



UMFCD Researcher Recruitment Policy - Open, Transparent and Merit-Based (OTM- R)



1. Introduction

The "Carol Davila" University of Medicine and Pharmacy of Bucharest, hereinafter referred to as UMFCF, assumes the mission of a university of advanced education and research, contributing to the development of the biomedical field and the improvement of public health. In carrying out its assumed mission, UMFCF adheres to the principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, creating favorable working conditions and ensuring a transparent, fair and merit-based recruitment process.

In June 2024, UMFCF obtained the "HR Excellence in Research" distinction, awarded by the European Commission.

transparent, merit-based (OTM) recruitment policy constitutes an essential strategic framework for institutional development, which responds to the principles of the UMFCF Charter and ensures coherence with research, internationalization and human resources development strategies. Recruitment is not approached as a punctual administrative process, but is treated as a strategic process, oriented towards attracting and developing highly qualified human resources. By systematically applying the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, UMFCF consolidates its status as a reference institution in the European Research Area, contributing to the maintenance and development of the standards associated with the distinction "HR Excellence in Research".

2. General principles

Selection and recruitment processes respects the following principles:

Equal opportunities, avoidance of discrimination, inclusion. Recruitment is carried out exclusively on objective criteria, relevant to the specifics of each targeted position, ensuring respect for the rights of all persons participating in the selection process and avoiding any form of direct or indirect discrimination, based on criteria of gender, sexual orientation, genetic characteristics, age, national affiliation, race, color, ethnicity, religion, political option, social origin, disability, family situation or responsibility or trade union activity.

Transparency. All public communications are made with accuracy and objectivity; vacancies are publicly announced on -the UMFCF website and on relevant national and European portals. In developing the content of recruitment announcements and during the selection process, all information elements transmitted to candidates are objective and realistic, avoiding the formulation of false or exaggerated information regarding the duties, responsibilities and benefits of the advertised position.



Merit and objectivity . All applications are analyzed according to uniform criteria, relevant to the specifics of the position. The positions are filled by the best qualified candidates following successive evaluations.

Procedural fairness. Competitors' documents are treated confidentially, and the results, timetable and procedural steps are clearly communicated.

Institutional development. Recruitment supports the objectives of academic excellence and competitiveness at European level and respects the principles of an open labor market for researchers working in institutions in the European Research Area (ERA).

3. Strategic objectives of UMFCD 2026–2029, applicable to this policy

- **Increasing international attractiveness and respecting multiculturalism** , by promoting available positions in European and international networks and by facilitating the participation of candidates from within the EU/EEA and beyond.
- **Strengthening merit-based evaluation** , through objective, proportionate and adapted criteria for each role.
- **Reducing the duration of recruitment processes** by streamlining administrative flows and digitizing procedural stages
- **Increasing transparency** by publishing criteria, calendar and results in an accessible and GDPR-compliant manner.
- **Promoting diversity and gender balance** in research groups and competition committees, in accordance with the principles of equal opportunities and non-discrimination.
- **Improving candidate experience** through clear communication and feedback mechanisms.

UMFCD is committed to progressively aligning its institutional policies and practices with the COARA principles, in particular with regard to the introduction of principles regarding staff recruitment through:

- promoting gender equality, inclusion and diversity in evaluation processes;
- promoting qualitative and narrative evaluation of scientific contributions;
- reducing inappropriate reliance on quantitative bibliometric indicators (e.g. journal impact factor, h-index);
- recognizing and valuing the diversity of research contributions, including open science practices.

