

ROMANIA
„MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY



METHODOLOGY

FOR FILLING THE POSITION OF DEAN WITHIN “MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

in force starting with: 24.02.2022

- Bucharest, 2022 -

LEGAL BACKGROUND

- Law of National Education no. 1 of 2011, with subsequent amendments and additions;
- Law no.14/1992 on the organization and functioning of the Romanian Intelligence Service, with all subsequent amendments and additions.
- Law no. 80/1995 on the Status of Military Personnel, with all subsequent amendments and additions.
- Governmental Decree no. 206/1995 on the reorganization of the National Intelligence Institute into the National Intelligence Academy “Mihai Viteazul”, with all subsequent amendments and additions;
- MECS Order no. 3.751/2015 approving the Framework-Methodology on the process of establishing and choosing the management structures and functions at the level of institutions in the national higher education system;
- The University Charter of “Mihai Viteazul” National Intelligence Academy.

Chapter I GENERAL DISPOSITIONS

Article 1. This methodology establishes the procedure that is applied in „Mihai Viteazul” National Intelligence Academy (ANIMV) for filling the position of dean, in accordance with the provisions of the Law of National Education no. 1 of 2011, with subsequent amendments and additions, and the University Charter of “Mihai Viteazul” National Intelligence Academy.

Article 2. (1) Deans are selected through a public competition, organized by the commandant (rector) of the Academy and validated by the University Senate.

(2) The competition is open, under the conditions specified in the Law of National Education no. 1 of 2011, with subsequent amendments and additions.

Article 3. (1) All individuals who meet the conditions for registration may participate in the competition for the position of dean, without any discrimination, under current legal provisions.

(2) The competition can be attended by teaching and research staff, as well as associated professors from the Academy or from any other Faculty in the country or abroad, who are granted the approval of the Faculty Council.

(3) Candidates must be teaching and research staff or associated professors who:

- have remarkable results in scientific and didactic terms;
- have knowledge and skills to use legislation in the field of education and quality management;
- have managerial skills and strategic thinking;
- support the managerial program proposed by the rector, through the program they propose within the Faculty for which they are applying;
- meet the legal conditions to apply for the position of dean.

(4) Individuals who have reached the legal retirement age cannot apply.

Article 4. (1) The candidates must also fulfill the specific procedures/ conditions stipulated by Law no. 80/1995 on the Status of Military Personnel and the internal normative acts regulating the evolution of the career in the SRI.

(2) In order to fill the position of dean, candidates must also meet the following conditions:

- a) to fulfill the specific requirements of the position of dean description (Annex no.15);
- b) not to be under the effect of a disciplinary sanction and not to be put at disposal under the conditions of art. 89 of Law 80/1995 on the Status of the military personnel, with all subsequent amendments and additions.

Article 5. In case a candidate, after winning the competition, finds themselves in one of the situations of incompatibility or conflict of interests provided by art. 295 para. (4) of the Law of National Education no. 1 of 2011, with subsequent amendments and additions, respectively by the Code of Ethics and Deontology, they must specify, when submitting their candidacy, how they will solve the respective situation, in case they are appointed as dean (Annex no.2, point 3).

Article 6. The evaluation of the professional and managerial competencies of the candidates shall be carried out by the members of the selection Commission.

Article 7. The position of dean cannot be held cumulatively with other leadership positions within the Academy or in other educational institutions in the country.

Article 8. (1) The initiation of the procedures for organizing the competition for the dean position is made by the decision of the commandant (rector).

(2) The organization and conduct of the competition for the appointment of the dean is carried out in compliance with the principles of legality, university autonomy, transparency, public responsibility, accountability, managerial efficiency, observing the rights and ethical and deontological norms.

Article 9. The decision of the commandant (rector) for organizing and conducting the competition includes:

- the date on which the procedures for organizing the competition are triggered;
- the conditions of registration for the competition;
- the term of approval of the candidates by the Faculty councils;
- the structure of the competition commission that will assess the candidates endorsed by the Faculty councils;
- topics and bibliography for the competition for the position of dean (Annex no. 12);
- the algorithm for calculating the final results for classifying candidates for the competition for the position of dean;
- deadline for completion of the competition at the level of the commission;
- the term by which the commandant (rector) presents to the University Senate the results of the competition in order to validate and appoint the deans.

CHAPTER II REGISTRATION OF CANDIDATES

Article 10. (1) The announcement (*Annex no. 1*) regarding the organization of the selection of candidates shall be published in the following ways:

- a) on the Academy's website;
- b) at the Faculty bulletin board.

