



REGULATION ON THE PREPARATION OF JOB DESCRIPTIONS AND UNIVERSITY STANDARDS FOR TEACHING STAFF AT THE “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIȘOARA

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CHAPTER I. GENERAL PROVISIONS

Art. 1.

(1) These regulations establish the procedure for drafting the Job Descriptions for teaching staff (hereinafter referred to as “Job Descriptions”) at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara (hereinafter referred to as UMFVBT).

(2) These regulations are drafted pursuant to the following laws and internal regulations:

- Higher Education Law No. 199/2023, as subsequently amended and supplemented;
- Law No. 53/2003—the Labor Code, as republished, as amended and supplemented;
- ARACIS Methodology for External Evaluation, Standards, Benchmarks, and List of Performance Indicators;
- University Charter;
- UMFVBT Internal Regulations;
- UMFVBT Organizational and Operational Regulations;
- The collective bargaining agreement at UMFVBT;
- Specific standards for core fields, detailed for undergraduate and master’s degree programs, developed by ARACIS.

Art. 2.

(1) The staffing schedules for university personnel are drawn up annually, through the establishment of university regulations, prior to the start of each academic year, in accordance with the provisions of Article 210, paragraph (1) of the Higher Education Law No. 199/2023, consolidated version, and may not be amended during the academic year; the final version is approved by the University Senate before the start of the academic year.

(2) The staffing schedules are drawn up for the entire academic year and are prepared in both electronic and printed formats.

(3) Staffing plans are drawn up in accordance with the 28-week curricula for combined bachelor’s and master’s degree programs, as well as for bachelor’s, master’s, doctoral, and residency programs.

(4) Staffing plans are drawn up at the department level, in consultation with department members.

(5) Within each department, a single staffing plan is drawn up for all five forms of study: bachelor’s, combined bachelor’s and master’s, master’s, doctoral, and residency programs, if applicable.

(6) The vacancy of teaching positions during the academic year (due to death, retirement, resignation, termination of employment regardless of the form, etc.) does not require the modification or updating of the approved staffing plan.

(7) Staffing tables are completed based on work orders, approved by the UMFVBT administration.

(8) Staffing tables submitted to management for review/approval are accompanied by a Department Council Resolution, in accordance with the sample template provided in Annex No. 1.

Art. 3.

(1) The preparation of staffing tables within UMFVBT must comply with the following fundamental principles:

- a) the principle of legality;
- b) the principle of financial coverage of the staffing table;
- c) the principle of meeting the basic teaching load for all tenured faculty members;
- d) the principle of academic performance.

(2) Departmental staffing plans are drawn up based on:

- a) the curricula of the undergraduate, combined bachelor’s and master’s, and master’s and doctoral degree programs;
- b) residency training curricula;

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- c) the course assignment/allocation for the academic year for which the staffing plan is drawn up;
- d) the department's teaching staff;
- e) the university workload standard in accordance with the provisions of these regulations;
- f) the number of study groups.

CHAPTER II. STUDY GROUPS

Art. 4.

(1) Study groups for the preparation of order forms and the drafting of staffing tables shall be configured as follows:

- a) Bachelor's degree programs and combined bachelor's and master's degree programs:
 - i. Classes: maximum 150 students;
 - ii. Groups and subgroups:
 - for courses with clinical rotations: (sub)groups of 8 to 10 students, as appropriate;
 - for courses without clinical rotations: groups of 12 to 15 students, as appropriate;
 - for complementary courses and those with seminars defined in the curriculum as part of practical training: groups of 16 to 25 students, as appropriate.
- b) Master's degree programs:
 - i. Classes of up to 75 students
 - ii. Groups and subgroups:
 - for seminar courses: groups of 20 to 25 students, as appropriate;
 - for applied courses conducted in specialized laboratories or medical facilities: groups of 12 to 15 students, as appropriate
- c) Doctoral programs: 1 cohort and 1 group per curriculum
- d) Postgraduate residency programs: cohorts of at least 5 residents, as appropriate.

(2) Courses with clinical rotations in bachelor's and master's degree programs—including combined bachelor's and master's programs—are defined as specialization courses (SC) that focus on learning outcomes enabling graduates to appropriately assume responsibility for patient care. These include educational activities that involve direct contact with a healthy or sick individual and/or a community, regardless of the academic year in which they occur.

(3) Courses without clinical internships in undergraduate and master's degree programs—including combined bachelor's and master's programs—are those that do not involve direct interaction with patients.

(4) Study programs are developed by each faculty in accordance with the provisions of this regulation and the applicable legal provisions.

(5) When allocating teaching positions for courses comprising the modules/rotations within residency training curricula, the following procedure shall be followed:

- a) For courses with at least 5 residents enrolled in the relevant year of residency training, one section shall be allocated, in accordance with the hours specified in the residency training curriculum;
- b) For courses with at least 1 but fewer than 5 residents enrolled in the relevant year of the residency training program, the following allocation may be made:
 - b.1. a single section, by combining it with another course for which there are at least 5 residents enrolled in the corresponding year of residency training, and the number of scheduled hours corresponds to the number specified for the course with at least 5 enrolled residents, as set forth in the residency training curriculum;

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- b.2. a series, in conjunction with another course for which there are at least 1 but fewer than 5 residents enrolled in the corresponding year of residency training, and the number of standard hours is the arithmetic mean of the number of hours for both courses as specified in the residency training curriculum.
- c) Courses for which no resident is enrolled in the corresponding year of residency training are not included in the staffing plan.

