

## EDITAL

### Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of coordinator professor, in the field of Communication, Media and Journalism.

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 09-12-20, 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 coordinator professor level, in the field of **Communication, Media and Journalism.**, and is covered by a public sector employment contract of indeterminate duration.
2. Location – School of Education, situated on the Setubal Campus of the Polytechnic Institute of Setubal (Escolha um item. – Instituto Politécnico de Setúbal).
3. Number of posts to be filled - 1.
4. Contract regime – Public sector employment contract of indeterminate duration, for an initial experimental period of five years according to article 10º 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 coordinator professor will carry out functions set out in section 5 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, obtained for more than five years, 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.
  - 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.

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

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- 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:

Each member of the jury proceeds individually to assign, to each candidate, a quantitative classification in each criterion, taking into account the evaluation grid in which the maximum scores to be attributed to each criterion were defined and justifies this classification in writing. The provisional final ranking list contains the final quantitative classifications of each candidate, on a scale of 0 to 100 points, which results from the simple average of the quantitative scores obtained in each of the evaluation criteria by each member of the jury.

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In this way, the score of each candidate and the respective final ranking will be obtained, with approval in absolute merit for candidates who obtain an overall score equal to or greater than 50 points.

10. Evaluation grid:

<b>I - TECHNICAL-SCIENTIFIC AND PROFESSIONAL PERFORMANCE OF THE CANDIDATE (weighting 40%)</b>			
<b>Analysis of the work and activities contained in the CV, namely:</b>			
<b>A.1</b>	<b>Published technical-scientific production</b>	9	
	Books, book chapters, magazine articles, publications in minutes of scientific and / or other events considered relevant in the area for which the contest is open		a)
<b>A.2</b>	<b>A.2 Communications at scientific events</b>	7	
	Communications at scientific events, as a guest and as a participant.		b)
<b>A.3</b>	<b>Supervision of theses / dissertations / reports conferring an academic degree and / or professional qualification in the competition area</b>	6	
	Completed theses / dissertations / reports.		c)
<b>A.4</b>	<b>Participation in research / intervention projects in the competition area</b>	7	
	Coordinator, team member or collaborator; with national or international financing.		d)
<b>A.5</b>	<b>Participation in juries of an academic nature</b>	6	
	Arguente, vowel, president		e)
<b>A.6</b>	<b>Intervention in scientific and professional communities</b>	5	
	Organization of events (member of commissions), (co) edition of magazines, review of articles, member of Research Centers and other activities of recognized scientific and professional merit.		f)
<b>Partial total (dimension A) = <math>\sum (A1+A2+A3+A4+A5)</math></b>		<b>40</b>	<b>0</b>
<b>II - PEDAGOGICAL CAPACITY OF CANDIDATES (weighting 40%)</b>			
<b>Analysis of the quality and extent of your previous teaching practice, namely</b>			
<b>B.1</b>	<b>Teaching experience in Higher Education Institutions in the area for which the competition is open</b>	6	
	Years of effective teaching in Higher Education.		g)
<b>B.2</b>	<b>Authorship, co-authorship of curricular unit programs, framed in different study cycles, and respective scientific responsibility</b>	6	
	Number and diversity of Curricular Units / Disciplines / Modules in the various study cycles in the competition area. Número e diversidade de Unidades Curriculares/Disciplinas/Módulos nos diversos ciclos de estudos na área do concurso.		h)

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<b>B.3</b>	<b>Participation in the preparation and / or restructuring of study plans in different study cycles</b>	6		
	Participation in the elaboration of curricular plans for new courses or pedagogical projects and in the restructuring and improvement of existing ones.			<i>i)</i>
<b>B.4</b>	<b>Production of pedagogical-didactic materials to support teaching activities; open classes, seminars, curriculum internship guidance</b>	5		
	Elaboration of pedagogical-didactic materials; open classes, seminars; orientation of pedagogical internships.			<i>j)</i>
<b>B.5</b>	<b>Pedagogical coordination, training and evaluation activities</b>	6		
	Coordination and participation as a trainer in training initiatives in your scientific area and / or working groups, supervision of curricular internships and participation in evaluation activities of a scientific / pedagogical nature.			<i>l)</i>
<b>B.6</b>	<b>Participation on exam juries and organization of exams</b>	6		<i>m)</i>
<b>B.7</b>	<b>Other relevant pedagogical activities related to the teaching activity</b>	5		
	Participation on exam juries and organization of exams			<i>n)</i>
	<b>Partial total (dimension B)= <math>\sum (B1+B2+B3+B4+B5+B6+B7)</math></b>	<b>40</b>	<b>0</b>	

