



METHODOLOGY
for the selection of deans within Transilvania University of Braşov
in the 2024-2029 legislative term

Art. 1 The deans of the faculties within Transilvania University of Braşov are selected through a public competition organized by the Rector of the University, in compliance with the provisions of Law no. 199/2023 with subsequent amendments, with the Charter of Transilvania University of Braşov, and according to the calendar approved by the Executive Board.

Art. 2 Persons from within the faculty or from any specialized faculty in the country or abroad may participate in the competition for the position of dean.

Art. 3 The candidacy file will be submitted to the University's Registry; in Romanian, according to the calendar approved by the Executive Board. The Rector's Office ensures the display of the CV, of the list of papers, and of the managerial plan on the website of Transilvania University of Braşov, under the section <https://www.unitbv.ro/despre-unitbv/informatii-de-interes-public/transparenta-institutionala/alegeri/5587-alegeri-2023-2028.html>.

Art. 4 The file will include the following:

- a) Application form for the submission of candidacy (according to the model in Appendix 1);
- b) Curriculum vitae;
- c) List of scientific papers;
- d) Managerial plan for the 2024-2029 time frame;
- e) Statutory statement that s/he is not under a disciplinary or judicial penalty (according to the model in Appendix 2);
- f) Documents attesting to the candidate's place of work and the nature of his/her labour contract;
- g) Written agreement to support the Rector's managerial plan and the performance indicators to be established by the Rector (according to the model in Appendix 3).

Art. 5 The Faculty Council endorses the candidates for the position of dean, whose files have obtained the opinion of legality from the Legal Department, following the analysis of the file and the hearing in the plenum of the Council meeting. The Council has the obligation to endorse at least two candidates, with a simple majority of the Council members' votes. The meeting quorum is 2/3 of the total Council members. Voting is direct, secret and freely expressed, separately for each candidate, and there is no prohibition to vote favourably for several candidacies.

Art. 6 The Faculty Council submits to the Rector of the University the list of candidates who obtained the simple majority of the Council members' votes, in the order of the number of votes obtained by each candidate, together with the minutes of the endorsement meeting (according to the model in Appendix 4) and the ballots in a closed envelope, signed by the censor committee members who counted the votes. The documents are archived at the secretariat of the Vice-Rector for Public Relations. The cancellation of a ballot occurs in the following situations: the absence of the University's control stamp, ballots that have a different

format than the one approved at the University level, failure to express an option; the bending of a ballot does not entail its cancellation unless it falls within the previous situations.

Art. 7 The deans are selected by a competition committee made up of 3-5 members appointed and chaired by the Rector of Transilvania University, based on the following criteria:

a) **option of the Faculty Council** (or of the entire group of tenured academic teaching personnel and indefinite-term researchers, in the case of faculties where the Rector requests this option):

20 points;

b) **didactic and scientific performance: 20 points.** The following will be taken into account:

- didactic performance: didactic activity with the students, experience in coordinating study programmes, doctoral supervision / habilitation criteria, drafting of didactic materials for students, coordination of bachelor's degree final papers/ diploma projects, dissertations, participation in exams of admission, completion of studies;
- scientific performance: raising of financial resources from national and international funding programmes, relevant scientific publications, patents, etc.;
- national and international visibility: awarded titles, prizes; participation in committees at national, international level, etc.

c) **managerial experience: 20 points.** The following will be taken into account:

- managerial experience proven in his/her capacity as a member in the management team of the chair, department, faculty, University, in the management team of a project, in other management structures.

d) **candidate's defence of his/her Management Plan: 40 points.** It will necessarily include:

- human resource-related goals and measures (to attract new specialists, improve the existing human resource, ensure the conduct of quality academic processes, etc.);
- objectives and measures to improve the didactic process (to attract candidates for admission, reduce student dropout, develop new study programmes, etc.);
- objectives and measures to increase the scientific performance of the faculty (with explicit reference to publications and research-development-innovation projects);
- the objectives and measures for the internationalization of the faculty (to increase the number of study programmes taught in international languages, or strengthen/adjust the existing ones, to attract foreign students, involve foreign specialists in teaching activities and scientific projects, increase international exchanges, etc.);
- to improve the organizational climate within the faculty and the communication with the academic teaching personnel and students;
- any other relevant objective(s) and measures.

Art. 8 Upon endorsement by the Faculty Council, the Rector of Transilvania University may request the option of the entire team of tenured academic teaching personnel and indefinite-term researchers of the faculty.

Art. 9 The competition committee will post, according to the calendar of elections approved by the Executive Board, on the University's website, under the "Dean Elections" section, the schedule of the interviews for the candidates to the position of dean to defend, each of them, his/her managerial plan. The candidates in each faculty will be scheduled for the interview in alphabetical order of their last name.

Art. 10 The candidates who were not selected can file appeals regarding the conduct of the competition within 24 hours from the date of displaying the results on the website <https://www.unitbv.ro/despre-unitbv/informatii-de-interes-public/transparenta-institutionala/alegeri/5587-alegeri-2023-2028.html>, at the University's Registry Office. The appeals will be settled within 24 hours from the expiry of the time limit

for filing appeals, by an Appeals Committee made up of 3-5 members, appointed by the Rector of Transilvania University.