CHAPTER III. COURSE ASSIGNMENT NOTICE

Art. 5.

(1) The preparation of the Course Assignment involves assigning the subjects from the syllabi and/or the courses associated with the modules/rotations in the residency training curricula to the faculty departments, for the purpose of establishing teaching quotas and drafting the staffing plan.

(2) In addition to the provisions of paragraph (1), the preparation of the Assignment Note also involves the allocation of responsibilities for supervising the preparation of bachelor's theses, master's dissertations, and doctoral theses, as applicable.

(3) The Work Assignment Note is the document on the basis of which staffing tables and annual individual job descriptions are prepared, and it contains all the information necessary for determining faculty workload:

- The name of the course in the curriculum and/or the course associated with the module/rotation within the residency training curriculum, or the supervision of bachelor's theses, master's dissertations, and doctoral theses, as applicable;
- The type of course in the curriculum (DF—fundamental, DS—specialized, DC—complementary, DD—field-specific, DR—relevant);
- Course category in the curriculum (required, optional, elective);
- Course class in the curriculum (with clinical rotation, without clinical rotation, complementary)
- Name of the degree program and/or residency training program;
- Type of degree (bachelor's, master's, doctoral, or residency);
- Number of hours for the subject in the curriculum and/or for the course associated with the module/rotation within the residency training curriculum, or the number of hours allocated for supervising the preparation of bachelor's theses, master's dissertations, and doctoral theses, as applicable;
- The teaching groups for each course in the curriculum and/or for each course associated with the module/rotation within the residency training curriculum, or for each activity involving the supervision of bachelor's theses, master's dissertations, and doctoral theses, as applicable;
- The department to which the subject in the curriculum and/or the course associated with the module/rotation within the residency training curriculum is assigned, or the supervision of bachelor's theses, master's dissertations, and doctoral theses, as applicable;
- The subdivision of the department to which the course in the curriculum and/or the course associated with the module/rotation within the residency training curriculum is assigned, as well as the supervision of bachelor's theses, master's dissertations, and doctoral theses, as applicable;
- Additional notes, if applicable (e.g., the semester in which the course is offered, if different from the curriculum, etc.).
- For the supervision of bachelor's theses, master's dissertations, and doctoral theses, as applicable, the faculty member to whom the work is assigned shall also be specified.

Art. 6.

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(1) The course catalog for undergraduate, combined bachelor's and master's, and master's degree programs is prepared by the deans of the faculties, by assigning courses to each subdivision within the departments of the faculty, as well as by assigning faculty members to supervise the preparation of bachelor's theses and master's dissertations, as applicable, in accordance with the template provided in Annexes 2 and 3.

(2) The work order for each department pursuant to paragraph (1) is broken down by each subdivision within the department.

(3) The assignment list is prepared by the deans and approved by the university administration.

(4) The supervision of bachelor's theses and master's dissertations for students with multiple advisors (co-supervision) shall be assigned to a single advisor, upon the recommendation of the Dean of the faculty, and shall not be included in the staffing plan.

Art. 7.

(1) The assignment form for doctoral studies is prepared by the Director of the CSUD, in accordance with the templates provided in Annexes 4 and 5.

(2) The courses in the doctoral school's curriculum are assigned by name to faculty members nominated by the CSUD to carry out the corresponding teaching activities.

(3) The task of supervising the preparation of doctoral dissertations is assigned by name to doctoral advisors.

(4) The assignment of the task of supervising the preparation of doctoral dissertations pursuant to paragraph (3) of this article involves supervising the preparation of doctoral dissertations during the second, third, and fourth years of study.

(5) The supervision of doctoral theses for doctoral students who have more than one doctoral advisor (co-supervision) shall be assigned to a single doctoral advisor, upon the recommendation of the Director of the CSUD, and shall be specified in the staffing table or in the annual individual job description.

(6) The work order is drawn up by the Director of the CSUD and approved by the university administration.

Art. 8.

(1) The assignment order for teaching activities with residents is drawn up by the Vice Rector responsible for postgraduate studies and residency programs.

(2) Courses comprising the modules/internships within residency training curricula are included in the teaching load of the coordinators of residency training programs (regardless of the teaching position held by the coordinator) and/or of the university professors/associate professors serving as mentors for residency training programs.

(3) The work order is prepared by the Vice Rector responsible for postgraduate studies and residency programs and is approved by the university administration, in accordance with the template provided in Annex No. 6.

