



POSTED JOB DESCRIPTION

according to the requirements of the Government Resolution, no. 1.339/2023

JOB TITLE: ASSOCIATE PROFESSOR

Position no. 6, disciplines: *Family Business Management; Management; Marketing.*

1. Job description:

The job is included in the title list of the Management and Economic Informatics Department, Faculty of Management. The disciplines of the job are to be found in the curriculum plan of the bachelor and master programs of studies in Management and Business Information Systems.

2. Related duties and activities:

The job includes teaching (courses and seminars) and other extra activities: exams, tests, final paper coordination, university marketing. There are also other important responsibilities regarding this job, namely, research activities in the field specific to the denominational background.

3. The basic wage: 4.350 lei.

4. The schedule of the contest:

- April 30, 2024 – June 17, 2024 – application period
- July 10, 2024 – the contest
- July 10, 2024 – results communication.

5. Job application contest topics, including here the lectures, or the subjects that the contest committee decides for the contest.

File contest and a public speech. The applicants who are not part of an education system will hold a lecture on a chosen topic from the curriculum of the vacancy.

6. Contest procedures:

The file for contest has to be handed over to the members of the committee between June 18 - June 25, 2024. The applicants who fulfill the legal requirements for the contest, having the opinion of the Legal Department, are invited to the contest on July 10, 2024. The committee evaluates each applicant according to several aspects: the relevance and the impact of the academic achievements, the ability to guide the students, the didactic competences, the ability to pass over his/her knowledge in the economic or social environment, the ability to work in teams, the efficiency of scientific contributions and the ability to coordinate research papers, the professional experience in other institutions. The committee has the obligation to verify and ascertain the candidate's compliance with the national minimum standards. After the evaluation of the whole didactic and scientific activities, after the public speech/lecture and the answers given to the questions addressed, the committee determines the applicants' grades and names the one with the highest results. The president of the committee elaborates a record of the contest according to the assessment reports of each member of the committee and the

ranking of the applicants decided by the committee. The record of the contest is approved by the decision of the committee, and it is also signed by the president and the members of the committee.

7. The list of the documents necessary for the application:

- a) Application form for the contest signed by the applicant that includes a self-declaration of the trustworthiness of the given information;
- b) The opinion of the Guarantee Board;
- c) A proposal of the career development of the applicant no more than 10 pages;
- d) The applicant's Europass CV (a printed copy and an electronic version) that includes: information on his/her studies and diplomas; professional experience and relevant jobs held by the applicant; information on coordinated research projects and acquired grants; academic awards;
- e) The list of printed works (and electronic format) structured as follows: the list of 10 works considered to be the most relevant for his/her own academic achievements, the PhD thesis or theses, the licenses for own innovations or other titles; books and chapters; articles/researches published in international scientific journals; publications in extenso edited in works of main international academic conferences; other works and scientific contributions even in arts;
- f) A check-list with the fulfillment of the university's standards found in the methodology of the institution (the document has to be filled in and signed by the applicant) (a printed copy and an electronic version);
- g) A certified copy of PhD diploma (or a copy + the original), or the certificate for the validation of it;
- h) The summary of the PhD thesis in about 1 page (one copy in Romanian, one in English);
- i) A self-declaration of the applicant that shows the lack of incompatibilities established by Law 199/2023;
- j) Copies of other diplomas (Master Degree, Bachelor Degree, DPPD Certificate etc.);
- k) A copy of the ID card or passport;
- l) A copy of the marriage certificate (in case of change of the name);
- m) No more than 10 publications or other articles of the applicant (electronic version), considered to be his/her most relevant professional achievements;
- n) At least 3 letters of recommendations from university professors in this field from Romania or abroad who have accepted to write letters of recommendations to the applicants;
- o) Criminal Record Certificate;
- p) Conduct Integrity Certificate;
- q) A Medical Certificate of Health, issued on the specific form adopted by joint order of the Minister of Education and the Minister of Health;
- r) A medical certificate proving the ability to hold a teaching profession, released according to the stipulations of the Minister of Education and the Minister of Health.

8. Address for the job applications to be sent:

Universitatea Emanuel din Oradea, to the Secretariat of the rectorate

Nufarului street, 87

Code 410597, Oradea, Bihor county

Phone: +40-359-405603

E-mail: secretariat@emanuel.ro.