(2) The following information shall be published on the Academy's website:

- a) the methodology of the competition for the position of dean in "Mihai Viteazul" National Intelligence Academy
- b) the job description;
- c) the competition calendar (*Annex no. 14*)

Article 11. (1) The candidacy file should comprise the following documents:

- standard application form (*Annex no. 2*), addressed to the ANIMV commandant (rector);
- Europass CV, accompanied by the list of published works;
- the management program proposed for the term of office, which refers to the following aspects:

- correlation of the managerial plan with the directions of the managerial plan of the commandant (rector);
- scientific research, development and innovation;
- sustainability and institutional capacity;
- education and continuing training; partnership with students;

- copy of the identity card;

- copy of birth certificate and marriage certificate (only in cases where the name of the candidate has changed after marriage);

- copies of documents attesting of graduate and postgraduate studies (certified copies – for the candidates from outside ANIMV);

- statement, on the candidate's own responsibility, indicating the incompatibility situations stipulated by art. 295 para. (4) of the Law of National Education no. 1 of 2011, with subsequent amendments and additions, and the Code of Ethics and Deontology in which they would find themselves, after winning the competition or the absence of such incompatibility situations (*Annex no. 3*);

- statement, on the candidate's own responsibility, showing that they are not under the incidence of disciplinary sanctions for breaches of university ethics or from good conduct in scientific research (*Annex no. 4*);

- other documents attesting the teaching, scientific and managerial experience and performances;

- commitment to perform at least 15 hours of managerial activity, per week, within Faculty (*Annex no.5*);

- written agreement to support the Managerial Plan of the commandant (rector) and to accept the performance indicators established by the rector (*Annex no. 6*);

- certificate attesting the quality of employee at the university where they come from, for the candidates outside ANIMV;

(2) Following the establishment, the file shall be endorsed by the Legal Department.

Article 12. (1) The file is submitted directly to the Secretary Office of the Academy or is sent by post or courier, with receipt confirmation, to the address of the “Mihai Viteazul” National Intelligence Academy, Odăi street, no. 20, district 1, Bucharest.

(2) The competition file will be endorsed for legality by the Legal Department, according to the competition calendar. The validation decision shall be communicated to the candidate by the secretary of the Competition Commission within 24 hours from the its legitimation.

(3) The files endorsed by the Legal Department shall be transmitted by the Academy Secretary Office to the Faculty Commissions.

(4) The approved applications shall be published on the Academy’s website and at the Faculty’s notice board. (*Annex no.7*)

Chapter III

FACULTY COUNCIL ENDORSEMENT OF THE CANDIDATES FOR THE POSITION OF DEAN

Article 13. The acting Faculty Council meets in order to endorse the candidacies^[pn2] for the position of Dean. The Faculty Council meeting shall be presided by the acting dean, selected on the basis of seniority. Also, on this occasion, the person who shall perform the function of secretary is elected, from among the members of the Faculty Council.

Article 14. (1) On the first day after the date of completion of the applications, the secretary of the Council shall make the candidates’ files available to the members for study and preliminary individual evaluation. The study of the files is carried out according to the calendar.

(2) During the analysis of the files, the secretary displays the announcement regarding the submitted candidacies (*Annex no. 7*), prepares the ballot box and ensures the printing of the ballot papers for approval, on which the names of all the candidates registered in the competition are written (*Annex no. 8*). The number of printed ballots doubles the one of members of the Faculty Council, for two rounds of elections.

Article 15. The hearing of the candidates is made in plenum of the Faculty Council and consists of a 30-minute presentation of each candidate, showing the experience and professional performances, the motivation for submitting the candidacy and the main directions of the managerial program.

Article 16. (1) After hearing all the candidates, in the same session, the approval is carried out, by direct and secret vote.

(2) Each member of the Faculty Council votes for the candidates who are going to participate in the competition, by applying the stamp “VOTED” on the ballot paper in the square corresponding to the name of the candidates for whom they express their option.

(3) At the end of the voting process, the number of votes is checked and a report is drawn up (*Annex no. 9*) which is presented to the commandant (rector) of the Academy.

Article 17. (1) The competition can be attended by candidates who, based on their hearing in the plenum of the Faculty Council, have received the endorsement by the vote of the simple majority of its members, based on the present methodology.

(2) The meeting of the Faculty Council is legally held if at least 75% of the total number of members are present.