(4) When drawing up the order form for teaching activities with residents, in accordance with the provisions of paragraph (3) of this article, the following procedure shall be followed:

a) In the case of residency training programs for which there is a single UMFVBT faculty coordinator at the Timișoara university center:

a.1. The courses comprising the modules/rotations within the residency training curriculum of the coordinated program shall be assigned to the coordinator of the training program (regardless of the coordinator's teaching position), provided that the specialty/type of the module/rotation corresponds to the specialty/type of the residency training program;

a.2. Courses comprising the modules/rotations within the residency training curriculum of other residency training programs are assigned to the coordinator of the residency training

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program (regardless of the coordinator's teaching position), provided that the specialty or type of the module or rotation corresponds to the specialty or type of the coordinated residency training program.

a.3. The courses comprising the modules/internships within the residency training curricula assigned in accordance with points a.1. and a.2. above may, when drawing up the staffing plan, also be assigned to university professors/associate professors who serve as mentors for the residency training programs, upon the recommendation of the residency training program coordinator, with the approval of the Department Council.

b) In the case of residency training programs for which there are multiple UMFVBT faculty coordinators at the Timișoara university center:

b.1. Courses comprising the modules/rotations within the residency training curriculum of the coordinated program are assigned by department, provided that the specialty/type of the module/rotation corresponds to the specialty/type of the residency training program;

b.2. Courses comprising the modules/rotations within the residency training curricula of other residency training programs are assigned by department, provided that the specialty/type of the module/rotation corresponds to the specialty/type of the residency training program;

b.3. Courses comprising the modules/rotations within the residency training curricula assigned in accordance with points b.1. and b.2. above shall, when the staffing plan is drawn up, be assigned to the coordinators of the residency training programs (regardless of the teaching position held by the coordinator), provided that the specialty or type of the module or rotation corresponds to the specialty or type of the residency training program, by the Department Director, in consultation with all coordinators of the same residency training program;

b.4. The courses comprising the modules/internships within the residency training curricula assigned in accordance with point b.3. above, when drawing up the staffing plan, may also be assigned to university professors/associate professors who serve as mentors for the residency training programs, upon the proposal of the coordinator of the residency training program, with the approval of the Department Council.

(5) Teaching activities with residents shall be conducted in accordance with the provisions of the residency training curricula.

Art. 9.

(1) For degree programs where, according to the study tracks, there are multiple teaching sections, the Dean shall determine, when preparing the Course Order Form, the allocation of the sections and corresponding groups by semester, based on the availability of classrooms and practical labs.

(2) The Human Resources Department centralizes the Order Forms for undergraduate, combined bachelor's and master's, and master's degree programs, the Order Forms for doctoral programs, and the Order Forms for teaching activities with residents, and prepares the Order Forms for each department.

(3) The order forms for each department are sent to the department director's institutional email address by the Human Resources Department, in accordance with Annex No. 23.

Art. 10.

The centralized work orders pursuant to Article 9 of these Regulations shall be approved by the UMFVBT administration, in accordance with the provisions of Article 210, paragraph (4) of the *Higher Education Law No. 199/2023, as subsequently amended and supplemented*.

CHAPTER III. DEVELOPMENT AND STRUCTURE OF STAFFING TABLES

Art. 11.

- (1) The staffing table for each subdivision is proposed by the Head of the university department/university clinic, in consultation with the members of the subdivision's staff, at the request of the Department Director, based on the Order Form.
- (2) The department director compiles the proposals received from the heads of university departments/university clinics and prepares the staffing plan for the entire department, based on the directive.
- (3) If the Head of a university department or university clinic fails to submit the proposed staffing plan within the deadline set by the Department Director, the staffing plan for that subdivision shall be drawn up by the Department Director without any consultation with the members of the subdivision's staff.
- (4) The staffing plans drawn up in accordance with paragraphs (2) and (3) are voted on by the Department Council, approved by the Faculty Council and the Rector, and subsequently submitted to the University Senate for approval.
- (5) Full responsibility for drafting the staffing tables rests with the Department Chair.
- (6) The Department Director is subject to disciplinary action for the improper preparation, failure to prepare, or failure to submit the job descriptions within the timeframe specified in this methodology.
- (7) Before the Job Descriptions are submitted to the Faculty Council for review, they are verified by the Dean to ensure compliance with the legal requirements for their preparation and to ensure they align with the budget and the faculty's development and human resources strategy.
- (8) The Dean, with the approval of the Faculty Council, may amend, supplement, or revise the staffing plans proposed by the Department Council if he or she deems that they do not comply with the provisions set forth in paragraph (7).
- (9) If the Department Chair fails to submit the proposed staffing plan within the deadline established by these regulations, the staffing plan for that department shall be drawn up by the Dean without any consultation with the members of the staff of the subunits within that department.
- (10) In the situation provided for in paragraph (8), the Dean shall inform the Faculty Council of the changes made.
- (11) The staffing plans approved by the Faculty Councils are submitted to the Rector for approval.
- (12) The Rector reviews the staffing plans to ensure they align with the budget and the university's development and human resources strategy.
- (13) If the Rector determines that the staffing plans do not align with the university's budget or its development and human resources strategy, the Rector may amend the staffing plans with the approval of the Board of Trustees.
- (14) After the Rector has approved the staffing tables, he or she shall submit them to the University Senate for approval.

Art. 12.

