

Polytechnic Institute of Setubal

Call for Applications

Applications are invited for a qualification-based competition for the position of Professor Adjunto

1. In accordance with 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 my dispatch of 29 october 2013, 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 professor adjunto level, in the field of Logistics Management** and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – Business School, 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 governing the career structure of the national polytechnic higher education sector 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 professor adjunto 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 8º of Lei nº 12-A/2008, of 27 de fevereiro (LVCR);
 - 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**
 - 7.1. The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient.

- 7.2.** 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 Procedure

- 8.1.** Candidates should submit a written application addressed to the President of the IPS, in Portuguese, this may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Edifício Sede , Campus de IPS , Estefanilha, 2910-761, Setúbal, Portugal, within the time limit set for presentation of applications.

- 8.2.** To be considered for the position, the application must include all of the following:

- a) Identification of the competition, with indication of the reference number and date of its publication in the Diário da República;
- b) Identification of the candidate (name, date of birth, gender, nationality, ID card, citizen's card or passport number, national insurance number, residence, post code, email address and telephone contact number);
- c) Designation of previous or currently held public sector posts along with the respective career structure and the career level achieved.
- d) Degrees and academic titles;
- e) Formal declaration that the candidate fulfills all the admission requirements set out in subsection a) point 6 of this Call for Applications.

- 8.3.** The application should be accompanied by all of the following documents:

- a) Nine copies of the candidate's detailed, signed *curriculum vitae*;
- b) Nine copies of each of the works referred to in the *curriculum vitae*, supplied in digital format;
- c) Simple photocopies of the documents which prove that the candidate meets the requirements outlined in subsection b) of section 6 of this Call for Applications;
- d) Simple photocopies of other degrees, diplomas and certificates of courses listed in the *curriculum vitae*, as well as other documents which facilitate the formation of an opinion on the suitability of candidates to fulfill the job specification requirements of the post;

e) Complete list of documents presented.

8.4. Candidate who are already employed by the IPS are exempted from having to present those documents which are already to be found in their respective personnel files but this must be expressly declared in the application documents.

8.5. Applications are not accepted by email.

9. Criteria for selection and ordering of candidates – The criteria for selection and ordering are as follows:

9.1. Technical-Scientific and Professional excellence – weighting of 30 points;

9.1.1. Experience relevant in the subject area - weighting of 5 points

9.1.2. Research activities – weighting of 10 points

Parameters for the selection: Responsible for research projects with evaluation and external financing (eg FCT; European projects); Responsible for other research projects
Reviewer of research projects with evaluation and external financing (eg FCT; European projects);_Developers of other research projects.

9.1.3. Scientific publications – weighting of 10 points

Parameters for the selection: Author or coauthor of technical-scientific book with peer review; Author or coauthor of other technical and scientific books; Publication of articles in international scientific journal indexed in ISI or equivalent; Publication of technical and scientific articles in other peer-reviewed journals or chapters in books; Editor or coeditor of scientific and technical work international multi-author; Member of editorial boards of international journals; Publication of technical papers in proceedings of international conferences with arbitration indexed in ISI or equivalent; Publication of technical and scientific papers in proceedings of international conferences other; Publication of scientific-technical in minutes of national conferences with refereeing articles.

9.1.4. Guidance and supervision of internships in scientific research projects - weighting of 3 points

Parameters for the selection: Orientation of theses leading to doctorate degrees (completed); Coordination of theses leading to doctorate degrees (completed); Orientation of dissertations leading to master degrees (pré-Bolonha); Coordination of

dissertations leading to master degrees (pré-Bolonha); scientific orientation of research fellows; Orientation of dissertations/project/internships leading to master degrees (Bolonha) or Final course work (pré-Bolonha); complaint theses leading to doctorate degrees; Participation in academic juries of theses leading to doctorate degrees, when not Orientation/ Coordination; Participation in academic juries of theses leading to master degrees (pré-Bolonha), when not Orientation/ Coordination; Participation in academic juries of dissertations/project leading to master degrees (Bolonha) or Final course work (pré-Bolonha), when not Orientation/ Coordination; Participation in academic juries of other Academic evidence contests polytechnic or university teaching staff; Evaluation of research projects.

9.1.5. Other Scientific and Technical Activities Relevant Professionals - weighting of 2 points

9.2. Teaching skills - weighting of 50 points

9.2.1. Experience of teaching - weighting of 25 points;

Parameters for the selection: Experience of teaching in higher education institutions; Coordination of course syllabuses; Number of courses taught.

9.2.2. Production of teaching materials – weighting of 15 points

Parameters for the selection: Preparation of course books and support materials for teaching activities (classes T and TP); Manufacture of other notes to support teaching (classes T and TP at most 1 element by UC); Preparation of workbooks, software, lab guides, etc.. (classes P and L).

