

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 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, 2nd series, nº 35, of 18 February 2011, , as set out in dispatch of 29-03-21, 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 **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 - 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 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.
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

- 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:

Each member of the jury individually assesses and ranks the candidates, based on the approved grid.

The jury also decided that in the approval of absolute merit, candidates who the majority of the jury considers, in a justified way, to have a global curriculum compatible with the category and disciplinary area for which the competition was opened. For these purposes, it is considered absolute merit to obtain a classification equal to or greater than 50 points.

Candidates approved in absolute merit, based on the evaluation performed, will be ranked in descending order through the arithmetic mean of the classification of the members of the jury.

If there are ties in the ranking of candidates, the following criteria are applied in successive order: 1st highest score in the Pedagogical dimension; 2nd highest score in the Technical-

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Scientific dimension; 3rd highest in the Other Activities Relevant to the IPS Mission dimension; 4th time of service in teaching in higher education.

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

The provisional final ranking list contains the final quantitative classifications of each candidate, on a scale from 0 to 100 points, considering that those who obtain a final classification greater than or equal to 50 points are approved in absolute merit.

10. Evaluation grid:

Parameter	Ponderação (%)	weighting	Points (máx)	Subitens	Valuation (points máx)	Máx
Technical-Scientific and Professional	30	1.1 Research and Development Projects in the Management area	15	Responsible for research projects (completed/in progress) with evaluation and external funding (eg FCT; European projects)	5 per completed project	Unlimited
					3 per ongoing project	Unlimited
				Responsible for other research projects (completed/in progress)	2 per completed project	Unlimited
					1 per ongoing project	Unlimited
				Collaborator of research projects (completed/in progress) with evaluation and external funding (eg FCT; European projects)	2 per completed project	Máximo 10 point
					1 per ongoing project	
				Collaborator of other research projects (completed/in progress)	1 per completed project	Máximo 5 point
					0,5 per ongoing project	
		1.2 Scientific production, publications, communications and conferences, at home and abroad; technical-scientific organization in	55	Author or co-author of a technical-scientific book chapter in a publishing house	2 point / chapter	Máximo 10 point
				Publication of articles in a scientific journal indexed in the Science Citation Index, Scopus or ESBCO (1)	5 point / article	Máximo 35 point
Publication of technical-scientific articles in other peer-reviewed journals (1)	3 point/ article			Máximo 15 point		
Publication of technical-scientific articles in the proceedings of international conferences with arbitration (1)	2 point / article			Máximo 10 point		

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		the area of Management		Publication of technical-scientific articles in minutes of national conferences with arbitration (1)	1 point / article	Máximo 5 point
				Reviewer of articles in scientific journals	1 point / article	Máximo 5 point
				Oral/poster communication at international scientific meetings	1 point / article	Máximo 5 point
				Oral communication/poster at national scientific meetings	0,5 point / article	Máximo 2,5 point
				Effective Member of FCT-funded scientific units/groups with a minimum rating of Very Good	4 point for each year	Máximo 20 point
				Member of scientific committees of national technical-scientific congresses/seminars	0,25 point /event	Máximo 2 point
				Member of scientific committees of international technical-scientific congresses/seminars	1 point/event	Máximo 5 pontos
		1.3 Guidance of theses/dissertations in the area of Management	10	Supervision/Co-supervision of Doctoral Theses (completed)	4 point /each	Unlimited
		Supervision/Co-supervision of Master's Dissertations (completed)		1 point / each	Unlimited	
		1.4 Participation in juries of academic tests in the area of Management	10	Doctoral Thesis Argument	3 point / argument	Máximo 6 point
				Argue at the Dissertation/Project/Master's Internship Jury	0,5 point / participation	Máximo 8 point
				Argue in jury for the attribution of the title Specialist	1 point / participation	Máximo 4 point
				Member of the Jury for Academic Tests and Assessment of Competencies	0,25 point / participation	Máximo 3 point
		1.5 Participation in activities of a professional nature with relevance to the Management area	10	Provision of services abroad, studies/projects or opinions prepared	0,75 point / service	Unlimited
				Professional experience in relevant activity outside the academic environment	1 point /year professional experience	Máximo 5 point
Sub-Total 1	30	Technical-Scientific and Professional				
Pedagogical	40	2.1 Experience and Dedication to Teaching	50	Teaching experience in polytechnic or university higher education within the scope of the DSD	1 point / year	Máximo 20 point
				Coordination of Course Units in the Management area, in the same Course or in different Courses (2)	1 point /UC	Máximo 20 point