Article 18. If at least two candidates are not approved during the Faculty Council meeting, the public competition cannot be held. In this case, the commandant (rector) establishes a new

timetable for organizing the submission of candidacies and their endorsement in the Faculty Council.

Article 19. After the end of the voting process, the names of the candidates approved by the Faculty Council to take part in the public competition in order to fill the position of dean position be announced through the communication channels of the Academy and on the Faculty bulletin board.

Chapter IV

THE ORGANIZATION OF THE COMPETITION FOR THE POSITION OF DEAN

Article 20. (1) The competition organized for the position of dean position two stages:

- analysis and assessment of the candidacy files (criteria 1 and 2 of *Annex no. 11*);
- interview, in order to identify the degree of fulfillment of the conditions imposed on the position (criteria 3 and 4 of *Annex no. 11*).

(2) The selection Commission is established by the rector and consists of the President – commandant (rector) of the Academy, and 4 members: Vice-Rector, President of the Senate, two professors or associated professors designated by the Faculty Council for which the dean is selected.

(3) The members of the selection Commission shall establish, at the level of the Commission, a person who will perform the function of secretary.

(4) The members of the Commission must not be in a state of incompatibility with the candidates in competition for the position dean position of the Faculty, according to art. 295, para. (4) of the National Education Law no.1/2011. In such case, they have the obligation to notify the president of the Commission in writing, within 24 hours from the completion of the validation of the candidates by the Faculty Council and to withdraw from the Commission.

Article 21. The files of the candidates approved to participate in the competition are presented to the president of the commission appointed by the decision of the commandant (rector) by the senior dean of the Faculty Council.

Article 22. After analyzing and assessing the files, the selection commission shall organize an interview with each of the candidates, in alphabetical order, having as main purposes:

- checking the level of knowledge of the managerial program of the candidate for the Faculty level;
- identifying the directions of scientific research, development and innovation at Faculty level;
- assessment of institutional sustainability strategies;
- identifying the candidates' strategy for the development of the educational policy and the partnership with the students at the Faculty level;
- identifying the preoccupations of the candidates for observing the principles of ethics and professional deontology of the university;
- checking the level of knowledge of the legislation in force in the field of higher education in Romania and of the university management.

Article 23. The interview is held in the plenum of the selection commission, separately for each candidate.

Article 24. (1) Based on the scores obtained after the files evaluation and the conduct of the interview, the members of the commission establish the ranking of the candidates.

(2) The candidate who received the highest score is declared admitted (selected). In order to be declared admitted, a candidate should accumulate a minimum of 80 points.

(3) The final score is represented by the sum of scores obtained by the candidates for each of the 4 assessment criteria presented in *Annex no. 11*.

(4) The selection Commission will consider granting maximum scores for the following criteria (*Annex no. 11*):

- a. University and scientific teaching experience and performance – maximum 20 points;
- b. Experience and performance in university educational management – maximum 20 points;
- c. Supporting the managerial plan – maximum 50 points;
- d. Competition topics – maximum 10 points;

(5) The result of the competition shall be recorded in a report (*Annex no. 13*) which is signed by all the members of the competition commission. The following shall be recorded in the afore mentioned report:

- attendance;
- the questions of the commission and the answers of the candidates to the interview test;
- the scores obtained by each candidate;
- name and surname of the winning candidate;
- the mention that the legal procedures of the competition have been observed.

Article 25. (1) Candidates can submit appeals within 24 hours from the announcement on the Academy's website of the competition for the dean position result.

(2) The appeals shall be resolved within two working days from their submission by a commission appointed by the decision of the commandant (rector), endorsed by the Academy

Article 26. (1) The final results of the competition are validated by the Academy Senate, at the proposal of the commandant (rector).

(2) Based on the results of the competition and their validation by the University Senate, the commandant (rector) orders the issuance of the decision for the appointment of the new dean.

Article 27. (1) In case of vacancy of the position of dean, the commandant (rector) organizes a new competition, within a maximum of two months from the vacancy.

(2) Until de appointment of a new dean, their attributions are taken over by the one of the vice-deans or department directors, appointed by the Academy Senate, at the proposal of the Faculty Council.

CHAPTER V FINAL PROVISIONS

Article 28. (1) "Mihai Viteazul" National Intelligence Academy guarantees the freedom of decision of each member of the competition commissions in the process of approval and appointment of the dean.

(2) Any interference in the freedom of decision is forbidden.

(3) Individuals who will try to influence in any way the participants in the vote, the voting procedure or the result of the competition are in violation of the norms of the Code of Ethics and Deontology and are liable in accordance with the provisions of the Charter and the regulations in force.

