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METHODOLOGY
for the organization and functioning of the DEPARTMENT
COUNCIL within the “Mihai Viteazul” National Intelligence
Academy

Approved in the Senate meeting of 29.11.2022.

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LEGAL BASIS

- Law of National Education no. 1/2011, with all subsequent amendments and additions;
- Law no. 80/1995 on the status of military personnel, with all subsequent amendments and additions;
- Government Decision no. 206/1995 on the reorganization of the National Intelligence Institute within “Mihai Viteazul” National Intelligence Academy;
- OMECS no. 3751/2015 for approving the Framework Methodology for the process of establishing and choosing the structures and managerial functions of institutions in the national higher education system;
- University Charter of “Mihai Viteazul” National Intelligence Academy.

Chapter I GENERAL PROVISIONS

Art. 1. (1) The Department Council is the decision - making and deliberative body of the faculties' departments.

(2) The Department Council, hereinafter referred to as the Council, consists of permanent and associated teachers tenured within the department, which are the members with a veto right.

Art. 2. (1) The operational management of the department shall be carried out by the Head of Department.

2. The Head of Department leads the Council, acting as a member with a veto right.

Art. 3. (1) The Council shall be set up following elections within the department.

(2) The term of office of the members of the Council shall be 4 years and shall overlap with the term of office of the Commandant (Rector).

Chapter II THE ORGANIZATION AND COMPETENCES OF THE DEPARTMENT COUNCIL

Art. 4. (1) The election of the Council members is done by universal, direct and secret suffrage of the permanent and associated teaching staff, tenured within the department.

(2) The election of the Council members shall take place during the same meeting as the election of the Head of Department.

(3) The conduct of the elections of the Council and the Head of Department shall be carried out in accordance with the provisions of the ANIMV election methodology.

Art. 5. (1) The effective number of Council members is determined by the acting Department Council during the designated meeting, which precedes the upholding elections.

(2) For the departments that did not have a Council by the time of elections, the effective number of members is determined in the meeting of the Faculty Council, preceding the upholding elections.

Art. 6. (1) The meeting of the Council shall be convened by the Head of Department following the completion of the elective process.

(2) A secretary is appointed from among the members of the Council, without specific remuneration, who oversees the application of the decisions and their transmission to the Faculty Council.

Art. 7. The Department Council has the following **attributions**:

a) draws up the Department's Staff List, following the clarifications regarding teaching and research tasks given by the Faculty Council;

b) endorses the proposals of the Head of Department for filling the vacancies within the department;

c) endorses the proposals of the Head of Department for the continuation of teaching activity, for a fixed period, of retired teaching staff, in accordance with the law;

d) endorses the proposals of the Head of Department for the employment, as guest associated teaching staff for a specific period, of specialists with recognized scientific value in the country or abroad, according to the Senate-approved Methodology;

e) elaborates the draft curricula of the study programs organized by the Department;

f) endorses the analytical programs of the study programs organized by the Department;

g) analyzes and endorses applications for recognition and equivalence of study credit points;

h) coordinates the teaching and scientific research activity within the department;

i) proposes rewards and sanctions for teaching and research staff within the department, draws up the synthetic summary of the activity of the candidates, recommended for the awarding of merit grades.

j) proposes the expulsion of students under the conditions of the University Charter and those of the operating regulations of the study programs organized by ANIMV.

Art. 8. The Head of Department has the following **attributions within the Council**:

a) presides over the Department Council meetings and provides executive management of the Department between Council meetings;

b) proposes the teaching norm of non - scientific research teaching staff, which cannot be higher than the minimum, without exceeding the maximum norm of 16 conventional hours per week;

c) organizes peer substitution, according to the law and the Charter, for a limited period and between teaching staff with the same specialization, so that the didactic performance of the substitute is at the level of the substituted;

d) proposes the continuation of teaching activity, for a fixed period, of retired teaching staff in accordance with the law;

- e) proposes the employment, for a fixed period, as guest associated teaching staff, of specialists of recognized scientific value in the country or abroad, in accordance with the Senate approved Methodology;
- f) proposes that vacant teaching positions within the department be advertised;
- g) proposes the Competition Commission for the filling of vacancies and is responsible for the proper conduct of competitions;
- h) ensures the evaluation of teaching and associated staff, following the receipt of feedback reports from students/learners/beneficiaries of the education process submitted to the Quality Assurance Office within ANIMV;
- i) proposes rewarding or penalizing the teaching staff of the department.

Chapter III

FUNCTIONING OF THE DEPARTMENT COUNCIL

Art. 9. (1) The Council holds regular meetings convened by the Head of Department or at least 1/3 of the members of the Council. Extraordinary meetings may be convened if necessary.

(2) A quorum of at least two thirds of its members shall be required for the holding of a Council meeting. Members may be physically present at the meeting or online, whereas the situation will be recorded in the report.

Art. 10. (1) Meetings of the Council are not public.

(2) The discussions in the meetings of the Council are to be recorded in the minutes of the meetings, drawn up by the secretary of Council and signed by the Head of Department and the members of the Council.

Art. 11. (1) The Council adopts its decisions by a majority of the members present if at least two thirds of the total members of the Council take part in the meeting.

(2) Council decisions are enforceable within the department. When referring to the scope of the Faculty Council's range of tasks, these decisions are to be considered by the latter.

(3) Decisions of the Council are carried out through the care of the structures and persons nominated, depending on the specific content of each decision, in compliance with the legal competences.

Art. 12. (1) Depending on the topic under discussion, meetings of the Council may be attended by tenured teachers or experts within SRI, involved in the teaching process, auxiliary teaching staff, administrative personnel, students or persons outside the Academy, as guests (unless the discussions/ meetings involve SRI-specific subjects/ classified information, according to internal regulations), as required.

(2) Guests attending the meetings of the Department Council do not have the right to vote.

Chapter IV

FINAL PROVISIONS

Art. 13. This Regulation, as well as its subsequent amendments and additions, are subject to approval in the “Mihai Viteazul” National Intelligence Academy Senate and enter into force from the date of approval by the University Senate.

The Methodology for the organization and functioning of the Department Council within “Mihai Viteazul” National Intelligence Academy was approved in the Academy Senate meeting of 29.11.2022.