

Call for applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of associate professor, in the field of Human Resources Management.

1. In accordance with the terms of section a) nº 1 of article 6º of the Recruitment and Appointment Regulations for Career Academic Staff of the Polytechnic Institute of Setubal (Instituto Politécnico de Setúbal - IPS), as published in the Diário da República, 2nd series, nº 35, of 18 February 2011, as set out in my dispatch of 4 March 2019, invites applications for the above post within a period of thirty working days from the publication of the present announcement in the Diário da República. Those positions, which were created but not yet filled within the academic staff of the IPS, is governed by the career structure of the national polytechnic higher education sector at the **associate professor level, in the field of Human Resources Management** and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – School of Business Administration, situated on the Setubal Campus of the Polytechnic Institute of Setubal, (Escola Superior de Ciências Empresariais – Instituto Politécnico de Setúbal).
3. **Number of posts to be filled** - 2.
4. **Contract regime** – Public sector employment contract of indeterminate duration, for an initial experimental period of five years according to article 10º-B of Decreto-Lei nº 185/81, of 1 de julho, altered in the Decreto-Lei nº 207/2009, of 31 de agosto, and in the Lei nº 7/2010, of 13 de maio (ECPDESP).
5. **Job description** – The associate professor will carry out functions set out in section 4 article 3º of ECPDESP.
6. **Recruitment requirements** – The following cumulative requirements determine eligibility such that candidates must:
 - a) Satisfy the requirements set out in subsections b) to e) of article 17º of Lei Geral do Trabalho em Funções Públicas (LTFP), approved at Lei nº 35/2014, of 20 June;
 - b) Be the holder of a doctorate or hold the title of specialist, in the specified area, or in an area linked to the area specified in the competition.
7. **Validity of the competition.**
 - a) The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient.

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- b) The competition can also be terminated by a formally justified decision of the President of the IPS which respects the general principles of Portuguese public administration and the corresponding legal, regulatory and procedural limits.

8. Application Procedure

- 8.1. Candidates should submit a written application (form A), addressed to the President of the IPS, in Portuguese, this may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Edifício Sede, Campus do IPS, Estefanilha, 2910-761, Setúbal, Portugal, within the time limit set for presentation of applications.
- 8.2. To be considered for the position, the application (form A) must be accompanied by a simple photocopy of the certificates of qualifications, and by two copies, in digital format (pendrive) containing the following documents:
 - a) Certificates of qualifications, which prove that the candidate meets the requirements outlined in subsection b) of section 6 of this Call for Applications;
 - b) Other degrees, diplomas and certificates of courses listed in the *curriculum vitae*, as well as other documents which facilitate the formation of an opinion on the suitability of candidates to fulfill the job specification requirements of the post;
 - c) Detailed curriculum vitae, dated, signed and organized according to the evaluation grid;
 - d) Works and documents proving the activities mentioned in the curriculum vitae.
- 8.3. Failure to present the work and proof of the activities mentioned in the curriculum vitae presented by the candidate implies not valuing the elements in each of the items of the evaluation grid.
- 8.4. The form A is available in www.ips.pt in the tabs: Serviços Centrais / DRH-Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários
- 8.5. Applications are not accepted by email.
- 8.6. Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation

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obtained until the date of expiry of the deadline for submitting applications for this call for tenders.

8.7. The candidates are dismissed from presenting the supporting documents of requirements of article 17 of the LTFP, provided that they declare, on their honor, on the application form, the situation in which they are in relation to them.

8.8. False declarations are punishable under the law.

9. Criteria for selection and ordering of candidates – The criteria for selection and ordering, and associated points, are set out in the table attached to this call for applications.

