

### 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 Marketing.

1. Under 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, 2<sup>nd</sup> series, nº 35, of 18 February 2011, as set out in my dispatch of 04-11-20, 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. The position, which was 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 **Marketing.**, 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 - 3.
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 form:

- 8.1. Applications must be formalized by filling in the standard application form (form A), in paper form, written in Portuguese, available on the IPS website at: [https://www.si.ips.pt/ips\\_si/conteudos\\_geral.conteudos\\_ver?pct\\_pag\\_id=30809&pct\\_parametros=p\\_pagina=308+09&pct\\_disciplina=&pct\\_grupo=672](https://www.si.ips.pt/ips_si/conteudos_geral.conteudos_ver?pct_pag_id=30809&pct_parametros=p_pagina=308+09&pct_disciplina=&pct_grupo=672)
- 8.2. The application (form A) must be accompanied by a simple photocopy of the qualification certificates, as proof that the candidate meets the application requirements referred to in paragraph 6 of this notice.
- 8.3. When formalizing the application (form A), must also be accompanied by two copies, in digital format (pendrive) containing the following documents:
- a) Qualification certificates, proof that the candidate meets the requirements referred to in paragraph 6 of this notice;
  - b) Other diplomas or certificates of the courses referred to in the curriculum vitae, as well as other documents that facilitate the formation of a judgment on the aptitudes of the candidates for the exercise of the functional content of the category of associated professor;
  - c) Detailed curriculum vitae, dated, signed, mandatorily organized according to the evaluation grid, and without containing personal data of a confidential nature (namely affiliation, marital status, residence address, and email, mobile / telephone contacts);
  - d) Work and proof of activities mentioned in the curriculum vitae.
- 8.4. Applications must be submitted, in a closed envelope, with the proper identification of the candidate's name, the notice number published in Diário da República and the BEP offer code, in one of the following ways:
- a) By registered mail, with acknowledgment of receipt, addressed to the President of IPS, to: Polytechnic Institute of Setúbal, Headquarters Building, IPS Campus, Estefanilha, 2910 761, Setúbal, until the deadline for submitting applications, valid for the date

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affixed to the registration as the date of dispatch, for the purpose of meeting the respective deadline;

- b) Delivered personally to the Human Resources Department of IPS, during office hours, by prior appointment, via email [divisao.recursoshumanos@ips.pt](mailto:divisao.recursoshumanos@ips.pt), until the deadline for submitting applications;
- c) Alternatively, and preferentially, the closed envelope, with the proper identification, containing the application, can be placed in the wooden box that is in front of the door of the main room of the Human Resources Department of IPS, in which case an email should also be sent to the same day to [divisao.recursoshumanos@ips.pt](mailto:divisao.recursoshumanos@ips.pt) with this information.

8.5. In order to promote the most appropriate classification of the curriculum elements, candidates must organize the curriculum vitae in accordance with the evaluation grid approved by the jury of the respective competition, as well as present the documents on the pendrives according to that same organization, with the due hyperlinks of the items referred to in the CV to the respective documents.

8.6. Failure to present the works and proof of activities mentioned in the curriculum vitae submitted by the candidate implies the non-valuation of the elements in each of the items of the evaluation grid.

8.7. Applications sent by email are not accepted.

8.8. Candidates with foreign qualifications must prove their recognition, equivalence or registration of a doctoral degree, under the terms of the applicable legislation, obtained up to the deadline for the submission of applications to this competition.

8.9. False statements will be punished under the law.

9. Selection and ranking criteria:

Upon approval on absolute merit, candidates will be approved that the majority of the jury considers, in a reasoned way, to have a global curriculum compatible with the category and subject area in which the competition was opened. For this purpose, it is considered absolute merit to obtain a rating equal to or greater than 50 points, based on the quantitative

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evaluation of each of the members of the jury resulting from the application of the evaluation grid.

In the ranking of the candidates admitted to the present competition, in absolute merit, each member of the jury orders, based on, reasonably, 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, based on in the quantitative evaluation of each member of the jury resulting from the application of the evaluation grid. The jury initially votes for 1st place, then for 2nd place, and so on, until the final ranking of all candidates admitted to the competition and previously approved in absolute merit. The determination of the candidate placed in first place is made, counting the number of mentions that each candidate obtained for the 1st place, by the jury, in the partial ranking lists, being chosen the candidate who obtains an absolute majority, which wins the then must be removed from the partial ordering lists and an identical procedure must be started to choose the candidate who will occupy the 2nd place, and so on, up to the penultimate place.

If no candidate obtains an absolute majority of the mentions for a particular post:

- a) A new process is initiated, only among candidates who obtained mentions for that post, after removing the least mentioned candidate for that post in the previous process; b) If there is a tie between two or more candidates in the position of least mentioned, a tiebreaker vote is carried out only between them, counting the number of relative first positions of each one, with the least voted being removed;
- c) If the tie remains between two or more candidates in the least voted position, the process set out in a) is repeated;
- d) If the tie still exists between two or more candidates in the least voted position, the tiebreaker is made through the casting vote of the President of the jury, and the candidate voted by the President is chosen to integrate the subsequent vote for the same place. Once the application of the selection criteria is completed, the jury proceeds to draw up a unitary list of the final ranking of candidates.