- (1) The staffing tables are prepared using the template provided in Annex No. 7.
- (2) The Staffing Schedule lists, in hierarchical order, all teaching positions in the department, broken down by subdivision, regardless of whether the positions are filled or vacant, specifying for each position the corresponding teaching role and the weekly number of conventional and actual hours allocated to teaching and practical activities.
- (3) The staffing schedules include all disciplines and activities listed in the Course Catalog and all degree programs.

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Art. 13.

In accordance with the provisions of the *Higher Education Law No. 199/2023*, as amended, the teaching positions are:

- a) Full Professor
- b) Associate Professor
- c) University Lecturer
- d) University Assistant

Art. 14.

In the staffing tables drawn up at the department level, candidates who have passed the competitive examinations for teaching positions will be listed according to the position they obtained through the examination.

Art. 15.

(1) Tenured teaching staff who hold one of the positions of Rector, President of the Senate, Vice Rector, Dean, Associate Dean, or Department Chair may be assigned a workload at the minimum level provided for by the *Higher Education Law No. 199/2023*, as subsequently amended and supplemented.

(2) Tenured faculty members who hold the position of head of a university clinic or university department may be assigned the minimum *teaching* load provided for by the *Higher Education Law No. 199/2023*, as amended and supplemented, plus one (1) conventional hour.

(3) Tenured faculty members who hold a leadership position within UMFVBT, or a management, supervisory, or oversight position within the Ministry of Education and Research, in institutions under its authority and coordination, as well as within ARACIS, or who are elected to a public office may be granted a reduction in their teaching load of up to 50%, subject to the approval of the University Senate.

(4) Teaching staff who benefit from a reduction in teaching load pursuant to paragraph (3) of this article may not teach classes at their primary institution on a part-time basis or on an hourly pay basis, nor may they engage in teaching activities as adjunct faculty at other universities.

(5) In the event of a vacancy during the academic year, positions established pursuant to paragraph (3) of this article may not be opened for competition.

Art. 16.

(1) Each page of the Staffing Schedule is signed by the Rector, the Vice Rector for Academic Affairs, the Vice Rector responsible for graduate studies and residency programs, the Director of the Center for Student Affairs and Academic Support (C.S.U.D.), the Dean, the Department Chair, and the Director of Human Resources.

(2) The Director of Human Resources reviews and approves the Staffing Schedule solely from the perspective of the legality of the teaching load standards, specifically ensuring compliance with the minimum and maximum number of hours prescribed by applicable law.

Art. 17.

For the study programs in Medicine in English, Medicine in French, Dentistry in English, Pharmacy in French, and Pharmacy in English, the courses listed in the staffing plan shall be in the language in which the curriculum is written, namely English and French.

Art. 18.

The staffing table is accompanied by the department's order form, signed by the Department Chair.

Art. 19.

(1) A teaching position is a position in the staffing table held by a tenured faculty member (employed for an indefinite term) or a substitute faculty member (a full-time, fixed-term teaching assistant), or a legally established vacant position.

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- (2) Vacant teaching positions are filled through a competitive selection process.
- (3) Vacant, temporarily vacant, and/or reserved teaching positions, as provided by law, may be temporarily filled by tenured teaching staff or, exceptionally, by associate teaching staff, on an hourly-pay basis only.
- (4) A doctoral student may perform paid teaching activities, within the limits of a teaching assistant's workload, in accordance with applicable law.
- (5) Temporary coverage of teaching loads on an hourly-paid basis may be provided only by tenured or associate faculty members whose professional qualifications are compatible with the subject they teach.
- (6) Administrative staff at UMFVBT who perform teaching activities on an hourly-paid basis may carry out these activities only outside their regular work schedule.
- (7) The temporary filling of vacant, temporarily vacant, and/or reserved teaching positions, in accordance with the law, on an hourly-pay basis shall be carried out in compliance with the provisions of the procedure established for this purpose.

CHAPTER IV. UNIVERSITY WORKLOAD

Art. 20.

- (1) The university workload of teaching staff at UMFVBT consists of the teaching workload and the scientific research workload.
- (2) The total number of hours accumulated through the activities comprising a university workload must correspond to an annual workload of 8 hours per day.

Art. 21.

- (1) **The teaching workload** may include:

- teaching activities: lectures;
- applied activities: seminars, projects, practical and laboratory work, internships, and supervision of year-long projects;
- supervision of the preparation of bachelor's theses and diploma projects;
- supervision of the preparation of master's dissertations;
- supervision of doctoral dissertations;
- other teaching, practical, and scientific research activities included in the curriculum;
- leading educational, artistic, or athletic activities;
- assessment activities;
- tutoring, consultations, advising student research groups, as well as guiding and counseling students during mobility programs;
- participation in councils and committees in the interest of education;
- developing teaching materials;
- creating digital content for courses in their field of specialization;
- participating in committees responsible for carrying out activities within the department, doctoral school, college, IOSUD, or university;
- mentoring/supervising students enrolled in a degree program as a year advisor;
- other professional activities specific to the relevant scientific field.

- (2) **The research workload** includes:

- scientific research activities specific to the field of specialization;
- activities specific to applying for grants in internal, national, and international competitions or in collaboration with the private sector;
- technological and scientific transfer activities;
- activities related to the publication of results obtained from scientific and teaching research.