(4) The Ethics Commission shall pronounce within 3 working days after receiving the notification and shall communicate to the University Senate the applied solution.

(5) The University Senate analyzes within 3 days the solution proposed by the Ethics Commission and adopts the appropriate decision, which it also communicates to the Board of Directors.

Article 29. Annexes 1 to 15_[pn3] are an integral part of the present Methodology.

Article 30. (1) The methodology is enforced on the date of its approval by the University Senate.

(2) After approval, the methodology is published on the Academy's web page, within a maximum 5 working days.

Article 31. Any amendment or addition to the content of the methodology is made only with the approval of the University Senate.

ANOUNCEMENT

During the interval _____ the competition for selecting the dean of the Faculty _____ is to be held.

The competition can be attended by teaching and research staff, as well as associated professors from the Academy or from any other Faculty in the country or abroad, who obtain the approval of the Faculty Council, subsequent to the hearing by the Council.

Candidates should not be under incidence of disciplinary sanctions or under sanctions for deviations from university ethics or from good conduct in scientific research

People who have reached the legal retirement age cannot apply.

Military candidates should also meet the procedures/specific terms as foreseen by the *Status of the military personnel* and by the legislation regulating its implementation in case of applying for a management position.

Application forms are to be submitted during the interval _____, at the Academy Secretary Office or by post/ courier at the address: “Mihai Viteazul” National Intelligence Academy, Odăi street, no. 20, district 1, Bucharest.

The candidate file should comprise:

1. application form (*Annex no. 2*) addressed to the ANIMV rector;
2. Europass CV, accompanied by the list of published works.
3. The managerial program proposal for the mandate period,
4. copy of the identity card;
5. copy of birth certificate and marriage certificate (in case of changing name after marriage);
6. copies of the documents of undergraduate and postgraduate studies (certified copies – for the candidates outside ANIMV);
7. statement, on candidate’s own responsibility, indicating the incompatibility situations provided by the Law of National Education no. 1 of 2011, with subsequent amendments and additions and by the Code of Ethics and Deontology in which they should find themselves, in case of winning the competition, or the absence of such incompatibility situations (*Annex no.3*)
8. statement, on candidate’s own responsibility showing that they are not under the incidence of disciplinary sanctions for deviations from university ethics or from good conduct in scientific research (*Annex no. 4*);
9. other documents certifying the teaching, scientific and managerial experience and performances;
10. commitment to perform at least 15 hours of managerial activity, per week, within the Faculty (*Annex no. 5*);
11. written agreement to support the managerial plan of the commandant (rector) and to accept the performance indicators to be established by the rector (*Annex no. 6*);
12. certificate attesting the quality of employee at the university where the candidate comes from, for the candidates outside ANIMV;

Date of displaying the applications _____

**COMMANDANT (RECTOR) OF
“MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY**

Commandant (Rector),

The undersigned _____, employed as _____ at _____, from _____, I submit the present application file for the dean position of _____ from “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY.

I hereby declare on my responsibility the following:

1. I meet the conditions provided by the law and by the Competition methodology for filling the position of dean in the “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY;
2. I agree with the publishing of my candidate documents on the web page of the Academy: www.animv.ro
3. Should I, after filling the position I am applying for, prove to be in one of the situations of incompatibility or conflict of interests provided by the current legislation, by the University Charter and by the Code of Ethics and University Deontology, I undertake to solve the occurred situation and to inform the institution management in writing, within 7 days from the conflict.

I attach to the present application form the following:

1. Europass CV, accompanied by the list of works
2. The managerial program for the mandate period,
3. copy of the identity card;
4. copy of birth certificate and marriage certificate (in case of changing name after marriage);
5. copies of the documents of undergraduate and postgraduate studies (certified copies – for the candidates outside ANIMV);
6. **statement**, on candidate’s own responsibility, indicating the incompatibility situations provided by the National Education Law no.1/2011, with all subsequent amendments and additions and by the Code of Ethics and Deontology in which one should find in case of winning the competition or the absence of such incompatibility situations (*Annex no.3*)
7. **statement**, on candidate’s own responsibility showing that they are not under the incidence of disciplinary sanctions for deviations from university ethics or from good conduct in scientific research (*Annex no. 4*);
8. other documents certifying the teaching, scientific and managerial experience and performances;
9. **commitment** to perform at least 15 hours of managerial activity, per week, within the Faculty (*Annex no.5*);
10. **written agreement** to support the managerial plan of the commandant (rector) and to accept the performance indicators to be established by the rector (*Annex no.6*);
11. certificate attesting the quality of employee at the university where the candidate comes from, for the candidates outside ANIMV;

