

## **Description of the Announced Position**

The announced **Associate Professor Position nr. 7**, included on the payroll of the **Department Applied Social Sciences** within the **Faculty of Technical and Human Sciences Tg.-Mureş** of Sapiientia University in Cluj-Napoca consists of the following activities within a 40-hour weekly, respectively 1640-hour annual programme:

- **Compulsory teaching obligation** of 9 hours of direct contact weekly;
- **Complementary activity in addition to the compulsory teaching obligation** of 12 hours/week, consisting of periodical and semestral evaluation, directions for professional apprentice training, guidance for diploma works and thesis writing, consultations, student guidance/ tutorship, leading of scientific student circles;
- **Compulsory research obligation** of 13 hours/week;
- **Further professional and methodology training** 6 hours/week;
- **Activity for the benefit of the department, the faculty or the university.**

**Schedule:** the position does not have a fixed schedule, the organisation of the weekly activities, respectively the elaboration of the personal programme within the framework of the weekly 40 hours depend on the semestral time-table of the students.

**Subordination and co-operation:** the fulfiller of the position is the subordinate of the head of department and co-operates with the colleagues working within the department and the faculty.

### **Tasks and responsibilities:**

- Elaboration and planning of the activity during teaching classes and practical training (the programming of one's own teaching activity);
- Organisation and accomplishment of the teaching activity in conformity with the time-table;
- Elaboration of teaching materials;
- Drawing up and application of student evaluation instruments;
- Making use of optimal means of communication with students;
- Student training guidance: consultations;
- Guidance with study conclusion papers and theses;
- Participation in methodology further training activities in one's own field;
- Organisation of scientific research within the department and participation therein;
- Participation at national and international scientific events;
- Publishing of at least one teaching and/or scientific publication each year;
- Special duties within the department community (librarianship responsibilities, connections with the economic and social sphere, connections with schools etc.)

**The monthly remuneration in the form of salary** totals and amount of 2,875 RON.