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- (3) The activities associated with a university position as provided for in Article 20 and Article 21, paragraphs (1) and (2) of these regulations are quantified in the annual individual job description in terms of standard hours.
- (4) The minimum proportion of each type of activity listed in Article 20 and Article 21, paragraphs (1) and (2) of these regulations is established by the university senate, based on the university's mission, the specific nature of the position, and the field of specialization, in accordance with Annex No. 8, which is an integral part of these regulations.
- (5) The weekly teaching load at UMFVBT is quantified in conventional hours, with working time focused on academic activities, not on the time at which they are performed.
- (6) The teaching load is established in accordance with the curriculum and is calculated as an average weekly load, regardless of the period of the academic semester in which it is carried out. The average weekly teaching load is determined by dividing the number of conventional hours listed in the individual annual job description by the number of weeks specified in the curriculum for teaching and practical instruction activities throughout the entire academic year.
- (7) The activities specified in paragraph (1), subparagraphs (c) through (k), and paragraph (2) of this article, which are included in the academic workload, are quantified in conventional hours, such that one physical hour of activities corresponds to a minimum of 0.5 conventional hours, in accordance with Annex No. 9, an integral part of these Regulations.
- (8) The performance of the activities listed in the annual individual job description, including the fulfillment of the research workload, shall be verified and certified by the Head of the Department/University Clinic and the Department Director through the preparation of a collective report for each subdivision in September of each academic year.
- (9) The report referred to in paragraph (8) shall be submitted to the Human Resources Directorate no later than September 15 of each academic year, in accordance with the sample template in Annex 10.
- (10) The head of the university department/clinic and/or the department director may request supporting documentation regarding the performance of the activities listed in the annual individual job description, as well as regarding the fulfillment of the academic workload.

Art. 22.

In accordance with ARACIS standards, faculty members involved in teaching and/or practical activities shall conduct scientific research in line with the university's Research Strategy, producing at least one publication or one pedagogical or scientific achievement annually in the field of the disciplines they teach.

Art. 23.

- (1) The minimum weekly teaching load provided for by *Higher Education Law No. 199/2023*, as subsequently amended and supplemented, calculated in conventional hours, is established as follows:
- full professor:** a minimum of 7 hours, of which at least 4 conventional hours of teaching activities (course);
 - associate professor:** a minimum of 8 hours, of which at least 4 conventional hours of teaching activities (courses);
 - lecturer:** a minimum of 10 hours, of which at least 2 conventional hours of teaching activities (courses);
 - University Assistant:** a minimum of 11 hours, comprising practical activities such as seminars, laboratory work, and practical assignments.
- (2) The minimum weekly teaching load for the positions of Full Professor and Associate Professor, which also includes in-person teaching activities, consists of at least 2 conventional hours of teaching

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activities (lectures) at the bachelor's, combined bachelor's and master's, and/or master's degree levels, as applicable.

(3) The minimum weekly teaching load for the position of Assistant Professor (applies only to coordinators of residency training programs), which also includes teaching activities for residents, consists of at least 1 conventional hour of teaching activities (course) at the bachelor's, combined bachelor's and master's, and/or master's degree levels, as applicable.

Art. 24.

(1) As an exception to the provisions of Article 23, the minimum weekly teaching load for the positions of Full Professor, Associate Professor, and Assistant Professor—which, due to the specific nature of their disciplines, do not include lecture hours in their job descriptions—shall be increased by two conventional hours of practical activities.

(2) The teaching load may not exceed 18 conventional hours per week.

(3) The teaching load provided for in Art. 23 and Art. 24, para. (1) of these regulations represents the minimum standard for teaching activities and consists primarily of the subjects of the position filled through a competitive selection process.

(4) The teaching load of faculty members who do not engage in scientific research or equivalent activities is higher than the minimum, without exceeding the maximum limit provided for in paragraph (2) of this article.

(5) As an exception, in cases where the teaching load cannot be determined in accordance with Articles 23 and 24, paragraph (1) of these regulations, the difference up to the minimum teaching load shall be supplemented with scientific research activities, with the consent of the faculty council, upon the proposal of the department chair, and with the approval of the board of directors. The reduction in the teaching load shall not exceed 1/2 of the respective load, and one research hour is equivalent to 0.5 conventional hours. The faculty member retains the status of tenured faculty in the teaching position obtained through a competitive selection process.

(6) The research activities referred to in paragraph (5) of this article must be clearly specified and undertaken by the incumbent, through a corresponding amendment to the job description.

(7) Tenured faculty members whose teaching load cannot be established in accordance with the provisions of paragraph 23 and Article 24, paragraphs (1)–(6) of these regulations, may be temporarily assigned, at their request, to a full-time scientific research position, while retaining their tenured status in the teaching position obtained through a competitive selection process. During this period, the faculty member shall have the obligations of research staff in higher education.

(8) The research activities referred to in paragraph (7) of this article must be clearly specified and accepted by the incumbent, through a corresponding amendment to the job description.

(9) Pursuant to Article 211, paragraph (16) of the *Higher Education Law No. 199/2023*, consolidated text, the UMFVBT Senate may approve an increase in the minimum teaching load, based on university autonomy, in compliance with quality assurance standards and without exceeding the maximum limit provided for in paragraph (2) of this article.