4. Tools for implementing the OTM -R policy

Both research positions and teaching positions are put out to competition in accordance with the provisions of Decision No. 1339/2023 of December 29, 2023 on the approval of the Competition Framework Methodology for filling vacant teaching and research positions in higher education , as



well as the UMFCF's own Methodology for filling teaching and research positions. ¹Also, in order to ensure a transparent framework for the recruitment and selection process of personnel in projects financed from non-reimbursable funds, which ensures the employment of competent persons, corresponding to the positions occupied from a professional point of view, UMFCF has developed the Operational Procedure (PO 89) regarding the regulation of the organization and conduct of the process of nomination/recruitment/selection/employment of personnel for filling positions within projects with non-reimbursable European funding and/or through the Recovery and Resilience Mechanism, in which the university and subordinate institutions are beneficiaries or partners. The policy is implemented through:

- Decision No. 1339/2023 of December 29, 2023 on the approval of the Framework Methodology for the competition for filling vacant teaching and research positions in higher education , with subsequent amendments and completions
- UMFCF's own methodology for filling teaching and research positions
- Operational Procedure (PO 89) - recruitment and selection of nominated/employed personnel within projects financed from non-reimbursable European funds and/or through the recovery and resilience mechanism , developed in accordance with Higher Education Law no. 199/2023 and Framework Law no. 153/2017 on the remuneration of personnel paid from public funds.

Other internal regulations developed in accordance with national legislation that contribute to the implementation of the OTM-R policy are:

Regulation on the prevention and combating of harassment based on gender, as well as moral harassment at work within the UMFCF²

Regulation on granting sabbatical leave for teachers and researchers³

Code of Ethics and Professional Deontology⁴

Code of Conduct for the Prevention and Sanctioning of Xenophobia, Radicalization and Hate Speech⁵

¹https://umfed.ro/wp-content/uploads/2025/CONC_DID_SEM2_2024_2025/Metodologie%20concur%202024_2025.pdf ;
<https://umfed.ro/concursuri-cadre-didactice/concursuri-cadre-didactice-anul-universitar-2025-2026/> ; <https://umfed.ro/despre-umfed/resurse-umane/informatii-utile/>

² [https://umfed.ro/wp-content/uploads/2025/RUNOS/INFORMATII_UTILE/Regulations on the prevention and combat of harassment based on sex and moral harassment at the workplace.pdf](https://umfed.ro/wp-content/uploads/2025/RUNOS/INFORMATII_UTILE/Regulations%20on%20the%20prevention%20and%20combat%20of%20harassment%20based%20on%20sex%20and%20moral%20harassment%20at%20the%20workplace.pdf)

³ https://umfed.ro/wp-content/uploads/2025/RUNOS/INFORMATII_UTILE/Regulament%20an%20sabatic.pdf

⁴ https://umfed.ro/wp-content/uploads/2024/CODUL_DE_ETICA_2024/Codul%20de%20Etica%20si%20Deontologie%20Profesionala%20-%202024.pdf

⁵ <https://umfed.ro/wp-content/uploads/2024/REGULAMENTE%20UMFCF/Codul%20de%20conduită%20pentru%20prevenția%20și%20sancționarea%20xenofobiei%20și%20radicalizării%20și%20discursului%20instigator%20la%20uă.pdf>



Code of Conduct on the Prevention and Sanctioning of Antisemitic Incidents⁶

Policy of the University of Medicine and Pharmacy 'Carol Davila' for Open Science - Open Science⁷

The plan for gender equality

5. Stages of the recruitment process

The filling of a vacant teaching or research position in UMFCF is carried out through a public competition.

The competition for teaching and research positions at UMFCF is open.

The competition methodology does not contain discriminatory provisions regarding candidates based on gender, ethnic or social origin, citizenship, religion or belief, disabilities, political opinions, social or economic condition.

Employment for an indefinite period, in any teaching or research position, is possible only for the candidate who obtained the highest score following the public competition organized by the higher education institution. Romanian or foreign citizens can participate in the competition for a teaching or research position, without any discrimination, under the conditions of the law .

The own methodology cannot refer to seniority and cannot contain discriminatory provisions regarding persons from outside the institution or country compared to persons from within the institution or country.

