

FACULTY OF ECONOMICS

Business Administration and Marketing Department

2. Associate Professor, vacancy ref. 4, disciplines: Management Information Systems, Computer Science in Business, Fundamentals of Information Technology, Cybermarketing

- a) Description of the Associate Professor Position, vacancy ref. 4. This position consists of:
- Discipline *Management Information Systems* comprises 2 lecture-hours and 1 seminar-hour for Bachelor's Degree Program in Accounting and Management Information Systems – full time education;
 - Discipline *Computer Science in Business* comprises 2 lecture-hours and 0.5 seminar-hours for Bachelor's Degree Program in Business Administration Systems – full time education;
 - Discipline *Fundamentals of Information Technology* comprises 2 seminar-hours for Bachelor's Degree Program in Accounting and Management Information Systems – full time education.
 - Discipline *Cybermarketing* comprises 3 seminar-hours for Bachelor's Degree Program in Marketing IF – full time education.
- b) the duties of the person applying for the vacant position are:
- to give lectures;
 - to coordinate seminars and practical works;
 - to supervise bachelor theses.
- c) minimum salary offered for the position when being hired: RON 3734lei +15% (doctoral bonus);
- d) the vacancy schedule:
- the announcement regarding the organization of the competition shall be published two months at the latest before the date when the first stage of the competition takes place;
 - the period of applications for the competition starts on the day when the Official Gazette of Romania, Part III, publishes the vacant position and is over 15 days before the first stage of the competition takes place.
- e) the topics for the examination are provided in the appendix
- f) the description of the examination procedure is provided in the appended methodology;
- g) the list of documents which applicants must include in their application file:
- application form, signed by the applicant; this form must include a statutory declaration for the accuracy of the information included in the file – according to the appended model;
 - the form according to which the applicant fulfils the university standards for taking part in the examination, as shown in the model form provided in the university's own methodology, which is to be filled in and signed by the applicant;
 - the documents which confirm the PhD degree: legalized copy of the PhD diploma and, if the original PhD diploma is not recognized in Romania, the certificate which confirms its validity;
 - the summary of the PhD thesis, in Romanian and in a language which is internationally spoken, in no more than one page for each language;
 - a proposal for the applicant's university career development plan, comprising both teaching and research activities; this proposal is drawn up by the applicant, it comprises 10 pages at the most and it is one of the most important criteria for selecting the applicants;

- a statutory declaration in which the applicant points out to the incompatibilities which might exist – as provided by Law no. 1/2011 – in case he/she passes the examination or the lack of such incompatibilities;
 - statement regarding the basic teaching job quota;
 - copies of other diplomas which certify the applicant's studies (baccalaureate diploma or certificate which confirms it, Bachelor's degree diploma and diploma supplement or certificates which confirm this degree, master's diploma and diploma supplement or certificate which confirms this degree, certificates which confirm attendance of professional training courses etc.);
 - copy of the identity card or, if the applicant does not have an identity card, of the passport or another document which confirms his/her identity and which was issued as an equivalent of his/her identity card or passport;
 - if the applicant has changed his name, he/she must present copies which confirm the change of his/her name – marriage certificate or the proof that the name was changed;
 - maximum 10 research papers/studies (in an electronic format) written and selected (the most relevant for his/her professional accomplishments) by the applicant; if these papers are not available in an electronic format, they will be presented in a printed form;
 - health certificate issued by his/her general practitioner, which states that the applicant is able to perform a didactical activity;
 - providing evidence for observance of the national standards for occupying didactical positions, which are specific for the didactical position of associate professor, in conformity with the minimum criteria approved by the Ministry of Education for Panel 4, Social Sciences Area, Committee for Economics and Business Administration;
- h) the address to which the application file is to be sent: București, Calea Văcărești, nr. 185, sector 4, room 27, *Biroul doctorat* (Ph Degrees Office).