Art. 25.

(1) The teaching load of each faculty member, approved annually by the University Senate, is communicated to each faculty member by the Head of the department/university clinic.

(2) The procedure established in paragraph (1) constitutes the method for communicating and acknowledging the teaching load for the respective academic year.

CHAPTER V. ANNUAL INDIVIDUAL JOB DESCRIPTION

Art. 26.

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- (1) The job description is a legally binding document that supplements the individual employment contract.
- (2) The job description serves as a tool to inform the employee and hold them accountable regarding the objectives, responsibilities, duties, and activities assigned to the position they hold.
- (3) The annual individual job description shall be prepared starting the day after the University Senate approves the staffing tables, but no later than the start of the academic year.
- (4) The annual individual job description is prepared by the Head of the university department/clinic, in consultation with the faculty member, is reviewed by the Department Director, and is approved by the Rector.
- (5) The annual individual job description includes all activities specified in the staffing plan, including the number of hours, as well as all activities provided for in Article 21 that the faculty member undertakes to perform during the following academic year, including the number of hours as set forth in Annex No. 9.
- (6) The annual individual job description includes the academic workload, consisting of the teaching workload and the research workload, in the proportions set forth in Annex No. 8.
- (7) The individual job description shall be prepared in accordance with the template provided in Annexes 11, 12, 13, and 14.
- (8) All activities included in the annual individual job description must correspond to a total of 1,672 physical hours, depending on the activity performed, for the 2026–2027 academic year, as follows:
 - A. Academic year 2026–2027: September 28, 2026 – September 26, 2027;
 - B. Weekday public holidays: 11 days;
 - C. Annual leave days: at least 40;
 - D. Total working days: 249 working days (excluding public holidays, Saturdays, and Sundays);
 - E. Total working hours: 1,992 working hours;
 - F. Average number of working days = $D - C = 249 - 40 = 209$;
 - G. Average working hours: $F \times 8 \text{ hours/day} = 1,672 \text{ hours}$.
- (9) The deadline for the department director to complete and submit the annual individual job descriptions to the Human Resources Department is the first day of the academic year for which they are prepared.
- (10) The section “Other specific legal duties and responsibilities established by the head of the subdivision, in strict accordance with teaching and research activities” in the annual individual job description for the positions of teaching assistant, assistant professor, associate professor, and full professor shall be completed by the head of the subdivision, if applicable, with duties and tasks specific to the department and in strict accordance with teaching and research activities.
- (11) The activities specified in the Annual Individual Job Description are estimates, given the impossibility of anticipating certain unforeseen or unplanned activities; the obligation of teaching staff is to fulfill the university workload requirement of 40 hours per week, with working time focused on university activities, not on the timing of their completion.
- (12) The total number of hours specified in the Annual Individual Job Description must be equal to 1,672 for the 2026–2027 academic year.

Art. 27.

- (1) Teaching staff, as well as administrative teaching staff, are required to fulfill the university workload specified in their individual annual job description.
- (2) Academic administrative staff are also required to carry out the activities specified in the job description for administrative positions, in accordance with the templates in Annexes 15–22.

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(3) The job description for leadership positions shall be prepared on the first day of appointment to the position or if there is a change or addition to the tasks, duties, or responsibilities associated with the leadership position.

Art. 28.

(1) Job descriptions shall be prepared in two original copies.

(2) After the job description is drafted, the approval process begins, which consists of:

- a) the person who drafted the job description signing it and endorsing it;
- b) informing the faculty member of the job description by having them sign in the designated space;
- c) the countersigning of the job description by the immediate supervisor of the person who drafted it;
- d) approval of the job description by the university's rector;

(3) Acknowledgment of the annual university regulations, as well as the duties, objectives, responsibilities, tasks, and activities assigned to the position held, is deemed to have been fulfilled upon the incumbent's signature on the job description.

(4) Job descriptions shall be communicated after their approval in accordance with the provisions of paragraph (2) of this article, by handing an original copy to the holder of the position.

(5) The second original copy of the job description shall be filed in each employee's personnel file.

Art. 29.

(1) Job descriptions may be updated at the initiative of the heads of organizational units if they decide to redistribute certain duties among employees or if certain legislative or administrative changes occur (promotion, temporary appointment to a management position, change in the organizational structure, etc.) that entail a change in employees' duties.

(2) In such cases, the provisions of this chapter shall be duly observed.

CHAPTER VI. DOCUMENT FLOW

Art. 30.

