

PROCEDURE FOR THE SELECTION AND APPOINTMENT of employers' representatives, members in the Permanent Speciality Experts' Commissions of the Romanian Agency for Quality Assurance in Higher Education

Pursuant to:

- ✓ Government Emergency Ordinance no. 75/2005 on education quality assurance, approved with amendments and additions by Law No 87/2006, with subsequent amendments and additions, art. 18, stipulating as follows:
“ARACIS has the following rights while performing its responsibilities:
 - a) *to use external collaborators, from Romania or from abroad, employees under civil contract, experts in the activity field of ARACIS, remunerated pursuant to the law;*
 - b) *to constitute, based on a transparent methodology and using competence and competitiveness criteria, its own register of evaluators, whom it shall train on a methodological basis and delegate for performing external quality evaluation missions;”.*
- ✓ the Regulation on the organization and operation of ARACIS, approved by Decision no. 105/25.11.2021,
- ✓ Decision of the ARACIS Council 107/1 of 25.11.2021, according to which “the permanent speciality experts' commissions include expert evaluators, one student and one employers' representative, except for the commissions organised in the Engineering Sciences domain, which include expert evaluators, one student, and two employers' representatives, and the commission organised for distance and part-time learning higher education programmes, which include expert evaluators and one student“.

The procedure for the selection and appointment of the representatives of employers on the permanent experts' commissions is as follows:

- Art 1.** The responsibility for selecting and appointing employers' representatives on the permanent experts' commissions lays with the ARACIS Council. Candidates shall be selected based on a contest, for each permanent speciality experts' commission.
- Art 2.** The public announcement regarding the contest shall be made by the Executive Board of the ARACIS Council, by displaying the announcement at the ARACIS headquarters and publishing it on the Agency's website (www.aracis.ro).
- Art 3.** The applications for enrolling in the candidate selection competition shall be submitted at the headquarters of ARACIS, in Bucharest, bd. Mărăști no. 59, sector 1, or using electronic communication means. The deadline for enrolling in the competition is 15 days after the public announcement for the competition.



- Art 4.** The list of candidates for the positions of members - employers' representatives on the permanent experts' commissions shall be drawn up per each commission.
- Art 5.** People who meet the following requirements are eligible to be included on the list of candidates:
- a. they hold a higher education diploma in a domain specific to the speciality commission for which they candidate;
 - b. they have recognised professional activity and experience;
 - c. they have administrative experience (e.g. by exercising management functions at various management levels);
 - d. they have not been in breach of any ethical and professional conduct norms throughout their activity;
 - e. they have not been sentenced under the criminal law;
 - f. command of an international foreign language and prior experience in quality assurance in higher education are considered to be advantages.
- Art 6.** The mandate of a member on the permanent experts' commission is 4 (four) years. No more than two consecutive mandates are admitted.
- Art 7.** (a) The contest file contains the following:
- i. Europass CV, accompanied by supporting documents to confirm the aspects presented in the CV, if necessary;
 - ii. letter of recommendation and support from the leader of the organisation they are employed with;
 - iii. copies true to the original of the ID card and study papers (higher education diplomas);
 - iv. statement that the candidate, during his/her activity, has not infringed upon the norms of ethics and professional conduct, that he/she has not been sentenced under the criminal laws.
- (b) All documents shall be drawn up and submitted in Romanian language, in printed and/or electronic format (PDF, on magnetic medium - USB stick - or by sending them by e-mail to secretariat@aracis.ro). The ARACIS Secretariat shall validate the content of the file and only register it if the file includes all the requested documents.
- Art 8.** (a) The candidate selection commission (hereinafter the contest commission) shall be composed at the level of every permanent speciality experts' commission, and include the commission's president and secretary; the ARACIS Council member who is in charge with the activity of the commission; the employers' representative on the ARACIS Council, and the students' representative on the ARACIS Council.
- (b) The contest commission shall be validated by the Executive Board of the ARACIS Council; conflict of interests or incompatibility situations shall be avoided when validating the commission.
- Art 9.** The files of the candidates who candidate for membership in the permanent expert commissions shall be provided by the ARACIS Secretariat to the members of the



contest commission established as per Art. 8, within no more than 3 days after completion of the enrolment process.

- Art 10.** (a) The contest for selecting the employers' representatives in the permanent experts' commissions includes two steps: a review and assessment of the content of the contest file, and an interview; the interview can take place at the ARACIS headquarters or online.
- (b) The candidate selection criteria are as follows:
- i. the quality of their professional activity and experience in one of the fields assigned to the permanent experts' commission for which they candidate;
 - ii. administrative experience;
 - iii. the availability to attend the activities of the commission they candidate for (supported by the organisation where they are employed);
 - iv. command of an international foreign language and prior experience in quality assurance in higher education are considered to be advantages.
- (c) The selected persons shall have competence in distinct domains.
- Art 11.** (a) After analysing the contest files and conducting the interview, each member of the competition commission shall cast their vote, and the candidates shall be ranked in descending order by the number of votes received;
- (b) If the number of votes is equal, the following tie-break criteria shall be taken into account, in this order:
- i. prior experience in higher education quality assurance;
 - ii. command of an international foreign language;
 - iii. administrative experience.
- Art 12.**(a) Within three working days after the contest, the contest commission shall draft a minute regarding the contest for the positions of employers' representatives on the permanent (speciality) experts' commissions.
- (b) The minute shall be analysed by the Executive Board of the ARACIS Council for the purpose of validating the contest procedure and the selected candidates.
- (c) After validation, the contest results shall be displayed at the ARACIS headquarters and on the ARACIS webpage. Members who are employers' representatives in the permanent expert commissions are appointed by the ARACIS Council by vote.
- (d) After the contest results are posted, candidates who are dissatisfied with the results may submit an appeal within 24 hours after posting of the results.
- (e) The appeals commission appointed by the Executive Board of the ARACIS Council shall analyse and solve the appeals within no more than 24 hours after expiry of the appeal submission time limit. The results of the submitted appeals shall be communicated by posting them at the ARACIS headquarters and on the ARACIS webpage.
- (f) The final list of selected candidates is proposed to the ARACIS Council for approval. Approval is granted by vote, for a 4 (four) year mandate.



Art 13. Within 3 working days from posting of the list mentioned in Art. 13, the candidates selected to become members - employers' representatives on the permanent expert commissions have the obligation to submit at the ARACIS Secretariat a declaration that they accept the position, with the obligation to comply to the provisions regarding the legislation regulating employment relationships and incompatibilities and the Code of ethics and norms of professional conduct in the activities performed by ARACIS.

Art 14. In the case of those validated candidates who fail to submit the declaration mentioned in Art. 13, the position is deemed to be occupied by another candidate, in descending order of the number of votes and according to the tie-break criteria.

Art 15. This procedure was approved in the ARACIS Council plenum on 13.01.2022, according to the regulations in force, and is published on the ARACIS website.

Date: 14.01.2022