

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 associate professor, in the field of Human resource management.**

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 15-07-21, 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 **Human resource 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 - 4.
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=30809&pct\\_disciplina=&pct\\_grupo=672](https://www.si.ips.pt/ips_si/conteudos_geral.conteudos_ver?pct_pag_id=30809&pct_parametros=p_pagina=30809&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, until the deadline for submitting applications;

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 in absolute merit, candidates will be approved if the majority of the jury considers, in a well-founded manner, to have a global curriculum compatible with the category and subject area in which the competition was opened. For these purposes, it is considered absolute merit to obtain a rating equal to or greater than 50 points.

In ordering the candidates admitted to the present competition, in absolute merit, each jury member ranks, in a reasoned manner, the list of candidates in descending order of merit, and each jury member participates in the votes based on their ranked list of candidates.

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,

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being chosen the candidate who obtains an absolute majority, who wins the competition, it must then be removed from the partial ranking lists and the same procedure being initiated to choose the candidate who will occupy the 2nd place, and so on, until the penultimate place.

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

a) A new process is started, only among the candidates who obtained mentions for that position, after the least mentioned candidate for that position in the previous process has been removed;

b) If there is a tie between two or more candidates in the least mentioned position, a tiebreaker vote is held only between them, counting the number of relative first positions of each one, with the least voted being removed;

c) If the tie persists between two or more candidates in the least voted position, the process set out in a) is repeated;

d) If the tie persists between two or more candidates in the position of least voted, the tie is broken through the casting vote of the President of the jury, with the candidate voted by the President being 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.

10. Evaluation grid:

Parameter	Points (max)	Items	Points (max)	Sub-items	Valuation
Scientific-Technical and Professional	30	1.1 Research and Development Projects in the area of HRM or similar	1,0	Responsible for completed research projects with evaluation and external funding (eg FCT; European projects))	1.0 per project
				Responsible for other completed research projects	0.75 for project
				Collaborator of completed research projects with evaluation and external funding (eg FCT; European projects)	0.5 per project
				Collaborator of other completed research projects	0.5 per project
		1.2 Scientific publications in the area of HRM or similar	7,0	Author or co-author of a technical-scientific book	1.5 per book
				Publication of articles in an international scientific journal indexed in the ISI or equivalent	2.0 per article
				Publication of technical-scientific articles in other refereed journals or book chapters	1.5 per article

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				Publication of technical-scientific articles in the proceedings of international congresses with arbitration	1.0 per article
				Publication of technical-scientific articles in the proceedings of national congresses with arbitration	0.75 per article
		1.3 Technical-scientific organization in the area of HRM or similar	4,0	General Chair/Co-Chair of technical-scientific congresses/seminars	1.0 per event
				Member of scientific committees of technical-scientific congresses/seminars	1.5 for event
				Member of organizing committees of technical-scientific congresses/seminars	1.5p/event
				Technical-scientific refresher courses > 40 hours	0.75 per course
		1.4 Orientation of theses/dissertations in the HRM area	1,5	Orientation of completed Doctoral Theses	0.5 for orientation
				Co-orientation of completed Doctoral Theses	0.5 for orientation
				Orientation of completed Master's Dissertations	0.25 for orientation
				Co-orientation of Dissertation/Project/Master's Internship or Orientation Final course work completed	0.15 for guidance
		1.5 Participation in academic examinations juries in the HRM area	1,5	Member of the Doctoral Thesis Jury	1.0 for participation
				Member of the Master's Thesis Jury	0.5 for participation
				Member of the Curriculum Internship/Licentiate Project or CTESP Jury	0.2 p/participation
				Member of the Jury for Academic and Skills Assessment Tests (Pedagogical Aptitude Tests, M23 Tests, RVCC Tests, etc.)	0.5 for participation
				Member of the Evidence Jury Specialist Title	0.5 for participation
		1.6 Professional activities relevant to the HRM area	15,0	Provision of services abroad, studies/projects or prepared opinions	0.5 for service provision
				Professional experience in relevant activity in the area outside academia	0.75 p/year ex.prof
Sub-Total 1		30			
Pedagogical	50	2.1 Experience and Dedication to Teaching in the area of HRM or similar	35,0	Teaching experience in Polytechnic or University Higher Education under the DSD	1.0 for each exp year
				Coordination of different curricular units	1.0 for UC

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				Number of different curricular units taught	1.0 for different UC	
				Pedagogical update courses >15 hours	1.0 per course	
		2.2 Preparation of Pedagogical Material in the area of HRM or similar	10,0		Preparation of manuals and textbooks to support teaching that cover at least 75% of the subject of the CU (T and TP classes, maximum 1 element per CU)	2.5 for manual/book
					Preparation of other printed notes in support of teaching that cover at least 75% of the subject of the CU (T and TP classes, maximum 1 element per CU)	1.5 for manual/book
					Preparation of exercise books, software, lab guides, etc., covering at least 75% of the subject of the CU (P and L classes, maximum 2 elements per CU)	1.5 for manual/book
		2.3 Pedagogical organization	5,0		Guidelines for curricular internships completed in the area of HRM or similar	0.5 for each student
					Organizer of educational events (Open Classes, Seminars, Summer Schools, etc.)	0.5 per event
Sub-Total 2		50				
Organizational (other activities relevant to the IPS)	20	3.1 Administrative management and participation in Collegiate Bodies	10,0	President of IP or Dean	1.0 p/year	
				Director or President of the 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 Dean	0.75 p/year	
				Pro-President of IP or Pro-Rector	0.5 p/year	
				Deputy Director or Vice President of the Organic Unit	0.5 p/year	
				President/Department/Section Director	0.3 p/year	
				Vice President/Secretary of Department/Section	0.15 p/year	
				Course 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 an international Mobility program (Erasmus type)	0.5 for participation		

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			Participation in Committees/Juries appointed by the IES Management Bodies	0.25 for activity
			Coordination, execution and development of projects or activities of a practical nature inserted in the socio-professional, artistic and cultural environment	0.25 for different project/activity
Sub-Total 3	20			
<b>Total</b>	<b>100</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

Maria Leonilde dos Reis, Coordinator Aggregate Professor, 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

António José de Sousa Almeida, Professor Coordenador da Escola Superior de Ciências Empresariais do Instituto Politécnico de Setúbal;

Dora Cristina Moreira Martins, Professora Coordenadora no Instituto Superior de Contabilidade e Administração do Instituto Politécnico do Porto;

Helena Maria de Sousa Lopes, Professora Catedrática no Instituto Superior de Ciências do Trabalho e da Empresa do Instituto Universitário de Lisboa;

Maria Amélia André Marques, Professora Coordenadora da Escola Superior de Ciências Empresariais do Instituto Politécnico de Setúbal;

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Patrícia Jardim da Palma, Professora Associada com agregação no Instituto Superior de Ciências Sociais e Políticas da Universidade de Lisboa

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 <https://euraxess.ec.europa.eu> in English;
- d) On the IPS website at <https://www.ips.pt/ips> in Portuguese and English.

Instituto Politécnico de Setúbal, 29 de outubro de 2021.

O Presidente,

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Prof. Doutor Pedro Dominginhos