

## Notice

### Call for Applications

#### **Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Logistics 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 dispatch of 09-12-21, by Professor Pedro Dominginhos, then President of IPS, 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 adjunct professor level, in the field of Logistics 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 adjunct 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;
  - c) By decision of the competition jury, the following areas are considered to be related: Management, Engineering and Industrial Management and related areas of Business Sciences related to Logistics Management.

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#### 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.

#### 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:

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- 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;
  - 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:
- In the approval of absolute merit, candidates that the majority of the jury considers, in a justified way, to have a global curriculum compatible with the category and disciplinary area in which the competition was opened will be approved. For these purposes, it is considered absolute merit to obtain a classification equal to or greater than 50 points.
- In ordering the candidates admitted to this competition, in absolute merit, each member of the jury orders 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.

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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 carried out, 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, who wins the competition, being then be removed from the partial ranking lists and an identical procedure begins 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 post, after withdrawing the least mentioned candidate for that post in the previous process;
- b) If there is a tie between two or more candidates in the least mentioned position, a tie-breaking vote is held only between them, counting the number of relative first positions of each one, being removed the least voted;
- c) If there is a tie between two or more candidates in the position with the least votes, the process set out in a) is repeated;
- d) If there is a tie between two or more candidates in the position with the least votes, the tie is broken through the casting vote of the President of the jury, the candidate voted by the President being chosen to integrate the subsequent vote for the same place.

Once the selection criteria have been applied, the jury proceeds to draw up a unitary list for the final ranking of candidates.

The definition of the final evaluation and classification system - preparation of the final evaluation and classification grid was unanimously approved.

10. Evaluation grid:

Parameter	Points (máx.)	Itens	Points (máx.)	Subitens	Valuation
Technical-Scientific and Professional	30	1.1 Research and Development Projects in the area of Logistics Management	3,0	Responsible for research projects (completed) with evaluation and competitive external funding (eg FCT; European projects)	1,0 p/ projeto
				Responsible for other research projects (completed)	0,75 p/ projeto
				Collaborator of research projects (completed) with evaluation and competitive external funding (eg FCT; European projects)	0,5 p/ projeto

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		Collaborator of other research projects (completed)	0,5 p/ projeto
1.2 Scientific publications in the field of Logistics Management	17,5	Author or co-author of a technical-scientific book	2,0 p/ livro
		Author or co-author of a technical-scientific book chapter with arbitration	1,5 p/ capítulo
		Publication of articles in international scientific journals indexed in ISI/SCOPUS (Q1,Q2)	7,5 p/ artigo
		Publication of articles in international scientific journals indexed in ISI/SCOPUS (Q3,Q4)	5,0 p/ artigo
		Publication of technical-scientific articles in other peer-reviewed journals	2,5 p/ artigo
		Publication of technical-scientific articles in the proceedings of international conferences with arbitration	2,0 p/ artigo
		Publication of technical-scientific articles in the proceedings of national conferences with arbitration	1,0 p/ artigo
		Reviewer of scientific articles in indexed journals	0,1 p/ artigo
		Member of the Editorial Board of International Scientific Journals	0,5 p/ ano
		Other technical-scientific publications considered relevant	0,25 p/ artigo
1.3 Technical-scientific organization in the field of Logistics Management	2,0	Integrated member of FCT-funded scientific units/groups with a minimum rating of Very Good	1,0 p/ ano
		Member of scientific international technical-scientific committees congress/seminars	1,0 p/ evento
		Member of scientific national technical-scientific committees congress/seminars	0,5 p/ evento
1.4 Theses/Dissertations in the field of Logistics Management	3,0	Doctoral Theses Supervision (completed)	2,0 p/ orientação
		Co-supervision of Doctoral Theses (completed)	1,0 p/ orientação
		Master's Dissertation/Project/Internship (completed)	0,75 p/ orientação
		Co-supervision of Master's Dissertation/Project/Internship (completed)	0,50 p/ orientação
		Internship Orientation/End of Degree Work (completed)	0,25 p/ orientação
		CTESP Internships/End of Course Work (completed)	0,1 p/ orientação
1.5 Participation in juries of academic tests in the area of Logistics Management	2,0	Member of the Doctoral Thesis Jury	1,0 p/ participação
		Member of the Master's Thesis Jury	0,5 p/ participação
		Member of the Licentiate Degree Final Work Jury	0,25 p/ participação
		Member of the CTESP Course Final Paper Jury	0,15 p/ participação