Date**Signature*****Annex no. 3***

STATEMENT ON OWN RESPONSIBILITY

The undersigned, _____, born on _____ in the locality/city of _____, county _____, having the domicile in _____, street _____, number _____, county _____, ID series _____, number _____, issued by _____, on _____, having the domicile in county _____, the city of _____, street _____, number _____, building _____, staircase _____, apartment _____, district _____, postal code _____, phone number _____, e-mail _____, candidate for the dean position of the Faculty _____, from "Mihai Viteazul" National Intelligence Academy", for the term of _____, being aware of the provisions of art. 326 from the Criminal Code on the false statement and of the provisions of the art. 295, para. (4) from the Law of National Education no. 1 of 2011, with subsequent amendments and additions, according to which *a management position is prohibited to be simultaneously filled by married people, in-laws and relatives up to the third degree, including the positions in which one person is in a management, control, authority position or in direct institutional evaluation position against the other irrespective of the level within the same University*, as well as of the National Education Law no.1/2011, with subsequent amendments and additions, I hereby declare that I am not in any of the incompatibility situations provided by art. 295, para. (4) from the National Education Law no.1/2011, with all subsequent amendments and additions.

Name and surname: _____ Signature: _____

Date: _____

STATEMENT ON OWN RESPONSIBILITY

The undersigned, _____, born on _____
 in _____, county _____, having the domicile
 in _____, street _____, number _____,
 county _____, ID series _____, number _____, document issued
 by _____, on _____, having the domicile in county _____, the
 locality of _____, street _____, number _____, building _____,
 staircase _____, apartment _____, district _____, postal
 code _____, phone number _____, e-mail _____,
 candidate for the dean position of the Faculty _____, from the "Mihai Viteazul" National
 Intelligence Academy

I hereby declare on my own responsibility that I am not under the incidence of any disciplinary sanctions for deviance from the university ethics or from the good conduct in scientific research.

Note: I am aware that any omission or lack of accuracy in presenting the data is punishable according to the law (Art. 322 on forgery in deeds under private signature form the Criminal Code).

Name and surname: _____ Signature: _____

Date: _____

COMMITMENT TO PERFORM MANAGERIAL ACTIVITY

The undersigned, _____, I undertake during the mandate of _____ of the Faculty _____, from "Mihai Viteazul" National Intelligence Academy, to perform at least 15 hours of managerial activity, per week, within the university.

Name and surname: _____ Signature: _____

Date: _____

AGREEMENT
TO SUPPORT THE MANAGERIAL PLAN OF THE COMMANDANT
(RECTOR) OF “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY
AND THE PERFORMANCE INDICATORS TO BE ESTABLISHED BY THE
COMMANDANT (RECTOR)

The undersigned _____, candidate for the dean position of the Faculty _____, I agree to supporting The Managerial Plan of The Commandant (Rector) of “Mihai Viteazul” National Intelligence Academy for the mandate _____ and with accepting the performance indicators to be established by the commandant (rector).

Name and surname: _____ Signature: _____

Date: _____

ANNOUNCEMENT

With a view to participating in the approval of the application for the dean position in the Faculty _____ the following candidates have submitted their files:

1. _____
2. _____
3. _____

The approval of the candidates by the Faculty Council is to take place within the meeting of _____, hour _____

The Secretary of the Council

BALLOT				
FOR THE APPROVAL OF THE CANDIDATES IN THE COMPETITION FOR THE POSITION OF DEAN IN THE FACULTY				
Name and surname		Vote for	Vote against	Abstention
1.			
2.			
3.			

Note: The candidates are to be ranked alphabetically

MINUTE
of the Council of the Faculty _____ meeting
of _____

The meeting is led by _____, as the acting dean based on seniority in the Council of the Faculty _____

The meeting of _____ is declared open by the acting dean _____.

There are _____ members of the Faculty Council attending in the meeting.

Motivated absents: _____ Unmotivated absents: _____

The meeting for the approval of the candidates for the dean position is acknowledged to be statutory, as ___% of the Faculty members are present.

The senior dean _____ announces the agenda for the meeting:

1. Presentation of the Competition methodology for filling the position of dean in "Mihai Viteazul" National Intelligence Academy.
2. The approval of the candidates for the dean position.

The acting dean _____ proposes the election of a two members commission for the numbering of the votes.