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				Number of different Curricular Units taught in the Management area (2)	0,25 point /UC distinct	Máximo 15 point
		2.2 Preparation of Pedagogical Material in the Management area	25	Book author or co-author	5 point / each	Unlimited
				Preparation of manuals and textbooks to support teaching that cover at least 75% of the UC subjects (T and TP classes, maximum 1 element per UC) (3)	4 point / each	Máximo 12 point
				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)	2 point / each	Máximo 6 point
		2.3 Pedagogical Innovation	10	Implementation of pedagogical innovation projects approved by the competent authorities (4)	5 point for each project implemented	
		2.4 Organization, supervision and pedagogical training	15	Organization of Pedagogical and Research Courses > 15 hours	2 point / course	Unlimited
				Organizer of educational events	1 point / each	Unlimited
				Conception of curriculum plan proposals	3 point / each	Unlimited
				Guidance for Licentiate and CTeSP internships in the area of Management	0,5 point / Internship	Unlimited
				Frequency of pedagogical training actions greater than 7 hours	0,5 point /each	Unlimited
	Sub-Total 2	40		Pedagogical		
Other activities relevant to IPS	30	3.1. Exercise of executive positions in Management Bodies of Higher Education Institutions	80	Director or President of Organic Unit (5)	9 point / year	Unlimited
				President of statutory bodies (CTC, CC, CP, AR, CR, CG) (5)	7 point / year	Unlimited
				Deputy Director or Vice President of Organic Unit (5)	5 point / year	Unlimited
				President/Director/Department/Section Coordinator (5)	4 point / year	Unlimited
				Course Coordinator/Director (5)	4 point / year	Unlimited
				Member of statutory bodies (CTC, CP, AR, CR, CG, CA) (5)	2 point / year	Unlimited
				Executive committee members (except president/director/coordinator) of the department (5)	0,5 point / year	Unlimited
				Member of the course monitoring and evaluation committee (except director/coordinator) (5)	0,5 point / year	Unlimited

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			Member of organizing committees of international technical-scientific congresses/seminars	1 point / event	Unlimited	
			Participation in working committees appointed by the Organs	0,15 point / commission	Unlimited	
		3.2 Other activities	20	Participation in an international mobility program (Erasmus type)	1 point / participation in different IES	Unlimited
				Participation in Juries	1 point / jury	máximo 10 point
				Coordination, execution and development of projects or activities of a practical nature inserted in the socio-professional, artistic and cultural environment	0,5 point / project / distinct activity	máximo 10 point
Sub-Total 3	30	Organizational (Other activities relevant to IPS)				
Total	100					Total

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

Sandra Cristina Dias Nunes, 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

Soumodip Sarkar, Full Professor at Évora University;

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Pedro Miguel de Jesus Calado Dominginhos, Coordinator Professor at School of Business Administration, of Polytechnic Institute of Setúbal;

Joaquim António Belchior Mourato, Coordinator Professor at School of Technology and Management, of the Polytechnic Institute of Portalegre;

Susana Cristina Serrano Fernandes Rodrigues, Coordinator Professor at School of Technology and Management, of the Polytechnic Institute of Leiria;

Luísa Margarida Cagica Carvalho, 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 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 <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, 12 de julho de 2022.

The Presidente,

Professora Doutora Ângela Lemos