

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 13 January 2014, 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 Literacy, Teaching of languages and Supervision**, to teach courses within the teaching of Portuguese and training component of supervised teaching practice, 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, (Escola Superior de Educação – 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-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 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 and parameters for the selection are as follows:

9.1. Technical-Scientific and Professional Performance (40%)

This parameter will be assessed on the basis of:

9.1.1. Technical- scientific production - Quality and quantity of technical and scientific production in the subject area in which the competition is open (including books, journal articles, presentations at conferences), expressed by the number and type of publications;

9.1.2. Participation in scientific research projects - Quality and quantity of scientific projects in which the candidate has participated, in the field covered by the competition;

9.1.3. Orientation/coordination of theses and dissertations leading to degrees;

9.1.4. Intervention in scientific and professional communities - Evaluation of response capacity for intervention in scientific and professional communities , in particular , by organizing events, participation as a (co) editor of magazines, participation in review activities of magazine articles, presentations at conferences, presentation of lectures as a guest, participation in academic juries,

complaint theses and dissertations leading to degrees and consultancy activities and other activities of recognized scientific and professional merit.

The evaluation of technical, scientific and professional performance takes into account the subject area and disciplines for which the competition is open.

9.2. Teaching skills (50 %)

This parameter will be assessed on the basis of:

- 9.2.1. Experience of teaching** in higher education institutions;
- 9.2.2. Number and cycle of courses taught;**
- 9.2.3. Competence in subject areas , subjects or course units taught** expressed in the institutional internal evaluation procedure through scores obtained performance appraisals or in reasoned opinions ;
- 9.2.4. Coordination of course units;**
- 9.2.5. Development of courses**, participation in syllabus development and redesign of existing course syllabuses;
- 9.2.6. Coordination and promotion of new courses or programs of study**, participation in curriculum development of new courses or teaching projects and the restructuring and improvement of existing ones;
- 9.2.7. Production or participation in the preparation of course books and support materials for teaching activities** - Quality and quantity of teaching materials produced as well as educational publications;
- 9.2.8. Other activities related to teaching activity**, in particular the guidance and supervision of internships, pedagogical practices, and other activities of the same nature;

The evaluation of teaching skills takes into account the subject area and disciplines for which the competition is open.

9.3. Other activities relevant to the IPS mission (10 %)

This parameter will be assessed on the basis of:

- 9.3.1. **Holding positions in management bodies** and/or other bodies/structures in higher education institutions;
 - 9.3.2. **Direction/Coordination** of courses within Higher Education;
 - 9.3.3. **Participation in international mobility programs;**
 - 9.3.4. **Performance of duties and/or activities** related to the provision of community services and cooperation with other institutions regionally, nationally or internationally;
 - 9.3.5. **Coordination, implementation and development of projects or activities of a practical nature** within the applicant's occupational environment, provided they are relevant to the competition subject area;
 - 9.3.6. **Exercise of other management positions of overriding public interest** in the area of Literacy, Teaching of languages and Supervision;
 - 9.3.7. **Participation as a lecturer in professional training ;**
- 9.4. The weighting associated with the selection criteria and ranking are listed in the attached table.

10. Evaluation and selection:

- 10.1. Each jury member will assess each criterion for each candidate on a scale of 0 to 100.
- 10.2. The final grade is the weighted average of quantitative scores against each of the assessment criteria on a scale of 0 to 100, is expressed by the following formula:
$$CF = P1 * (C11 * P11 + C12 * P12 + C13 * P13 + C14 * P14) + P2 * (C21 * P21 + C22 * P22 + C23 * P23 + C24 * P24 + C25 * P25 + C26 * P26 + C27 * P27 + C28 * P28) + P3 * (C31 * P31 + C32 * P32 + C33 * P33 + C34 * P34 + C35 * P35 + C36 * P36 + C37 * P37)$$
- 10.3. Candidates who obtain a final classification equal to or above 50 points will be considered to be approved in absolute merit.

- 11. 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

Joana Maria Leitão Brocardo, Coordinator Professor, Director of the School of Education of Polytechnic Institute of Setúbal.

Other members

Luís Filipe Tomás Barbeiro, Principal Coordinator Professor at School of Education and Social Science of Polytechnic Institute of Leiria;

Maria Antónia Coutinho, Associate Professor at Faculty of Social Sciences and Humanities of New University of Lisboa;

Maria Fernanda Ribeiro Botelho de Sousa, retired Coordinator Professor at School of Education of Polytechnic Institute of Setúbal;

Maria Helena Serra Ferreira Ançã, Associate Professor with Aggregation at University of Aveiro;

Otília da Encarnação Costa e Sousa, Coordinator Professor with Aggregation at School of Education of Polytechnic Institute of Lisboa.

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, April 28, 2014

The President

Prof. Doutor Pedro Dominginhos

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 taughts (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