On the first point of the agenda of the meeting for the approval of the candidates for the dean position _____ presents the Competition methodology for filling the position of dean of "Mihai Viteazul" National Intelligence Academy.

On the second point of the agenda of the meeting the approval of the candidates for the dean position in the Faculty _____ takes place.

The senior dean _____ announces that the following candidates applied for the dean position:

1. _____
2. _____
3. _____

The candidates for the dean position are asked to present their professional experience and performances, their motivation in applying for this position and the main directions of their managerial plan as well as to answer the questions asked by the members of the Faculty council.

1. _____ presented their professional experience and performances, the motivation in applying for this position and the main directions of their managerial plan

The following members spoke and asked questions:

2. _____ presented their professional experience and performances, the motivation in applying for this position and the main directions of their managerial plan

The following members spoke and asked questions:

3. _____ presented their professional experience and performances, the motivation in applying for this position and the main directions of their managerial plan

The following members spoke and asked questions:

The acting dean reminds the fact that according to Art. 16(1) of the Competition methodology for filling the position of dean in "Mihai Viteazul" National Intelligence Academy the vote is direct and confidential:

At _____ the vote procedure started, followed by the vote counting.

At _____ the ballot result was announced.

1. Candidate _____

- Votes "for": _____
- Votes "against": _____
- Abstentions: _____

2. Candidate _____

- Votes "for": _____
- Votes "against": _____
- Abstentions: _____

3. Candidate _____

- Votes "for": _____
- Votes "against": _____
- Abstentions: _____

The acting dean _____ announces that the following candidates were approved by the Council of the Faculty _____

1. _____
2. _____
3. _____

Acting dean of the
Faculty Council

Members of the Council of the Faculty _____

1. _____
2. _____
3. _____
4. _____

APPROVAL

The Council of the Faculty _____, in the meeting of _____, granted Mrs./ Mr. _____ the approval for participating in the competition organized by the commandant(rector) of the Academy for the dean position.

The voting situation in the case of Mr./ Mrs. _____ is as it follows:

Total number of voters	
Votes FOR	
Votes AGAINST	
ABSTENTIONS	

Name, surname and the signature of the members of the Faculty Council:

1. _____
2. _____
3. _____
4. _____
5. _____

**CRITERIA AND INDICATORS FOR THE EVALUATION OF THE CANDIDATES
FOR THE POSITION OF DEAN OF THE
FACULTY _____**

No.	CRITERION/ INDICATOR	SCORE
1.	UNIVERSITY AND SCIENTIFIC DIDACTIC EXPERIENCE AND PERFORMANCE	MAXIMUM 20 points
1.1 Teaching performance		maximum 6 points
1.1.1	Coordination of study programs	1 point
1.1.2	Elaboration of teaching materials for students	1 point
1.1.3	Coordination of commissions – admission exams and graduation exams	1 point
1.1.4	Initiation of new study programs	1 point
1.1.5	Elaboration of educational plans and improvement of the analytical curricula	1 point
1.1.6	Contributions to the development of the technical-material base on educational purposes	1 point
1.2 Scientific performance		maximum 6 points
1.2.1	Scientific articles published in specialized magazines	1,5 points
1.2.2	Books and chapters in specialized books	1,5 points
1.2.3	Participation in conferences, colloquia and symposiums	1,5 points
1.2.4	Research stages	1,5 points
1.3 National and international recognition		maximum 3 points
1.3.1	Membership in national and international associations of university specialization	1 point
1.3.2	Visibility in the international data bases (the number of quotations in the publications, excluding auto citing, and the number of works published as unique author or prime author)	1 point
1.3.3	Membership in editorial board of specialized magazines	1 point
1.4 Cooperation with the social-economic environment		maximum 5 points
1.4.1	Capitalization of the educational process results in relation to the beneficiaries from the social-economic environment	5 points
2.	EXPERIENCE AND PERFORMANCE IN UNIVERSITARY DIDACTIC MANAGEMENT	MAXIMUM 20 points
2.1	Holding one of the following managerial positions: head of department, vice-dean, dean, vice-rector, general administrative director, rector	3 points
2.2	Membership in one of the following management structures: council, department, faculty council, administrative council, university senate	2 points
2.3	Developing relations of inter-institutional partnership	2 points
2.4	Membership in national/ international bodies for the evaluation of the university system	2 points
2.5	Elaborating professional standards of national interest	3 points
2.6	Participation in professional training courses on university management	2 points
2.7	Contribution at own initiative/at the request of the university management to the improvement of the faculty activity	3 points
2.8	Capacity for organizing and coordinating the activity of a higher education institution and of improving the faculty activity	3 points
3.	PRESENTATION OF THE MANAGERIAL PLAN	MAXIMUM 50 points
3.1 Correlation between the managerial plan of the candidate and the directions of the managerial plan of the commandant (rector) of ANIMV		maximum 30 points