9.2.3. Organization and Participation in Pedagogical Activities – weighting of 5 points

Parameters for the selection: Guidance and supervision of internships (with the exception of doctoral and masters), conferences, seminars, open classes;

9.2.4. Other pedagogical practices relevant - weighting of 5 points

Parameters for the selection: Member, organ or group of pedagogic committee

9.3. Other activities relevant – weighting of 20 points

9.3.1. Participation in management bodies academic or professional- – weighting of 15 points;

Parameters for the selection: President or Director of Organisational Unit; President of statutory bodies (CTC, CC, CP, AR, CR, CG); Deputy Director or Vice President of Organic

Unit; President / Head of Department / Section; Coordinator / Director of the course; Responsible for Field; Member of statutory bodies (CTC, CP, AR, CR, CG, CA); Member of industry organizations; Administrator or Manager socio-economic organizations; Director of socio-economic organizations;

9.3.2. Other activities relevant- weighting of 5 points

Parameters for the selection: Coordination, implementation and development of projects or activities of a practical nature within the applicant's occupational environment, artistic and cultural; Participation in international mobility programs (Erasmus).

10. Evaluation and selection:

- 10.1.** The final grade is individually assigned by each jury member and is expressed by the following formula:

$$\text{NFEJ} = \text{DTCP} + \text{DCP} + \text{OA}$$

Where:

NFEJ is the final grade of each jury member

DTCP = sum of the scores given to the candidate in the component related to scientific and technical dimension and professional

DCP = sum of the scores given to the candidate in the dimension regarding the teaching ability

OA = sum of the scores given to the candidate in the dimension refers to other relevant activities

- 10.2.** Candidates who obtain a final classification equal to or above 50 points will be considered to be approved in absolute merit.
- 11.** The jury will use the methodology by an absolute majority vote for final ranking of candidates. The minutes of the jury will be made available to applicants on request.
- 12.** The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.
- 13.** False declarations are punishable under the law.

14. The composition of the jury is as follows:

President

Bogusława Barszczak Sardinha, Adjunto Professor, Director of the Business School of Polytechnic Institute of Setúbal.

Other members

Ana Lúcia Henriques Martins, Assistant Professor of ISCTE - University Institute of Lisbon;

Eurico Jorge Nogueira Leite Brilhantes Dias, Assistant Professor of ISCTE - University Institute of Lisbon;

Joaquim Manuel da Silva Ribeiro, Coordinator Professor at Business School of Polytechnic Institute of Setúbal;

João Carlos Quaresma Dias, Coordinator Professor with Aggregation Higher Institute of Engineering of Polytechnic Institute of Lisbon;

Susana Maria Palavra Garrido Azevedo, Assistant Professor with Aggregation Faculty of Social Sciences and Humanities at University of Beira Interior.

15. 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.

16. The present notice is published in the following:

- a) 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 site of the Foundation for Science and Technology, IP in www.eracareers.pt in Portuguese and English;
- d) On the IPS website at www.ips.pt in Portuguese and English.

Setúbal , March 14, 2014

The President

Attached

Parameters	Weightings	Criteria	Weighting
Technical- Scientific and Professional performance	P1 = 0,40	Technical–Scientific production (C11)	P11 = 0,30
		Participation in scientific research projects (C12)	P12 = 0,20
		Supervision/co-Supervision of theses and dissertations leading to an academic degree (C13)	P13 = 0,20
		Involvement in scientific and professional communities (C14)	P14 = 0,30
Teaching skills	P2 = 0,50	Teaching experience in institutions of higher education (C21)	P21 = 0,10
		Number and cycle of course units taught (C22)	P22 = 0,10
		Competence in subject areas, subjects or course units taught (C23)	P23 = 0,10
		Coordination of course units (C24)	P24 = 0,10
		Development of course unit syllabuses (C25)	P25 = 0,15
		Coordination and promotion of new courses or study plans (C26)	P26 = 0,15
		Production or participation in the preparation of course books and support materials for teaching activities (C27)	P27 = 0,15
		Other activities related to teaching (C28)	P28 = 0,15

Activities relevant the IPS mission	P3 = 0,10	Holding positions in management bodies ,and/in other bodies in higher education (C31)	P31 = 0,15
		Direction/co-ordination of courses in higher education (C32)	P32 = 0,15
		Participation in international mobility programs (C33)	P33 = 0,15
		Performance of duties and/or activities related to the provision of community services and cooperation with other institutions (C34)	P34 = 0,15
		Coordination, implementation and development of projects or activities of a practical nature (C35)	P35 = 0,10
		Exercise of other management positions of overriding public (C36)	P36 = 0,15
		Participation as lecturer in professional training (C37)	P37 = 0,15