<b>III - Other activities relevant to the IPS mission that have been developed by the candidate (weighting 20%)</b>				
<b>C.1</b>	<b>Positions or participation in Management Bodies and / or other Bodies</b>	6		
	Exercising positions in management bodies or other bodies / structures of Higher Education Institutions, participation in institutional work groups / commissions.			<i>o)</i>
<b>C.2</b>	<b>Participation in activities related to the community and relevant to the contest area</b>	5		
	Events related to the connection with the community in promoting ways of valuing education and culture.			<i>p)</i>
<b>C.3</b>	<b>Participation in national and international training projects.</b>	6		
	International mobility - Teaching and training missions. Participation in bodies and or working groups of external entities.			<i>q)</i>
<b>C.4</b>	<b>Participation in juries of competitions for hiring teaching staff.</b>	3		<i>r)</i>
	<b>Partial total (dimension C)= <math>\sum (C1+C2+C3)</math></b>	<b>20</b>	<b>0</b>	
	<b>TOTAL GLOBAL = <math>\sum (A+B+C)</math></b>	<b>100</b>	<b>0</b>	

**Note 1:** In each of the items, only the curricular elements duly confirmed by the documentation submitted in the application will be considered for evaluation.

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**Nota 2:** The Curriculum Vitae must be organized, obligatorily, according to the items of the curriculum evaluation.

Observações	
<b>A - Technical-Scientific and Professional Performance</b>	
a)	You can only get the maximum score if you have three of the four types of publications mentioned, in the competition area, preferably in indexed journals and with an impact factor. Publications indexed especially on the Web of Science and Scopus are valued).
b)	You can only get the maximum score if you have made at least 12 communications at scientific and professional events in the competition area.
c)	You can only get the maximum score if you have at least 8 guidelines completed in the contest area.
d)	You can only get the maximum score if you were the coordinator of a project with external funding, in the competition area.
e)	You can only get the maximum score if you have participated in at least 8 juries as an argument.
f)	You can only get the maximum score if you have intervention in scientific and professional communities in the competition area, in at least three different types of intervention activities.
<b>B - Pedagogical capacity</b>	
g)	You can only get the maximum score if you have at least 5 years of teaching in Higher Education in the competition area.
h)	You can only get the maximum score if you have taught more than 8 different Curricular Units / disciplines / modules in the competition area.
i)	You can only obtain the maximum score if you have been responsible for the elaboration of, at least, 8 curricular unit programs in the competition area, within the scope of the elaboration and / or restructuring of curricular plans.
j)	You can only get the maximum score if you have produced or participated in the preparation of a manual or two types of support materials for teaching activities in Higher Education, in the competition area.
l)	You can only get the maximum score if you have coordinated, participated as a trainer, supervisor of internships or in work groups in one of the scientific areas of the competition, at least in 8 activities.
m)	You can only get the maximum score if you have participated in at least two exam juries and exam organization in Higher Education.
n)	You can only get the maximum score if you have performed at least 2 different types of activities.
<b>C - Other activities relevant to the IPS mission</b>	
o)	You can only get the maximum score if you have held 2 types of management positions and / or activities.

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p)	You can only get the maximum score if you have organized / participated in at least 8 community relations events.
q)	You can only get the maximum score if you have participated in at least 2 international mobility activities in foreign institutions or participated in 2 types of body / working groups.
r)	You can only get the maximum score if you have participated in at least 2 teaching staff competitions.

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

Maria de Fátima Pista Calado Mendes, Coordinating Professor at the Escola Superior de Educação, of the Polytechnic Institute of Setúbal., Appointed under point a) of paragraph 1 of article 23 of the ECPDESP..

Members of the jury

Joaquim Mateus Paulo Serra, Full Professor at the Department of Communication and Arts, at the University of Beira Interior;

Maria João Anastácio Centeno, Coordinating Professor at the Higher School of Social Communication, of the Polytechnic Institute of Lisbon;

André do Couto Sendin, Coordinating Professor at the Escola Superior de Comunicação Social, Instituto Politécnico de Lisboa;

Moisés Adão de Lemos Martins, Full Professor at the Department of Communication Sciences at the University of Minho;

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Anabela de Sousa Lopes, Coordinating Professor at the School of Social Communication, of the Polytechnic Institute of Lisbon.

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, 16 de abril de 2021.

O Presidente,

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Prof. Doutor Pedro Dominginhos