The own competition methodology for filling vacant positions in UMFCF provides minimum standards for the following teaching positions:

- a) university assistant
- b) supervisor/university lecturer
- c) university lecturer
- d) university professor

The own competition methodology for filling vacant positions in UMFCF provides minimum standards for the following research positions:

- a) research assistant
- b) scientific researcher
- c) scientific researcher level III
- d) scientific researcher level II
- e) scientific researcher, first degree.

The equivalence of research positions with teaching positions operates in both directions, only with the approval of the university senate, and is as follows:

- a) scientific researcher is equivalent to university assistant, for persons holding a doctoral degree;
- b) scientific researcher level III is equivalent to university lecturer/head of research;
- c) scientific researcher level II is equivalent to associate professor;

⁶<https://umfed.ro/wp-content/uploads/2024/REGULAMENTE%20UMFCF/Codul%20de%20conduită%20privind%20prevenția%20și%20sanționarea%20incidentelor%20an tise mimate.pdf>

⁷https://umfed.ro/wp-content/uploads/2026/CERCETARE_SI_DEZVOLTARE/POLITICA_PENTRU_STTIINTA_DESCHISA/UMFCF%20Politica%20Stiintei%20Deschise.pdf



d) scientific researcher level I is equivalent to university professor

In higher education institutions, in addition to other conditions established by law, the position of scientific research assistant can only be held by persons who are doctoral students or who hold a doctoral degree.

In higher education institutions, in addition to other conditions established by law, the positions of scientific researcher, scientific researcher level III, scientific researcher level II and scientific researcher level I may only be held by persons holding a doctorate.

Publication of the announcement. UMFCD publishes all positions put out to competition, accompanied by the syllabus related to the competition, at least two months before the competition in the case of teaching positions and, respectively, 30 calendar days before the competition in the case of research positions. The publication of positions put out to competition is made at least on its own website and on a specialized website, administered by the Ministry of Education, and research positions are also published on the Euraxess website <https://euraxess.ec.europa.eu/jobs>. Announcements regarding the positions of associate professor, university professor, scientific researcher level II and scientific researcher level I will also be published in English. Announcements regarding the competition for vacant teaching and research positions in UMFCD are published, including:

- a) in a visible place, on the main page of the higher education institution's website.
- b) on a specialized website, administered by the Ministry of Education, called the website of the competition for vacant teaching and research positions in higher education, and research positions are also published on the Euraxess website. The exception is the announcements for fixed-term positions, which are published only under the conditions of letter a).

On the platform administered by the Ministry of Education, dedicated to publishing vacant teaching and research positions in UMFCD, the following information is published:

- a) brief description of the position being advertised;
- b) the teaching workload and the types of activities included therein, in the case of teaching positions, respectively the research workload, in the case of research positions, as well as other duties specific to the position put up for competition;
- c) the minimum salary corresponding to the position put up for competition;
- d) the competition calendar;
- e) the topics of the competition tests, including lectures, courses or the like, or the topics from which the competition committee can choose the topics of the tests actually taken;
- f) description of the competition procedure;
- g) the complete list of documents that candidates must include in the competition file;
- h) the address to which the competition file must be sent.

The launch of the competition procedures can only be started after the publication in the Official Gazette of Romania, Part III, of the position put up for competition, respectively on the university website, in the case of fixed-term positions. The first competition test must be scheduled at least two months after the publication of the announcement in the Official Gazette, in the case of teaching positions. The competition registration period begins with the day of publication of the announcement in the Official Gazette of Romania, Part III, and ends 15 working days before the first competition test, in the case of teaching positions. In the case of research positions, registration for a vacant research position is made within 30 calendar days from the date of publication of the announcement. The duration and completion of the competition is 15 days from the date of closing



the registration, at the level of the competition committee, and 45 days, at the level of the institution, from the submission of the competition committee report.

The proposal to organize a competition for a vacant position is made by the department director or the head of the doctoral school in whose structure the position is located, through a report approved by the department council or the doctoral school council and the faculty council/CSUD.

