



CONDITIONS OF EMPLOYMENT

I. NEC mission

NEC aims to contribute to the development of research and higher education in Romania and in Southeastern and Eastern Europe. We seek to do this in a proactive manner, for the benefit not only of local academic elites, but of society at large. We aim to build on NEC's three-decade tradition of independent scholarship, academic freedom, and intellectual and civic engagement to achieve our mission, which is defined by four main concerns:

1. **Individual Research** - Supporting individual research at an advanced level through our various national, regional and international fellowship programs;
2. **Collaborative research teams** - to host research teams working on innovative and collaborative projects funded by Romanian and European sources;
3. **Participation in current academic debates** - Providing a stimulating environment for interdisciplinary scholarly dialog and critical debate during weekly seminars and at our academic and public events;
4. **Contributing to the strengthening of civil society** - To promote the development and strengthening of civil society in the post-communist countries of Southeastern and Eastern Europe through our interest and participation in public debates on relevant contemporary issues.

II. NEC fellows and employees

1. Each year, the NEC hosts a number of Romanian and international fellows who form the core of its academic community. Fellows do not have employment contracts with the institute. They receive a stipend that is tax exempt. Your general financial conditions may vary depending on the source of funding (<https://nec.ro/fellowships/current-fellowship-programs/>).

2. NEC also acts as a host institution for researchers working on various research projects. Researchers are hired for the period of funding of the respective national and international research project. According to Romanian legislation, fixed-term contracts cannot exceed a period of three years. These researchers usually work in teams under the coordination of a Principal (Lead) Investigator, according to the definition and conditions of each research project (<https://nec.ro/programs/uefiscdi/>). The amount of their salaries depends on the total budget allocated to a particular project and the way its structure is designed by the applicant and approved by the funding body.

3. Institutionally, the NEC fulfils its mission by relying on its permanent staff employed in its administrative and academic capacities (<https://nec.ro/about-us/nec-staff/>);

III. Values and conduct

NEC requires a personal commitment from all employees to respect its values and practices and to advance its mission as defined above. All employees adhere to and respect an appropriate code of conduct.

Staff, researchers and fellows are bound by the policies, procedures, guidelines and practices of the NEC as stated in their contracts and job descriptions. They are expected to maintain the confidentiality, integrity and security of official information for which they are responsible or to which they may have access in any academic or administrative area. They

are expected to avoid being placed in situations where there may be a conflict between the interests of the NEC and their own personal interests or those of their family or friends.

All staff, researchers and fellows are expected to use all facilities and equipment efficiently and effectively and not to cause or permit their misuse by themselves or others.

Staff, researchers and fellows must be present at the NEC during the hours specified in their contracts.

IV. Selection of fellows and conditions of employment for researchers and staff

Fellows: The selection procedure at the NEC is essentially the same for all fellows hosted by this institution, whether Romanian or international, regardless of the source of funding. The first step is the publication of a widely distributed call for applications for a specific fellowship program. Candidates are asked to complete a detailed application form that includes their curriculum vitae and publication list, as well as a project they propose to work on during their fellowship. At least two letters of recommendation from recognized experts in the applicant's field of study are required. The next step is an internal evaluation of the applications by the academic staff of the NEC, with the assistance of local and international specialists in the relevant fields, if necessary. As a result of this internal evaluation, a pre-selection will be made on the basis of which candidates will be invited for an interview in person or via Skype. The interview is conducted by a jury consisting of the academic director of the NEC, the members of the NEC Academic Board, and occasionally one or two invited foreign scholars of international repute. It is scheduled to coincide with the annual meeting of the NEC Academic Board, where the final decisions on the selection of fellows are made.

Researchers are hired according to the terms of the particular research project to which they belong. When additional research positions are available within a particular research project, the primary responsibility for this expansion rests with the PI, who may use a selection process and establish a selection committee. He/she will be assisted by NEC academic and administrative staff to varying degrees, depending on his/her needs and those of the project. A typical selection process includes the following steps

- Launch of a widely advertised call for applications for a specific position/positions. It will be published on the NEC website as well as on international and Romanian job portals for researchers (such as <https://www.euraxess.gov.ro/>). Candidates will be asked to complete a detailed application form, including a personal research proposal (consistent with the general theme of the major project), a professional curriculum vitae, and a list of publications. Depending on the position(s) available, at least two letters of recommendation from recognized specialists in the field of study are required;

- The next step is an internal evaluation of the applications by the Principal Investigator and members of the selection committee established for each research project;

- As a result of this internal evaluation, a pre-selection will be made on the basis of which candidates will be invited for an interview in person or via Skype. The interview will be conducted by a jury consisting of the PI, the senior members of the team (if applicable) and the members of the selection committee (which may include members of the academic staff of the NEC and its Academic Board, as well as local and international specialists in the relevant fields).

Researchers will be employed on fixed-term contracts and will not be entitled to continued employment beyond the end of the fixed term. Any contract renewal is subject to negotiation and agreement with the Principal Investigator and the NEC Rectorate, and is dependent on positive performance reviews of the Principal Investigator.

Managing Conflicts of Interest in Fellowship and Academic Staff Recruitment

If there is a family or personal relationship between a staff member and an applicant for a fellowship or academic position, the staff member should declare the interest to NEC management. If the nature of the relationship compromises the staff member's impartiality, the staff member should not participate in the decision whether or not to offer the applicant a position or advise on the nature of the offer.

Staff members are employed according to the needs of the Institute, in accordance with its total annual budget, and with the approval of the NEC Administrative Board, an international body that includes representatives of its financial supporters. The definition of New Europe College as an institute for advanced study, and the schedule of monthly events that results from the nature of the activities that take place here (whether restricted to fellows/researchers or open to the public), makes it necessary for us to have a flexible daily schedule for the staff, so that members of the staff are present whenever an event is taking place, according to their particular responsibilities. All staff members are accountable to the NEC Directorate for the performance of their duties.

Executive Director

Lelia Ciobotariu

Rector

Valentina Dediu-Sandu

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