

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

1. General provisions

1.1. 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, stipulates 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;”.*

1.2. The Regulation on the organization and operation of ARACIS, approved by the ARACIS Council by Decision no. 13 of 25.02.2021, stipulates that the structure of ARACIS includes “Permanent (Speciality) Experts' Commissions”, which are a permanent working structure.

1.3. According to Art. 24, para. (1) of the Regulation on the organization and operation of ARACIS, “The Permanent Speciality Experts' Commissions cover all the speciality domains and forms of education in which study programmes are being developed in higher education institutions in Romania, as follows: Exact sciences and natural sciences • Humanist sciences and theology; Legal sciences; Social, political and communication sciences; Administrative sciences, education sciences and psychology; Economic sciences (I); Economic sciences (II); Arts, architecture, urban planning, physical education and sport; Agricultural and forest sciences and veterinary medicine; Engineering sciences (I); Engineering sciences (II); Medical sciences; Distance and part-time learning.”, and para. (2) specifies that: “The commissions are composed of expert evaluators selected according to a specific procedure and approved by the ARACIS Council. Besides these members, every permanent commission includes a student, appointed by the national student federations, and employers' representatives, at least for the engineering sciences commissions, selected through specific procedures.”

1.4. The Regulation on the operation of the Permanent (Speciality) Experts' Commissions of ARACIS stipulates that the Permanent (Speciality) Experts' Commissions are composed of 7 – 13 members, and that members are on a four-year mandate and one person may not have more than two consecutive mandates.



2. Conditions for participation in the selection procedure

2.1. Evaluators who meet the following requirements are eligible to be included on the list of candidates:

- a. they are tenured higher education professors or have the approval of the university senate to continue their activity as per the laws in force;
- b. they are registered in the RNE Register of ARACIS;
- c. they attended at least one academic quality assurance training programme organised by ARACIS;
- d. they have experience in academic quality evaluation and assurance, proven by their participation in a significant number of evaluations in the study domains specific to the permanent speciality commission they are applying for;
- e. throughout their professional activity, they have not breached the norms of ethics and professional conduct, and have not been sentenced under the criminal law;
- f. they have complied with the Code of ethics and norms of conduct in the activities carried out by ARACIS regarding the quality assurance and evaluation in higher education in Romania.

3. The contest file and the procedure for enrolling in the contest

3.1. The contest for selecting the candidates to fill the vacant positions on the Permanent (Speciality) Experts' Commissions shall be announced publicly by an announcement posted at the ARACIS headquarters and on the Agency's website.

3.2. The applications for enrolling in the candidate selection contest 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 contest is 15 days after the contest is announced publicly.

3.3. The contest file shall include:

- (i) standard application form;
- (ii) curriculum vitae (Europass type) and activity brief showing the candidate's experience in the field of academic quality assurance and their professional and managerial activity;
- (iii) a brief programme with proposals to improve the academic quality and the activity of ARACIS (no more than 2 pages);
- (iv) a confirmation from the higher education institution where the candidate conducts teaching and research activity, that he/she is a tenured professor or has the approval of the university senate to continue his/her activity, according to the laws in force;
- (v) statement that the candidate, during his/her activity, has not infringed upon the rules of ethics and professional conduct, that he/she is not accused and has not been sentenced under the criminal laws;



3.4. All documents shall be drawn up and filed in Romanian language, in printed and/or electronic format (PDF, on magnetic medium - USB memory stick or CD/DVD - or by sending them by e-mail to secretariat@aracis.ro).

4. The contest commission

4.1. The candidate selection commission (hereinafter the Commission) is constituted at the level of each permanent experts' commission, and includes the commission's president and secretary and 1 member of the ARACIS Council.

4.2. In case the person who is the president or the secretary of a permanent experts' commission runs for a new commission member position, he/she shall be replaced by a member of the ARACIS Council on the contest commission.