10. Evaluation and Selection.

- a)** The candidates considered by the majority of the jury in a reasoned manner to have an overall curriculum compatible with the category and subject area for which the competition was opened, are approved in absolute merit. For these purposes, candidates who obtain a final classification equal to, or above 50 points, will be considered to be approved in absolute merit.
- b)** In the ranking of the candidates admitted to the present competition, on absolute merit, each member of the jury will order the list of candidates in descending order of merit, based on their ordered list of candidates, that each member of the jury participates in the votes;
- c)** The jury will initially vote for 1st place, then for 2nd place, and so on, until the final ordering of all candidates admitted to the competition and previously approved in absolute merit;
- d)** The first candidate is determined by counting the number of mentions that each candidate obtained for the first place by the jury in the partial ranking lists, being chosen the candidate who obtains an absolute majority, who wins the contest, which shall then be removed from the partial ordering lists and the same procedure shall be followed to select the candidate who will occupy the 2nd place, and so on, to the penultimate place;
- e)** If no candidate obtains an absolute majority of the mentions for a certain place:

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- A new process is initiated, only between the candidates that obtained mentions to that place, after having retired the less mentioned candidate to that place in the previous process;
 - In the event of a tie between two or more candidates in the less mentioned position, a tie-break vote shall be taken only between them, with the first number of relative positions being counted, the lowest voted being removed;
 - If the tie persists between two or more candidates in the least-voted position, the initial process is repeated;
 - In the event of a tie between two or more candidates in the position of least voted, the tie-breaker shall be made by the casting vote of the President of the Jury, and the candidate voted by the President shall be chosen to join the subsequent vote to the same place.
- f)** Once the selection criteria have been applied, the jury will draw up a unitary list of the candidates final ranking;
- g)** The final ranking list contains the final quantitative classifications of each candidate, on a scale of 0 to 100 points, considering approved in absolute merit candidates who obtain an overall score equal or above 50 points.

11. Complementary information to the Evaluation and Selection process.

- 11.1.** The final approved ordering list will be notified to candidates by e-mail with notification of delivery receipt, registered letter or in person and published in the web site at www.ips.pt
- 11.2.** The minutes of the jury will be made available to applicants on request.
- 11.3.** The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.
- 11.4.** The documentation submitted by applicants concerning to contests in litigation appealed, may only be destroyed or returned, after the execution of the sentence.

12. The composition of the jury, is as follows:

President

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Boguslawa Maria Barszczak Sardinha, Coordinator Professor and Director at the School of Business Administration of the Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of n.º 1 of article 23.º of the ECPDESP.

Vogais

Anabela Gomes Correia, Coordinator Professor at the School of Business Administration of the Polytechnic Institute of Setúbal;

Ana Maria da Silva Barbosa de Sotomayor, Coordinator Professor at the School of Accounting and Administration of the Polytechnic Institute of Lisboa;

Carolina Feliciano Sá Cunha Machado, Associated Professor at the University of Minho;

Luís Miguel Pereira Lopes, Associated Professor at the Institute of Social and Political Sciences of the University of Lisboa;

Maria Odete de Almeida Pereira, Coordinator Professor at the School of Business Administration of the Polytechnic Institute of Setúbal.

13. Equal opportunities - In compliance with section h) of article 9º of the Portuguese Constitution, the public administration, as employer, actively promotes a policy of equal opportunities between men and women in access to employment and career development, taking care to avoid any form of discrimination.

14. The present notice is published in the following:

- a) In the 2nd series of the Diário da República;
- b) In the Public Employment Exchange, in www.bep.gov.pt, on the 1st working day following its publication in Diário da República;
- c) On the internet site of the Foundation for Science and Technology, IP in www.eracareers.pt in Portuguese and English;
- d) On the IPS website at www.ips.pt in Portuguese and English.

Polytechnic Institute of Setúbal, July 22, 2019.