UNCLASSIFIED

3.1.1	Identifying the main directions of the managerial plan of the commandant (rector) of ANIMV	10 points
3.1.2	Measures for implementing the main directions of the managerial plan of the commandant (rector) of ANIMV	20 points
3.2 Scientific research, development and innovation		maximum 5 points
3.2.1	Elaborating plans for scientific research within university	1 point
3.2.2	Fundraising for the objectives of the research	2 points
3.2.3	Strategy for the supporting and stimulating the research activity among students	1 point
3.2.4	Strategy for the initiation of scientific sessions, symposiums and conferences	1 point
3.3 Sustainability and institutional capacity		maximum 10 points
3.3.1	Strategy for implementing a participatory leadership within faculty	4 points
3.3.2	The system of performance management within faculty	4 points
3.3.3	Strategy for human resources recruitment	2 points
3.4 Lifelong education and training: partnership with the students		maximum 5 points
3.4.1	Analysis of the study programs and prediction for their development during the mandate period	1 point
3.4.2	Compliance with the ethical values and principles	1 point
3.4.3	Development of projects in languages of international circulation	1 point
3.4.4	Digitalization of the educational processes and development of the digital competences and aptitudes within the faculty	1 point
3.4.5	Developing projects of international mobilities	1 point
4.	THE COMPETITION THEMES	MAXIMUM 10 points
	<ol style="list-style-type: none"> 1. The organization of the higher educational system 2. The organization of the undergraduate studies 3. The organization of the admission for undergraduate studies 4. The organization of undergraduate and master's studies 5. Academic ethics and deontology 6. The structure of the European system of transferable credits 	5 items X 2 points

THEMES AND BIBLIOGRAPHY OF THE COMPETITION IN ORDER FOR THE POSITION OF DEAN WITHIN “MIHAI VITEAZUL” INTELLIGENCE ACADEMY

THEME

1. Organization of the higher education system
2. Organization of higher education
3. Organization of admission for bachelor and master's studies
4. Organization and examination for bachelor's degree and dissertation
5. Ethics and academical deontology
6. European system of transferrable credits

BIBLIOGRAPHY

1. Law no. 1/2011 – on national education.
2. Law no. 288 /2004 for the organization of university education.
3. Government Decision no. 404/2006 for the organization and carrying out master's degree studies.
4. Order no. 6102/2016 for the approval of the Frame-Methodology on the organization of admission for bachelor's, master's and PhD degrees.
5. Order no. 6125/2016 for the approval of the Frame-Methodology on the organization carrying out of bachelor's degree and thesis.
6. Order no. 3131/2018 for the inclusion in education plans, for all university studies organized by higher education institutions, of ethics and academical deontology classes.
7. Order no. 5146/2019 for the approval of general implementation of European system of transferrable credits
8. User's guide for the European system of transfer and accumulation of ECTS credits, elaborated by the European Commission, revised version, the 2015 edition, from September 12th2019.

Competition Commission
REPORT
for the dean position of Faculty _____

The competition commission, appointed by the Academy commandant's (rector) decision no. ____ / _____, consisting of:

Chairman: _____

Members: _____

On _____, after carrying out the competition for dean position Faculty _____, the following were noted:

1. Applicants registered in the contest _____
2. Applicants attending the contest _____
3. Questions asked by the Competition Commission and answers of the candidates>

a. Candidate _____:

Questions: _____

Answers: _____

b. Candidate _____:

Questions: _____

Answers: _____

c. Candidate _____:

Questions: _____

Answers: _____

4. Candidates scores are:

No.	Name surname of the candidate	Criterion 1 UNIVERSITY TEACHING AND SCIENTIFIC 20 points	Criterion 2 EXPERIENCE AND PERFORMANCE IN UNIVERSITY MANAGEMENT 20 points	Criterion 3 SUSTAINING OF THE MANAGERIAL PLAN 50 points	Criterion 4 COMPETITION THEME 10 points
1.					
2.					
3.					

5. Competition outcome:

No.	6. Name and surname of the candidate	Score	Status (admitted/rejected)
1.			
2.			
3.			

Following the obtained score, the candidate _____ was ADMITTED and SELECTED to hold the position as DEAN of Faculty _____.