The process of initiating, drafting, reviewing, and approving job descriptions and preparing annual individual job profiles shall be carried out in accordance with the following procedure:

- a) After the University Senate approves the curricula and the summer admissions session is completed, study groups are formed;
- b) After the study groups have been established, the Order Form is prepared and reviewed, in accordance with the provisions of these Regulations;
- c) After the Order Form has been approved, the Director of Academic Affairs (DRU) forwards the Order Forms to the Department Directors for the preparation of the staffing tables and informs the Heads of university departments/clinics regarding this matter;
- d) Upon receipt of the Order Form, the Department Director forwards the Order Form to the Heads of departmental subdivisions for the preparation of proposed staffing schedules for each university department/university clinic;
- e) The head of the departmental subdivision consults with the subdivision's staff regarding teaching requirements, prepares the proposed staffing plan, and forwards it to the department director;
- f) The Department Director compiles the proposed staffing plans received from the heads of the department's subdivisions and prepares the staffing plan for the entire department, in accordance with the provisions of these Regulations;

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- g) After drafting the staffing table, the department director convenes a meeting of the Department Council to vote on the staffing table and forwards it to the Human Resources Directorate, along with the order form signed by the department director and the Department Council's resolution;
- h) The Director of Human Resources reviews and approves the staffing plan to ensure the legality of the teaching load standards, specifically that they fall within the minimum and maximum number of hours, and forwards it to the Dean;
- i) The Dean reviews the staffing schedules and convenes a meeting of the Faculty Council to approve the staffing schedules;
- j) After the Faculty Council has approved the staffing schedules in accordance with these regulations, the deans of the faculties, through the Chief Secretary of the faculty, submit them to the Rector for approval;
- k) After the Rector has approved the Job Descriptions, pursuant to these regulations, the Chief University Secretary forwards them to the University Senate for approval;
- l) After the University Senate approves the staffing schedules, they are forwarded to the faculty deans' offices, which, in turn, forward the approved staffing schedules to the department directors for implementation;
- m) The original copy of the staffing tables, signed by the responsible persons, is forwarded to and retained by the Human Resources Department;
- n) After the University Senate approves the staffing tables, annual individual job descriptions are prepared in accordance with the provisions of these regulations.

CHAPTER VI. FINAL PROVISIONS

Art. 31.

Vacant teaching positions proposed for competitive recruitment may not consist of course hours from master's or doctoral programs, nor of course hours related to teaching residents.

Art. 32.

- (1) Supervision of bachelor's theses and master's dissertations, as applicable, shall be accounted for only in the annual individual job description of the designated teaching staff.
- (2) Activities related to the supervision of doctoral dissertations, where such activities are included in the staffing plan, are allocated solely within the workload of the designated teaching staff and may not be allocated to vacant positions.
- (3) Activities related to the supervision of doctoral dissertations shall be allocated only in addition to the minimum weekly teaching load provided for in Article 33 of these Regulations.
- (4) Activities related to the supervision of doctoral dissertations may be included in the staffing plan (within the teaching staff quota) or in the individual annual job description, as appropriate.
- (5) Courses comprising the modules/internships within residency training curricula may be included in the staffing plan (as part of the teaching staff's workload) or in the individual annual job description, as appropriate. If included in the annual individual job description, the corresponding number of hours shall be entered in line B9 of section 2.2.

Art. 33.

- (1) Pursuant to the provisions of Article 211, paragraph (16) of the Higher Education Law No. 199/2023, as subsequently amended and supplemented, the minimum limit for teaching workload is established as follows:

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- a) **full professor:** a minimum workload of 11 hours, of which at least 4 conventional hours of teaching activities (course);
 - b) **associate professor:** a minimum workload of 12 hours, of which at least 4 conventional hours of teaching activities (courses);
 - c) **university lecturer:** a minimum workload of 14 hours, of which at least 2 conventional hours of teaching activities (lectures);
 - d) **university assistant:** a minimum workload of 15 hours, comprising practical activities such as seminars, laboratory work, and practical assignments.
- (2) As an exception, the provisions of paragraph (1) of this article do not apply to the determination of the teaching workload pursuant to Article 15.
- (3) The provisions of Article 23, paragraphs (2) and (3) of these regulations apply accordingly.
- (4) As an exception to the provisions of paragraph (3) of this article, the provisions of Article 23, paragraphs (2) and (3) of this regulation do not apply to the positions provided for in Article 15, paragraph (1) of this regulation.
- (5) In departments where there are no vacant teaching positions, the provisions of paragraph (1) of this article are deemed to be met, regardless of the staffing level, subject to the minimum limit provided for by Higher Education Law No. 199/2023, as subsequently amended and supplemented.

Art. 34.

- (1) Vacant teaching positions may be advertised for competition only by university departments/clinics that cumulatively meet the following conditions:
- a) the occupancy rate within the university department/clinic (the ratio of filled teaching positions to the total number of positions) is less than 75%;
 - b) teaching materials (courses) have been uploaded to the Moodle platform by October 15 of each academic year, inclusive;
 - c) posting on the bulletin board and Moodle, and submitting to the faculty dean's office all course descriptions for the subjects listed in the staffing plan of the respective department/university clinic by October 15 of each academic year, inclusive.
- (2) The Board of Trustees may approve the opening of positions for competition only if the total salary expenses (including the estimated budgetary impact, calculated by taking into account the proposals to open vacant teaching positions for competition) do not exceed 80% of the total allocated/approved budget.
- (3) The Board of Trustees, in accordance with the university's human resources and development strategy, may approve the opening of vacant teaching positions for competition, as an exception to the provisions of Art. 33 and Art. 34, paras. (1) and (2) of these regulations.

Art. 35.