The President,

Prof. Doutor Pedro Dominginhos

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Attachment

Evaluation Grid

Dimension	maximum score	Itens	maximum score	Subitens	
Technical-Scientific and Professional	30	1.1 Research and development projects in the subject area	1,0	Responsible for research projects with evaluation and external financing (ex: FCT, european projects)	1,0 p/ project
				Responsible for others research projects (completed)	0,75 p/ project
				Cooperator of research projects with evaluation and external financing (ex: FCT; European Projects)	0,5 p/ project
				Cooperator of other research projects (completed)	0,5 p/ project
		1.2 Scientific publications in the subject area	7,0	Author or co-author of technical-scientific book	1,5 p/ book
				Publication of articles in international scientific journal indexed in ISI/SCOPUS or equivalent	2,0 p/ article
				Publishing technical and scientific articles in other peer-reviewed journals and book chapters	1,5 p/ article
				Publication of technical and scientific articles in proceedings of international congresses with arbitration	1,0 p/ article
				Publication of technical and scientific articles in proceedings of national congresses with arbitration	0,75 p/ article
		1.3 Technical-Scientific Organization	4,0	General chair/co-chair of international technical-scientific congresses/seminars	1,0 p/ event
				Member of scientific committees of international technical-scientific congresses/seminars	1,5 p/ event
				Member of scientific organizing committees of international technical-scientific congresses/seminars	1,5p/ event
				Technical-scientific upgrade courses > 40 hours	0,75 p/ course
		1.4 Orientation of theses/dissertations in the subject area	1,5	Orientation PhD Thesis (completed)	0,5 p/ orientation
				Co-orientation PhD Thesis (completed)	0,5 p/ orientation
				Orientation of Masters Dissertations (completed)	0,25 p/ orientation
				Co-orientation of Masters Dissertations/Project/Internship or orientation of graduate final works (completed)	0,15 p/ orientation
		1.5 Participation in academic examinations juries in the subject area	1,5	Examiner of PhD Thesis	1,0 p/ examination
				Jury Member of PhD Thesis	0,5 p/ participation
				Jury Member of Master Dissertation (pre bologna)	0,5 p/ participation
				Jury Member of Master Dissertation/Project (bologna) or degree final works (pre bologna)	0,5 p/ participation
				Jury Member of other academic competitions or evidence of skills appreciation	0,5 p/ participation
		1.6 Professionals activities relevant to the subject area	15,0	External services, studies/projects or elaborated opinions	0,5 p/ service
Professional experience in relevant activity in the area, beyond academia	0,75 p/ year ex.prof				
Sub-Total 1	30				
Pedagogical	50	2.1 Experience and dedication to Teaching	35,0	Teaching experience in higher education (polytechnic or university), in the area of DSD	1,0 p/ year
				Coordination of different curricular units in the subject area	1,0 p/ UC
				Number of different curricular units taught in the subject area	1,0 p/ diferente UC

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				Pedagogical and linguistics update courses > 40 hours	1,0 p/course
		2.2 Elaboration of teaching materials in the subject area	10,0	Elaboration of manuals and teaching support textbooks covering at least 75% of the UC (classes T and TP at most one element for UC)	2,5 p/ manual/book
				Elaboration of other printed notes to support teaching covering at least 75% of the UC (classes T and TP at most one element for UC)	1,5 p/ manual/book
				Elaboration of exercise books, software, laboratory guides, etc., covering at least 75% of the UC (classes P and L, at most 2 elements for UC)	1,5 p/ manual/book
		2.3 Pedagogical Organization	5,0	Guidance and monitoring of students in internships	0,5 p/ student
				Organization of pedagogical International events	0,75 p/ event
				Organization of pedagogical national events	0,5 p/ event
Sub-Total 2	50				
Organizational (Other relevant activities to IPS)	20	3.1 Administrative management and participation in academic bodies	10,0	President of Polytechnics Institutes or Rector of Universities	1,0 p/ year
				Director or President of organic units/schools	0,75 p/ year
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	0,75 p/ year
				Vice-president of Polytechnics Institutes or Vice-rector of Universities	0,75 p/ year
				Pro-president of Polytechnics Institutes or Pro-rector of Universities	0,5 p/ year
				Sub-director or Vice-president of organic units/schools	0,5 p/ year
				President/Head of Department/Section	0,25 p/ year
				Coordinator/Head of course	0,25 p/ year
				Responsible for scientific area	0,15 p/ year
				Member of statutory bodies (CTC, CC, CP, AR, CR, CG)	0,15 p/ year
		3.2 Other activities	10,0	Participation in international mobility program (like Erasmus)	0,5 p/ different institutions
				Participation in Committees related to other Administrative Activities	0,15 p/ activities
Coordination, execution and development projects or practical nature of activities embedded in the socio-professional, arts and culture environment	0,5 p/ project/activities				
Sub-Total 3	20				
Total	100				