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10. Evaluation grid:

Parameter	Weighting	Items	Points (maximum)	Subitems	Valuation
Technical-Scientific and Professional	30	1.1 Research and Development Projects in the Marketing area	1,0	Responsible for research projects with evaluation and external financing completed (ex: FCT; European projects)	1,0 p/ project
				Responsible for other completed research projects	0,75 p/ project
				Collaborator of research projects with evaluation and external financing completed (ex: FCT; European projects)	0,5 p/ project
				Collaborator of other completed research projects	0,5 p/ / project
		1.2 Scientific publications in the field of Marketing	7,0	Author or co-author of a technical-scientific book	1,5 p/ book
				Publication of articles in an international scientific journal indexed in ISI or equivalent	2,0 p/ article
				Publication of technical-scientific articles in other journals with arbitration or book chapters	1,5 p/ article
				Publication of technical-scientific articles in proceedings of international congresses with arbitration	1,0 p/ article
				Publication of technical-scientific articles in proceedings of national congresses with arbitration	0,75 p/ article
		1.3 Technical-scientific organization	4,0	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 commissions organizing international technical-scientific congresses / seminars	1,5p/ event
				Technical and scientific refresher courses > 40 hours	0,75 p/ course
		1.4 Supervision of theses / dissertations in the Marketing area	1,5	Supervision of Doctoral Theses concluded	0,5 p/ guidance
				Coorientation of completed Doctoral Theses	0,5 p/ guidance
				Supervision of completed Master's Dissertations	0,25 p/ guidance
				Dissertation / Project / Internship or Orientation Coorientation Final course work concluded	0,15 p/ guidance
		1.5 Participation in juries of academic exams in the Marketing area	1,5	Doctoral Thesis Argument	1,0 p/ plea
				Member of the Doctoral Thesis Jury	0,5 p/ participation
				Member of the Master's Dissertation Jury (pre-Bologna)	0,5 p/ participation

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				Member of the Master's Dissertation / Project Jury (Bologna) or Final course work (pre-Bologna)	0,5 p/ participation
				Jury Member of Academic Evidence and Competence Assessment	0,5 p/ participation
		1.6 Professional activities with relevance to the area	15,0	Provision of services abroad, studies / projects or opinions prepared	0,5 p/ prest.serviço
				Professional experience in a relevant activity in the area outside the academic environment	0.75 p / year exp. prof.
Sub-Total 1			30,0		
Pedagogical	50	2.1 Teaching Experience and Dedication	35,0	Teaching experience in polytechnic or university higher education within the scope of DSD	1,0 p / year exp. prof
				Coordination of different Curricular Units in the Marketing area	1,0 p/ UC
				Number of different Curricular Units taught in the Marketing area	1,0 p/ UC distinguished
				Pedagogical and linguistic updating courses > 40 hours	1,0 p/course
		2.2 Preparation of Pedagogical Material in the Marketing area	10,0	Preparation of manuals and textbooks to support teaching that cover at least 75% of the subject of the UC (T and TP classes, maximum 1 element per UC)	2,5 p/ manual / book
				Elaboration of other printed notes to support teaching that cover at least 75% of the subject of the UC (classes T and TP, maximum 1 element per UC)	1,5 p/ manual / book
				Preparation of exercise books, software, laboratory guides, etc., covering at least 75% of the CU subject (classes P and L, maximum 2 elements per UC)	1,5 p/ manual / book
		2.3 Pedagogical organization	5,0	Orientation and monitoring of internship students	0,5 p/ each student
				Organizer of international educational events	0,75 p/ event
				Organizer of national educational events	0,5 p/ event
Sub-Total 2		50	50,0		
Organizational (other activities relevant to IPS)	20	3.1 Administrative management and participation in Collegiate Bodies	10,0	IP President or Rector	1,0 p/ year
				Director or President of Organic Unit	0,75 p/ year
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	0,75 p/ year
				Vice President of IP or Vice President	0,75 p/ year
				Pro-President of IP or Pro-Rector	0,5 p/ year

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			Deputy Director or Vice President of Organic Unit	0,5 p/ year
			President / Director of Department / Section	0,25 p/ year
			Degree Coordinator / Director	0,25 p/ year
			Responsible for Scientific Area	0,15 p/ year
			Member of statutory bodies (CTC, CP, AR, CR, CG, CA)	0,15 p/ year
	3.2 Other activities	10,0	Participation in International Mobility programs (Erasmus type)	0,5 p/ participation
			Participation in Committees related to other activities of an administrative nature	0,15 p/ activity
			Coordination, execution and development of projects or activities of a practical nature inserted in the socio-professional, artistic and cultural environment	0,5 p/ for distinct project / activity
Sub-Total 3		20,0		
<b>Total</b>	<b>100</b>	<b>100,0</b>		

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](http://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

António José de Sousa Almeida, Coordinator Professor of the School of Business Administration, of Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of nº 1 of Article 23º of ECPDESP.

Members of the jury

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Alzira Maria da Ascensão Marques, Coordinator Professor of at the School of Technology and Management, Polytechnic Institute of Leiria

Ana Mafalda Eiró-Gomes, Coordinator Professor at the Higher School of Social Communication, of the Polytechnic Institute of Lisbon;

Jorge Domingos Carapinha Veríssimo, Coordinator Professor at the Higher School of Social Communication, of the Polytechnic Institute of Lisbon;

Maria Raquel David Pereira Ventura Lucas, Associate Professor with Aggregation, at the University of Évora;

Rui Vinhas da Silva, Full Professor at ISCTE / Lisbon University Institute.

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) Na In The 2<sup>nd</sup> series of the Diário da República;
  - b) In the Public Employment Exchange, in [www.bep.gov.pt](http://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](http://www.eracareers.pt) in Portuguese and English;
  - d) On the IPS website at [www.ips.pt](http://www.ips.pt) in Portuguese and English.

Instituto Politécnico de Setúbal, 26 de março de 2021.

O Presidente,

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Prof. Doutor Pedro Dominginhos