The list of positions proposed for filling by competition is approved by the faculty council, approved by the dean, respectively by the director of the Doctoral School in the case of positions within the doctoral school, and submitted to the board of directors of the higher education institution for approval in accordance with art. 139 letter d) of the Higher Education Law no. 199/2023, as subsequently amended and supplemented. In special situations, related to the institutional strategy of the University and following a financial analysis, the Board of Directors may approve the opening of certain positions to competition.

Submission of applications and selection of applications. Candidates who meet the legal requirements for participation in the competition and have received a favorable legal opinion will be invited by UMFCF to take the competition tests. The following information is announced on the UMFCF website: the day, time and place of the competition tests.

After the end of the registration period, the following information will be published on the UMFCF website within 5 working days, in compliance with the protection of personal data according to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), for each candidate:

- a) curriculum vitae;
- b) the verification sheet for compliance with the standards;
- c) complete list of works.

The same data is uploaded by UMFCF on the competition's website, administered by the Ministry of Education .

Establishment of the competition committee and the dispute resolution committee. The composition of the competition committee, for each position put up for competition, is established after the publication in the Official Gazette of Romania, Part III, of the announcement of the position being put up for competition.

The members of the competition committee must have a higher teaching or research title or at least equal to that of the teaching/research position corresponding to the position put up for competition or, for members from abroad, meet the UMFCF standards, corresponding to the teaching/research position related to the position put up for competition.

The members of the committee may be from within or outside UMFCF, from the country or from abroad. To fill a position of associate professor, university professor, scientific researcher level I or scientific researcher level II, at least 3 members of the committee must be from outside UMFCF, from the country or from abroad. For the exclusive purpose of participating in the competition committee, the teaching or research titles of the members from abroad will be equated with the teaching or research titles from the country, an equivalence based on which the university senate approves the nominal composition of the competition committee.



The president of the competition committee can be, according to the UMFCF's own methodology:

- a) the director of the department or the head of the doctoral school where the position is located;
- b) the dean or vice-dean of the faculty where the position is located;
- c) a tenured professor in the higher education institution, specialist in the field of the position's disciplines or in a related field, delegated for this purpose by the vote of the department council, respectively the faculty council organizing the competition .

The council of the department or doctoral school in which the position is located makes proposals for the nominal composition of the competition committee. The nominal composition of the competition committee, accompanied by the opinion of the faculty council/CSUD, is sent to the university senate for approval. Following the approval by the university senate, the competition committee is appointed by decision of the rector. Within two working days of issuing the rector's decision, the decision is sent to the Ministry of Education, and the nominal composition of the competition committee is published on the competition website. In the case of the positions of associate professor, university professor, scientific researcher level II and scientific researcher level I, UMFCF will publish the composition of the competition committee in the Official Gazette of Romania, Part III.

In the case of teaching positions, the competition commission is composed of 5 members, including its president, specialists in the field of the position being advertised or in related fields. The composition of the competition commission also includes alternate members. In the event of the unavailability of a member to participate in the commission's work, the respective member is replaced by the alternate member, appointed according to the same procedure as the members of the commission.

The decisions of the competition committee are made by open vote of the members. A decision of the committee is valid if it has gathered the votes of at least 3 members of the committee. The work of the competition committee is led by the chairman of the committee.

In the case of research positions, the competition committees and appeal committees have the following structure:

For the positions of research assistant and scientific researcher, the Competition Committee is composed of a president and 2 members, specialists in the profile of the position, with a position and professional rank equal to or higher than that of the position put up for competition;

For the position of scientific researcher, level III, the competition committee is composed of a president and 3 members, specialists in the profile of the position, with a position and professional rank equal to or higher than that of the position put up for competition.

For the position of scientific researcher, grade I and grade II, the competition committee is composed of a president and 4 members, university teaching staff or scientific researchers, of which at least 2 are from outside the institution. University professors and CS I are appointed to the committees for the filling of CS I positions, and for the filling of CS II positions, university professors or university lecturers and CS I or CS II are appointed.