The legal competition procedures were observed.

Name, surname and signature of the Competition Commission members:

Chairman: _____

Members: _____

**Competition calendar for the dean position within
“Mihai Viteazul” National Intelligence Academy**

No.	ACTIVITIES	DEADLINE
1.	ANIMV commandant's (rector) decision for organizing and conducting the competition for dean position within ANIMV	15 days before the competition
2.	Publishing of the announcement regarding candidate selection for the dean position on the ANIMV website	14 days before the competition
3.	Registration of the files by the candidates	Between 14 and 12 days before the competition
	Sending the files to members of the Faculty Council	8 days before the competition
4.	Approval by the legal department for the registered candidates	8 days before the competition
5.	Notification of the admitted files	7 days
	Display of applications	7 days
6.	Approval within the Faculty Council	5 days
7.	The communication of the Faculty Council meeting minutes by the ANIMV commandant (rector) for endorsing the candidates for the dean position	5 days
8.	Conducting the competition for the position of dean	Conducting the competition
9.	Notification of competition results	Competition day
10.	Registration of appeals at ANIMV Secretary Office	Within 24 hours from competition results
11.	Resolving the appeal	Within 48 hours from application
12.	Validation by the ANIMV Senate of the competition for the dean position	

DEAN JOB DESCRIPTION

1. General duties of the position holder:

- a) Is directly responsible for the coordination and management of the activities carried out within Faculty and with regard to strategic directions in education assumed by "Mihai Viteazul" National Intelligence Academy;
- b) Abides by the laws and other regulations on the national security of Romania, as well as orders and instructions given by Romanian Intelligence Service;
- c) Takes up and checks the correct application by the subordinates of the legislation in force, of orders and work instructions throughout their whole activity.

2. Obligations and specific duties of the position holder:

- a) Organizes and plans the teaching activity carried out within Faculty;
- b) Contributes to creating the strategic documents specific to the Academy, in agreement with the activity profile (development of strategic and operational plans);
- c) Presides over sessions of the Faculty Council;
- d) Applies the decisions of "Mihai Viteazul" National Intelligence Academy Senate and those of the Faculty Council;
- e) Approves the teaching plans and position lists;
- f) Carries out management activity for proper display of activities by the subordinate structures, in agreement with planning documents specific to higher education;
- g) Organizes and coordinates the creation of scientific research products in agreement with the needs of knowledge and missions assumed by Romanian Intelligence Service;
- h) Ensures the basis for the correlation process of the teaching component with research processes, through delivery of scientific research products within the thematical area of teaching programs;
- i) Coordinates periodical evaluation activity of the accomplishment status of activities in progress, with regard to teaching mission and quality;
- j) Actively contributes to the development of experts' academic networks with whom the Academy can develop partnership cooperation programs;
- k) Ensures the improvement of preparation, the development of creative potential, of professional competence and ethics, the motivation of Faculty teachers, making sure the teaching personnel assimilate, use and create new knowledge and application methods in practice;
- l) Takes up necessary measures to employ teaching personnel in the Faculty;
- m) Analyses the needs and coordinates the activity of providing the documentation in order to budget the research activity;
- n) Executes any other duties and missions, on order or based on the law and internal regulations.

3. Duties regarding the protection of classified information:

- Respects the measures established for assuring the security of classified information and contributes to preventing leaks of classified information.

4. Requests for position holder:

a) General

- Higher education degree;
- A good knowledge of English language;

b) Specific

- Experience in academic management;
- Experience in coordination of the teams involved in academic activities;
- The capacity to analyze, foresee and plan the teaching activity;
- The ability to manage time and to accomplish given tasks in a timely manner;
- The ability of institutional representation in both the academic and professional environment.

c) Personality, temper, personality traits:

1. Ability:

- Highly developed intellectual capacity;
- Mental – resolute mobility above the average (verbal comprehension, verbal and written expression capacity, receptivity to problems, deductive and inductive reasoning, category flexibility, analysis-synthesis capacity, creativity);

2. Temperamental and character-related:

- Normo-energetic potential and good self-control;
- Critical thinking, active listening, active learning;
- Assertion, persuasion capacity, emotional intelligence;
- Seriousness, discipline, sense of duty and responsibility;
- Receptivity, consciousness, strong work ethics;
- Initiative, flexibility, cooperation, selflessness, pro-social attitude;

d) Physical qualities necessary to specific duties:

- Medically able to hold the position.
- State of health which ensures resilience to stress and prolonged intellectual effort.