4.3. The secretariat of the contest commission is ensured by a representative of the technical staff, preferably the person who assists the activity of that Permanent Experts' Commission.

5. Validation of submitted candidacies

5.1. The files of the candidates who apply for membership in the permanent expert commissions shall be provided by the commission's secretary to the members of the contest commission established as per Art. 4, within 3 days after expiry of the enrolment time limit.

5.2. The validation shall ensure that the participation requirements set out in chapter 2 are complied with, and it shall be performed by the contest commission.

5.3. After validating the compliance of the content of the submitted files with the requirements stipulated at point 2, within 3 working days from completion of the validation process, the commission shall draw up the list of candidates validated for the selection contest and forward it to the ARACIS technical staff to be published on the ARACIS website. Invalidated candidates, if any, shall be informed of the reasons for their invalidation.

6. Contest procedure

6.1. The contest consists of two tests: analysis and evaluation of the content of the contest files of the candidates and an interview.

6.2. The interview may also be conducted online, in solidly grounded cases, with the approval of the contest commission.

6.3. The candidate selection criteria are as follows:

(i) proven experience with activities conducted in the field of higher education quality assurance;



- (ii) the candidate is an ARACIS evaluator who participated in a significant number of external evaluations (no less than 5);
- (iii) the quality of the programme of proposed measures for improving the academic quality and the activity of ARACIS, in line with the Standards and guidelines for quality assurance in the European Higher Education Area (ESG) and the provisions of the related national regulations;
- (iv) proven activity and experience in university management;
- (v) participation in training on academic quality management, as a trainee or as a trainer, or publication of scientific papers in that field;
- (vi) prestigious professional activity in the domain they wish to represent;
- (vii) experience in coordinating nationally/internationally funded projects in the field of education and higher education quality assurance;
- (viii) representation in the Permanent Experts' Commissions, as appropriate as possible, of the assigned higher education study domains, established in annex no. 1 to Government Decision approving the List of higher education domains and study programmes and the structure of the higher education institutions for the current academic year and the specific distance learning education/part-time learning domain;
- (ix) ensuring multi-culturality, equal chances and non-discrimination.

6.5. To ensure optimal operation of the Permanent Experts' Commissions, as a rule, no more than two professors from the same higher education institution shall be selected.

6.6. After analysing the competition file and conducting the interview, each member of the competition commission casts their vote, and the candidates are ranked in descending order by the number of votes received.

6.7. If the number of votes is equal, the following tie-break criteria shall be taken into account, in this order:

- (i) international visibility in the field of higher education quality assurance;
- (ii) the study domain, in order to ensure as complete representation as possible of the study domains in the Permanent Experts' Commission.

6.8. Within three working days after the contest, the Contest Commission shall draw up a minute of the contest for new member positions on the permanent (speciality) experts' commission.

6.9. 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.

6.10. Members in the permanent experts' commissions shall be appointed by the ARACIS Council by vote.



6.11. After the Council's approval, the results of the selection contest shall be announced publicly by posting at the ARACIS headquarters in Bucharest, no. 59, Mărăști Bvd., sector 1, and on the Agency's website, www.aracis.ro, on the day when the competition has ended.

6.12. Within 3 working days after the list mentioned in point 6.11 is posted, the candidates selected to become members of the permanent experts' commissions have the obligation to submit at the ARACIS Secretariat a declaration that they accept the position.

6.13. If the candidates selected as members of the ARACIS Council fail to submit the declaration mentioned at point 6.12, the vacancies shall be filled by other candidates, according to the descending ranking based on the number of votes and the tie-break criteria.

7. Final provisions

7.1. This procedure was approved by the Executive Board of ARACIS and is published on the ARACIS website.

7.2. On the day of the approval and publication of this procedure on the website, the provisions of the Procedure for selecting and appointing new members on the Permanent Experts' Commissions, approved on 19 October 2017, shall cease to apply.

Dated: 25.11.2021