- (1) In the staffing table, the number of standard classes/groups is listed for each discipline in the curriculum; similarly, for each course corresponding to a module or internship within the residency training curriculum, the number of standard classes is listed.
- (2) When drawing up the schedule, the Head of the departmental subdivision decides on the specific assignment of classes and groups to the faculty members within the departmental subdivision.
- (3) At the beginning of each semester, the Head of the departmental subdivision notifies the Dean's Office of the specific assignment of sections and groups to faculty members within the departmental subdivision.

Art. 36.

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(1) The deadline for department heads to submit the staffing schedules to the Human Resources Directorate and the Dean's Office, and for the submission of the staffing schedules to the UMFVBT Registrar's Office, is September 5 of each year.

(2) As an exception to the provisions of paragraph (1) of this article, for departments whose staffing tables include courses from the first year of study programs for which a fall admissions session is held, the deadline for submitting the staffing tables is the next business day following the posting of the results of the written exam for the UMFVBT admissions competition, fall session.

Art. 37.

The staffing table is the legal document on the basis of which the monthly salary of each faculty member is determined.

Art. 38.

The Human Resources Department sends department directors and subdivision heads a completed template of the staffing table for each position, as well as completed templates of the individual annual job descriptions for each position.

Art. 39.

Attachments:

Appendix No. 1 – Sample Template for the Department Council's Decision on Proposals for Staffing Plans, Code: UMFVBT-REG/DRU/10/2026 - 01

Appendix No. 2 – Template for the Course Description for Courses in the Curricula for Bachelor's and Master's Degree Programs Offered as Combined Programs, Bachelor's and Master's Degrees, Code: UMFVBT-REG/DRU/10/2026 - 02

Appendix No. 3 – Template for the Assignment Form for the Supervision of Bachelor's Theses and Master's Dissertations, Code: UMFVBT-REG/DRU/10/2026 – 03

Appendix No. 4 – Template for the Order Form for Courses in the Curriculum for Doctoral Studies, Code: UMFVBT-REG/DRU/10/2026 - 04

Appendix No. 5 – Template for the Order Form for the Supervision of Doctoral Theses, Code: UMFVBT-REG/DRU/10/2026 – 05

Appendix No. 6 – Template for a Work Order for Postgraduate Residency Programs, Code: UMFVBT-REG/DRU/10/2026 – 05

Appendix No. 7 – Template for the Staffing Plan, Code UMFVBT-REG/DRU/10/2026 – 07

Appendix No. 8 – Proportions of Teaching and Research Activities in the University Workload, Code: UMFVBT-REG/DRU/10/2026 – 08

Appendix No. 9 – Conversion Factors for Teaching and Scientific Research Activities into Conventional Hours, Code: UMFVBT-REG/DRU/10/2026 – 09

Appendix No. 10 – Sample Report on the Performance of Activities in the Annual Individual Job Description, Code: UMFVBT-REG/DRU/10/2026 – 10

Appendix No. 11 – Annual Individual Job Description for the Executive Position of University Assistant, Code UMFVBT-REG/DRU/10/2026 - 11

Appendix No. 12 – Annual Individual Job Description for the Executive Position of University Lecturer, Code: UMFVBT-REG/DRU/10/2026 – 12

Appendix No. 13 – Annual Individual Job Description for the position of associate professor, Code: UMFVBT-REG/DRU/10/2026 – 13

Appendix No. 14 – Annual Individual Job Description for the Executive Position of Full Professor, Code: UMFVBT-REG/DRU/10/2026 – 14

Appendix No. 15 – Annual Individual Job Description for the Position of Head of a University Department/Clinic, Code: UMFVBT-REG/DRU/10/2026 – 15

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Appendix No. 16 – Annual Individual Job Description for the Management Position of Department Director, Code: UMFVBT-REG/DRU/10/2026 – 16

Appendix No. 17 – Annual Individual Job Description for the Leadership Position of Doctoral School Director, Code: UMFVBT-REG/DRU/10/2026 – 17

Appendix No. 18 – Annual Individual Job Description for the Leadership Position of Associate Dean, Code: UMFVBT-REG/DRU/10/2026 – 18

Appendix No. 19 – Annual Individual Job Description for the Leadership Position of Dean, Code: UMFVBT-REG/DRU/10/2026 – 19

Appendix No. 20 – Annual Individual Job Description for the Leadership Position of Vice Rector, Code: UMFVBT-REG/DRU/10/2026 – 20

Appendix No. 21 – Annual Individual Job Description for the Leadership Position of CSUD Director, Code: UMFVBT-REG/DRU/10/2026 – 21

Appendix No. 22 – Annual Individual Job Description for the Leadership Position of Rector, Code: UMFVBT-REG/DRU/10/2026 – 22

Appendix No. 23 – Departmental Purchase Order, Code: UMFVBT-REG/DRU/10/2026 – 23

The Senate of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara approved the republication of these Regulations at its meeting on June 24, 2026, the date on which they enter into force.

Rector,
Prof. Octavian Marius Crețu, Ph.D.

The handwritten signature is affixed to the original version of the document, which is kept in the University Senate's archives. This document has the same legal force as the original.

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