Art. 11 The selection competitions for the position of dean will be validated by the University Senate, after which the Rector appoints the deans by order.

Art. 12 Within 5 calendar days from the beginning of their term of office, the deans of the faculties appoint their vice-deans, in compliance with the provisions of the Charter of Transilvania University, and establish their duties.

Art. 13 In the event that the position of dean becomes vacant (by resignation, termination of the labour contract, dismissal by the Rector, or demise) the same methodology of selection will be used, and the competition will be organized within a maximum of 3 months from the date of the vacancy, during which time the Rector, at the proposal of the Executive Board will nominate an interim dean from within that faculty.

Art. 14 In the event that the Faculty Council does not approve at least two candidates for the position of dean, or the Competition Committee referred to in art. 7 does not select any of the candidates for the position of dean, the procedure of selection at the respective faculty will be resumed. In this case, the Executive Board will establish a new calendar for the selection of the dean.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 21.02.2024.

Prof. Dr. Eng. Mircea Horia Țierean,
President of the University Senate



**APPLICATION FORM OF CANDIDACY SUBMISSION
FOR THE TERM OF OFFICE AS DEAN OF THE FACULTY
in the 2024-2029 time frame**

I, the undersigned,, having the teaching degree of....., tenured member of the academic teaching personnel at the University, based on the Law of National Education no. 199/2023, the University Charter and the *Methodology for the Selection of Deans within Transilvania University of Braşov in the 2024-2029 Legislative Term*, submit my candidacy in the elections for the position of dean of the Faculty

I append the following documents to this candidacy:

1. Curriculum vitae;
2. List of scientific papers;
3. Managerial plan for the 2024-2029 time frame;
4. Statutory statement that I am not under a disciplinary or judicial penalty;
5. Documents attesting to the workplace and the nature of the labour contract;
6. Written agreement to support the Rector's managerial plan and the performance indicators to be established by the Rector.

Date,

Signature,

.....

.....

Statutory statement

I, the undersigned,, identified by ID card series, no., issued by, on, domiciled in the county of locality st., no., block of flats, staircase, floor, apartment., sector, ZIP/postal code, telephone, fax

hereby declare on my own responsibility that I am not under any disciplinary or judicial penalty.

Note: I understand that any omission or unfairness in presenting the information is punishable according to the law (Art. 322 on the forgery in official statements under the Criminal Code).

Surname and forename:

Signature:

Date:

AGREEMENT

**TO SUPPORT THE MANAGERIAL PLAN OF THE RECTOR OF TRANSILVANIA UNIVERSITY
AND THE PERFORMANCE INDICATORS TO BE ESTABLISHED BY THE RECTOR**

I, the undersigned,, tenured academic teaching personnel member at the University....., Faculty, department, hereby express my agreement to support the Managerial Plan of the Rector of Transilvania University of Braşov in the 2024-2029 term of office and to accept the performance indicators to be established by the Rector.

Surname and forename:

Signature:

Date:

MINUTES

Concluded today, on the occasion of the meeting
of the Faculty Council

The meeting is chaired by, the most senior member of the Council, assisted by the youngest member of the Council, who will not run for the position of dean.

The meeting on is declared open by the most senior Council member.....

The meeting is attended by members of the Faculty Council.

The absentees with justification are: ... The absentees without justification are

It is found that the meeting quorum is met, since:% of the Faculty Council members are present.

The most senior Council member announces the agenda of the meeting:

1. Presentation of the Methodology for the Selection of Faculty Deans within Transilvania University
2. Endorsement of the candidates for the position of dean.

The most senior Council member proposes the election of a secretariat for drawing up the minutes, consisting of at least 2 members.

In order to prepare the minutes, the following were proposed:

1. by
2. by

The proposed persons were approved by the Faculty Council with votes.

The most senior Council member proposes the election of a vote-counting committee, consisting of at least 2 members.

The proposed persons were approved by the Faculty Council with votes.

As **the first item on the agenda** of the meeting on the candidates' endorsement for the position of dean briefly presents the Methodology for the Selection of Deans.

As **the second item on the agenda** of the meeting, the candidates for the position of dean of the Faculty are endorsed.

The most senior Council member announces the following to have submitted their candidacy for the position of dean.

1.
2.
3.

The candidates for the position of dean are requested to briefly present their managerial plan and to answer the Faculty Council members' questions.

1. briefly presented his/her managerial plan.

The following took the floor:

.....

2. briefly presented his/her managerial plan.

The following took the floor:

.....

3. briefly presented his/her managerial plan.

The following took the floor:

.....

The most senior Council member reminds that pursuant to art 5: *voting is direct, secret and freely expressed, separately for each candidate.*

At the time of the voting procedure began, being followed by the counting of votes.

At the time of the result of the vote was announced:

1. For the candidate

- "cancelled" votes:
- votes "in favour":
- votes "against":

2. For the candidate

- "cancelled" votes:
- votes "in favour":
- votes "against":

3. For the candidate

- "cancelled" votes:
- votes "in favour":
- votes "against":

The most senior Council member announces that the following candidates have been validated by the Faculty Council

1.
2.
3.

This Minutes has the following appended:

- Minutes of the Vote-Validation Committee, along with the sealed envelope containing the ballots with the cast votes;
- Attendance list of the Faculty Council members, with their signatures.

Braşov,

Minutes Drafting Committee:

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