The competition committee evaluates the candidate from the perspective of the following criteria:



- a) the relevance and impact of the candidate's scientific results, in relation to the field of disciplines of the position for which he/she is applying;
- b) the candidate's ability to mentor students or young researchers;
- c) the candidate's teaching skills, in the case of teaching positions; 11
- d) the candidate's ability to transfer his knowledge and results to the economic or social environment or to popularize his own scientific results;
- e) the candidate's ability to work in a team and the efficiency of his/her scientific collaborations, depending on the specifics of the candidate's field;
- f) the candidate's ability to lead research and development projects;
- g) the candidate's professional experience in institutions other than the institution organizing the competition.

In the event that the position in question is that of assistant/head of thesis/university lecturer, the competition committee is obliged to verify and ascertain, from the point of view of didactic and scientific relevance, the fulfillment of the standards for occupying teaching positions, specific to the position, approved by the university senate, according to the law.

In the event that the position in question is that of associate professor/professor, the competition committee is obliged to verify and ascertain the candidate's compliance, from the point of view of didactic and scientific relevance, with the standards of the higher education institution. The standards of the higher education institution cannot deviate from the national minimum standards approved according to art. 156 para. (1) let. a) of the Law on Higher Education no. 199/2023, with subsequent amendments and supplements.

In the event that the position in question is a research position, the competition committee is obliged to verify and ascertain the candidate's compliance with the minimum national standards for the award of professional research and development degrees approved according to art. 156 paragraph (2) of the Higher Education Law no. 199/2023, with subsequent amendments and supplements.

The criteria provided for in paragraph (2) are evaluated based on the competition file and, where appropriate, additionally through one or more competition tests, which may include, according to the provisions of the own methodology: lectures, giving a course, seminar, etc. (*art. 16 of the MC*). The type and manner of conducting the tests for the competitions to fill vacant teaching and research positions in UMFCB are described in Annex II. A and II. B.

The evaluation of the candidate's activity, presented during the public lecture, must also take into account a qualitative analysis regarding the value and impact for the targeted field of the works and results obtained by each candidate in teaching, research and medical/pharmaceutical activity, this analysis being exclusively the responsibility of the competition committee.

Filing and resolving appeals . (1) In the event that a candidate has elements that may demonstrate non-compliance with the evaluation procedure and/or non-compliance with the procedures regarding the organization and conduct of the competition, the candidate may file an appeal within 3 working days from the communication of the result.

(2) The appeal shall be formulated in writing, registered at the registry of the higher education institution and submitted to the appeals committee for resolution.

(3) The appeals committee analyzes the issues raised by the candidate through the appeal, resolves it within 48 hours of its registration and prepares a report on it, before publishing the results of the competition.



- (4) In order to establish the composition of the appeals resolution committees, the same procedure shall be followed as for establishing the composition of the competition committee.
- (5) The members of the competition committee cannot be part of the appeals resolution committee.
- (6) Following approval by the university senate, the appeals resolution committee is appointed by decision of the rector, which is published in the Official Gazette of Romania, Part III, together with the publication of the rector's decision appointing the competition committee.
- (7) The report of the appeals committee, after its approval by the faculty council, and the report of the competition committee are submitted by the faculty dean to the senate of the higher education institution, for approval .
- (8) The appeals committee analyzes the competition committee's compliance with all the competition procedures provided for in this Methodology, based on the evidence submitted by the contesting candidate or candidates. The appeals committee does not have the authority to re-evaluate the candidates' files or to resume the teaching test or public lecture. The decision to admit or reject the contest is made by open vote of the members of the appeals committee. A decision of the appeals committee is valid if it has received the vote of at least 3 members of the committee. At the end of the analysis of the contest/contests, the president of the appeals committee will draw up a Report approved by decision, signed by all members of this committee. The result of the contest or contests is displayed at the headquarters of the contest discipline, and the related documents are submitted by the secretary of the appeals committee to the dean's office of the faculty that organized the contest.
- (9) The appeals committee is obliged to motivate the outcome of the appeal in the Report, in the sense of detailing the reasons for accepting/rejecting the appeal by referring to all the criticisms/arguments invoked by the appellant.

