). The structure of the proposal shall be as follows:
 - a) Reasoning the academic career choice;
 - b) Training;
 - c) The role of psycho-pedagogical training in teaching career;
 - d) Achievements in teaching materials;
 - e) Concerns and scientific research results;
 - f) Knowledge of the most relevant national and international achievements of the job for which he/she is applying;
 - g) National and international recognition;
 - h) Concerns and perspectives in academic career development;
5. **the Curriculum Vitae of the candidate**, signed and dated in hard and soft copy;
The CV must include:
 - a) information about studies and diplomas obtained;
 - b) information about work experience and previous jobs;
 - c) information about research and development projects which he/she was/is a member or which he/she run as a project manager, if there are such projects or grants, indicating for each their funding source, funding amount and major publications or patents resulted;
 - d) information about the awards, or other recognition of the scientific contributions of the candidate;
6. **the list of works of the candidate**, signed and dated in hard or soft copy, structured as follows:
 - a) full list of works, among which in excerpt, the list of no more than 10 works considered to be the most relevant by the candidate for his/her professional achievements, which are included in soft copy in the application file which can be found in other types of work under this article;
 - b) thesis or doctoral theses;
 - c) patents and other intellectual and industrial property titles;
 - d) books and chapters in books;
 - e) articles/studies in full published in leading international scientific journals;
 - f) publications in full, appeared in the works of major international professional conferences;
 - g) other works and scientific contributions, as appropriate, in the field of artistic creation.
The list of papers is endorsed by the Scientific Secretary of the Department;

7. **verification sheet concerning the observance of ITA** presentation standards, filled in and signed by the candidate, in hard and soft copy; (See [FormCD04Conf](#))
8. **certified copy of the diploma of doctor** and if the doctor original diploma is not recognized in Romania, the certificate of recognition and equivalence thereof;
9. **the thesis summary** in Romanian and in a foreign language, on more than one page for each language;
10. **the candidate's declaration** indicating the incompatibility situations stipulated by Law no. 1/2011 in which they might be in case of awarding the job or the lack of such incompatibility; (See [FormCD05](#))
11. **certified copies of other diplomas that certify the studies of the candidate:**
 - a) baccalaureate degree;
 - b) a bachelor's degree and transcript/diploma supplement;
 - c) Master's degree/postgraduate studies and academic transcript/diploma supplement);
 - d) copies of other study diplomas certifying the candidate's studies;

If the original diploma is not recognized in Romania, certificates of recognition or equivalence thereof.
12. **copy of identity card** or, if the applicant does not have an identity card, passport or other identity document issued for a purpose similar with the identity card or passport;
13. **certified copy of his/her birth certificate;**
14. **certified copy of marriage certificate or proof of name change**, if the applicant has changed his/her name;
15. **the endorsement of the Union Conference of Seventh-day Adventist Church;**
16. **no more than 10 publications, patents or other work of the candidate**, in soft copy, selected by him/her and considered to be the most relevant for his/her professional achievements;
17. **letters of recommendation**, from at least of 3 personalities from the area of this position or abroad, outside ITA, who accepted to write letters of recommendation about the professional qualities of the candidate. (See [FormCD06](#))

II. LIST OF WORKS

18. **at the most 10 publications, licenses or other works belonging to the candidate** in electronic format, chosen by the candidate for being the most relevant for their professional activity. t

The file application is elaborated in a single copy in a file folder.

For the **cover file** [the form type FormCDCopertDosConc](#) shall be used.

Electronic documents, required in paragraphs 5, 6, 7, 16, shall be submitted on a single CD/DVD attached to the file and marked with the candidate name.

Address to submit the files of application:

ADVENTIST THEOLOGICAL INSTITUTE
077035 Cernica, Ilfov County, 11-13 Decebal Highway,
Secretariat (contact Cristian Niculiță)

Dean,
Lecturer Laurentiu Florentin MOȚ