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				Member of the Jury for the Title of Specialist in the field of Logistics Management	0,5 p/ participação
				Member of the Jury for academic tests and assessment of competences (equivalence accreditation, M23, RVC)	0,25 p/ participação
		1.6 Professional activities relevant to the area of Logistics Management	2,5	Provision of services abroad, studies/projects or opinions prepared	0,5 p/ prest.serviço
				Professional experience in relevant activity in the area outside academia	0,5 p/ ano ex.prof
				Other activities considered relevant	0,25 p/ atividade
Sub-Total 1		30			
Pedagogical	50	2.1 Experience and Dedication to Teaching in the field of Logistics Management	30,0	Teaching experience in polytechnic or university higher education	1,0 p/ cada ano exp
				Coordination of different curricular units in the area of Logistics Management	1,0 p/ UC
				Number of different curricular units taught in the area of Logistics Management	1,0 p/ UC distinta
				Participation in pedagogical updating courses > 15 hours	0,5 p/curso
				Participation in short courses of pedagogical updating <= 15 hours	0,25 p/curso
		2.2 Preparation of Pedagogical Material in the area of Logistics Management	15,0	Preparation of teaching support manuals and textbooks covering at least 75% of the UC subject (T and TP classes, maximum 1 element per UC)	2,5 p/ manual/livro
				Preparation of other printed notes to support teaching that cover at least 75% of the UC subject (T and TP classes, maximum 1 element per UC)	1,5 p/ manual/livro
				Preparation of exercise books, software, laboratory guides, etc., covering at least 75% of the UC subjects (P and L classes, maximum 2 elements per UC)	1,5 p/ manual/livro
		2.3 pedagogical organization	5,0	Organizer of international educational events (seminars, open classes)	0,5 p/ evento
				Organizer of national educational events (summer schools, seminars, open classes)	0,5 p/ evento
Sub-Total 2		50			
Organizational (other activities relevant to IPS)	20	3.1 Administrative management and participation in Collegiate Bodies	5,0	IP President or Dean	2,0 p/ ano
				Director or President of Organic Unit	1,5 p/ ano
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	1,5 p/ ano
				IP Vice President or Vice Chancellor	1,5 p/ ano
				Pro-President of IP or Pro-Rector	1,0 p/ ano
				Deputy Director or Vice President of Organic Unit	1,0 p/ ano
				President/Director of Department/Section	0,6 p/ ano
				Vice-President/Secretary of Department/Section	0,3 p/ ano
				Course coordinator/director	0,5 p/ ano

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			Member of the Coordinating Committee/Course Direction	0,25 p/ ano	
			Member of statutory bodies (CTC, CP, AR, CR, CG, CA)	0,3 p/ ano	
		3.2 Other activities	15,0	Member of organizing committees of international technical-scientific congresses/seminars	0,5 p/ participação
				Participation in committees/juries appointed by the HEI's management bodies	0,5 p/ atividade
				Participation in an international mobility program (Erasmus type)	0,5 p/ atividade
				Coordination, execution and development of projects or activities of a practical nature inserted in the socio-professional, artistic and cultural environment	0,25 p/ projeto/atividade e distinto
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 Amélia André Marques, Coordinator Professor at 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

Ana Cristina dos Santos Amaro, Coordinator Professor at Coimbra Business School/ISCAC, do Polytechnic Institute of Coimbra;

Maria Sameiro Faria Brandão Soares de Carvalho, Associate Professor at School of Engineering of University of Minho;

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Luísa Margarida Cagica Carvalho, Coordinator Professor at School of Business Administration, of Polytechnic Institute of Setúbal;

Susana Isabel Carvalho Relvas, Associate Professor at Instituto Superior Técnico of University of Lisboa;

Tiago Miguel Santa Rita Simões de Pinho, Coordinator Professor at School of Business Administration, of 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) 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, 4 de julho de 2022.

The Presidente,

Professora Doutora Ângela Lemos