Completion of the procedure. Following the approval of the competition result by the university senate, the UMFCF rector issues a decision for the appointment to the position and the granting of the corresponding university title to the winning candidate. The appointment to the position is made starting with the semester following the one in which the competition was held. The decisions to appoint to the position and grant the corresponding university title to the winning candidates, accompanied by a summary report on the organization and conduct of the competition/competitions in the higher education institution, are transmitted, within 5 days of issuance, in electronic format/on electronic support, with a forwarding address to the National Commission for Attestation of University Titles, Diplomas and Certificates (CNATDCU), through the specialized department within the Ministry of Education.

6. Final provisions

The OTM -R Strategy represents a reference framework for all recruitment processes in UMFCF and is applied in accordance with national legislation and relevant European principles. The Strategy complements and substantiates the applicable internal procedural documents, without substituting them, and is applied in accordance with national legislation in force, with the provisions of the University Charter, as well as with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.



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The implementation of this Strategy is the responsibility of the university management, the RUNOS Directorate, the academic and administrative structures involved in the recruitment process, as well as the competition committees established according to the law.

This Strategy enters into force on the date of approval by the University Senate and is published on the official website of UMFC. The Strategy is subject to periodic review, at least once every three years or whenever relevant legislative, institutional or strategic changes occur.



Annex – Legislative and Normative Framework of the OTM -R Strategy

European legislation

- Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe
- Official Recommendation of the European Commission 2005/251/EC on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers: European Charter for Researchers, Code of Conduct for the Recruitment of Researchers
- Regulations and principles of the European Research Area (ERA) European Research Area
- General Data Protection Regulation (EU Regulation 2016/679 – GDPR)
- Directive on equal treatment in employment - Directive 2000/78/EC Equal Treatment in Employment
- Directive on equality between women and men - Directive 2006/54/EC on Equal Opportunities and Equal Treatment of Men and Women in Employment
- Council Recommendation 98/561/EC on European cooperation in quality assurance in higher education.

Primary and secondary national legislation:

- Law no. 199/2023 on higher education, published in the Official Gazette no. 614/2023, with subsequent amendments and completions;
- Law 183/2024 on the status of research, development and innovation personnel, with subsequent amendments and completions;
- Order No. 2171/2022 for the approval of the framework model of the individual employment contract;
- OSGG no. 600/2018 – Order on the approval of the Internal Managerial Code of Public Entities, published in Official Gazette 387/07.05.2018;
- Law No. 190/2018 on measures to implement the GDPR;
- Law No. 153/2017 – Framework Law on the unitary remuneration of personnel paid from public funds, with subsequent amendments and supplements;
- Decision 295/2025 regarding the General Register of Employees - REGES-ONLINE;



- Law No. 53/2003 republished – Labor Code, with subsequent amendments and supplements;
- Government Ordinance No. 57/2002 on scientific research and technological development
- Government Ordinance No. 137/2000 on the prevention and sanctioning of all forms of discrimination

3. UMFCF internal documents:

- Charter of the "Carol Davila" University of Medicine and Pharmacy in Bucharest (current version);
- Internal Regulations of UMFCF 2024
- Code of University Ethics and Deontology 2024
- Own competition methodology for filling vacant teaching and research positions;
- Regulation on the prevention and combating of gender-based harassment and moral harassment at the workplace;
- Regulation on granting sabbatical years for teachers and researchers;
- Code of Conduct for the Prevention and Sanctioning of Xenophobia, Radicalization and Hate Speech
- Code of Conduct on the Prevention and Sanctioning of Antisemitic Incidents
- Gender equality plan
- Methodology regarding the automatic recognition of teaching positions in university education obtained in higher education institutions accredited abroad
- 'Carol Davila' University of Medicine and Pharmacy's Open Science Policy