

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 Human Resource 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** - 1
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 ou Divisão de Recursos Humanos, Campus do 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 (form A) must include all of the following:
 - a) 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;
 - b) 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;
 - c) Seven copies of the candidate's detailed, signed *curriculum vitae*;
 - d) Seven copies of each of the works referred to in the *curriculum vitae*, supplied in digital format;
 - e) Seven copies of the form sort of documentation (form B), where the location of the curricular elements in the application must be indicated.
- 8.3. Candidate holder of foreign qualification must certify the recognition, equivalence or registration degree under applicable law.
- 8.4. The forms A and B are available in www.ips.pt in the tabs: Serviços Centrais / DRH-Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários.
- 8.5. Applications are not accepted by email.

9. Criteria for selection and ordering of candidates:

9.1. Technical-Scientific and Professional dimension – maximum score 30 points;

Criteria:

9.1.1. Research and development projects – maximum score: 3 points

Evaluation Parameters:

- i. Responsible for research projects with evaluation and external financing (eg FCT; European projects) – 1 point/responsibility;
- ii. Responsible for other research projects – 0,5 points/responsibility;
- iii. Cooperator of research projects with evaluation and external financing (eg FCT; European projects) – 0,5 points;
- iv. Cooperator of other research projects - 0,5 points;
- v. Appraiser of research projects – 0,5 points

9.1.2. Scientific production, publications, communications and conferences: maximum score 10 points

Evaluation Parameters:

- i. Author or coauthor of technical-scientific book with peer review – 3 points/work;
- ii. Author or coauthor of other technical and scientific books – 1,5 points/work;
- iii. Publication of articles in scientific journal indexed in ISI or equivalent – 3 points;
- iv. Publication of technical and scientific articles in other peer-reviewed journals or chapters in books – 2 points;
- v. Editor or coeditor of scientific and technical work international multi-author – 2 points;
- vi. Member of editorial boards of scientific journals;
- vii. Publication of technical and scientific articles in proceedings of congresses with arbitration – 1 point;
- viii. Publication of technical and scientific articles in proceedings of other conferences – 0,5 points;
- ix. Communications in scientific congresses – 0,5 points.

9.1.3. Technical-Scientific Organization - maximum score 2 points

Evaluation Parameters:

- i. Member of scientific units/groups financing by FCT with classification of good or higher – 1 point;
- ii. General chair/co-chair of congresses/seminars of technical-scientific or educational international/national – 1 point;
- iii. Member of scientific committees of congresses/seminars of technical-scientific or educational international/national – 1 point;
- iv. Member of organizing committees of congresses/seminars of technical-scientific or educational international/national – 1 point.

9.1.4. Orientation/co-orientation of theses leading to academic degrees and others - maximum score: 7 points

Evaluation Parameters:

- i. Orientation and/or co-orientation of theses leading to doctorate degrees (completed) – 1,75 points
- ii. Orientation and/or co-orientation of theses leading to doctorate degrees (ongoing) – 1,5 points
- iii. Orientation and/or co-orientation of dissertations leading to master degrees (pre-Bologna) – 1,25 points
- iv. Scientific orientation of research fellows – 1 point
- v. Orientation of dissertations/project/internships leading to master degrees (Bologna) or Final course work (pre-Bologna) – 1 point

9.1.5. Participation in academic examinations juries and complaint theses and dissertations leading to academic degrees – maximum score: 4 points

Evaluation Parameters:

- i. Member of jury of theses leading to doctorate degrees – 1 point
- ii. Member of jury of dissertations/project/internships leading to master degrees – 0,5 points
- iii. Member of jury of Final course work – 0,5 points
- iv. Member of jury of other academics examinations for competition of polytechnic or university teaching staff – 0,5 points

9.1.6. Professionals Activities Relevant to the subject area for which the competition is open - maximum score: 4 points

Evaluation Parameters:

- i. Outsider services, studies/projects and opinions – 2 points
- ii. Professional experience in activities with relevance to the subject area beyond academia – 2 points

9.2. Pedagogical dimension – maximum score 50 points

9.2.1. Pedagogical practice (experience of teaching) and subject areas – maximum score: 20 points

Evaluation Parameters:

- i. Experience of teaching in higher education institutions (academic year) – 1 point
- ii. Coordination of course units – 2 points/unit
- iii. Number of course unit distinct taught – 1point /unit

9.2.2. Production of teaching materials – maximum score 15 points

Evaluation Parameters:

- i. Author or co-author of course books to support teaching (classes T and TP) – 3 points
- ii. Writing texts, workbooks/cases and other notes to support teaching (classes T and TP - maximum 1 element per UC) – 1,5 points;

9.2.3. Organization and Participation in Pedagogical Activities – maximum score: 15 points

Evaluation Parameters:

- i. Guidance and supervision of students in final stage of the course or similar (with the exception of doctoral and masters) (Bologna) – 1 point/guidance
- ii. Organization of pedagogic events – 1 point
- iii. Participation in pedagogic events – 0,5 points

9.3. Other relevant activities – maximum score: 20 points

Criteria:

9.3.1. Holding positions in academic bodies management – maximum score: 8 points

Evaluation Parameters:

- i. Director or President of Organic Unit, President of statutory bodies (CTC, CC, CP, AR, CR, CG), Sub Director or Vice President of Organic Unit – 3 points/year
- ii. President/Head of Department/Sector – 2 points/year
- iii. Coordinator/Head of course – 2 points/year

- iv. Responsible for Field – 2 points/year
- v. Member of statutory bodies (CTC, CP, AR, CR, CG, CA) – 1 point/year
- vi. Member of Executive Committee of Department/Sector – 1 point/year
- vii. Member of course management – 1 point/year
- viii. Exercise of other functions of coordination and management – 1 point/year

9.3.2. Participation in the organization of artistic and cultural events - maximum score: 6 points

Evaluation Parameters:

- i. Coordination, implementation and development projects or scientific or practical activities, embedded in socio-professional environment, arts and culture – 3 points/activity
- ii. Participation in international mobility programs (Erasmus) – 2 points/activity

9.3.3. Other relevant activities – maximum score: 6 points

Evaluation Parameters:

- i. Member of relevant organizations – 1 point
- ii. Directorships of relevance – 1,5 points
- iii. Pursue of other relevant professional activities – 1,5 points

10. Evaluation and selection:

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

$$\text{NFEJ} = \text{DTCP} + \text{DP} + \text{OAR}$$

Where:

NFEJ is the final grade of each jury member

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

DCP = sum of the scores given to the candidate in the dimension related to Pedagogical dimension

OA = sum of the scores given to the candidate in the dimension related 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.
- 10.3.** The jury will use the methodology by an absolute majority vote for final ranking of candidates.
- 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

Pedro Fernandes da Anunciação, Coordinator Professor, President of Technical-Scientific Council, at Business School of Polytechnic Institute of Setúbal.

Other members

Carolina Feliciano Sá Cunha Machado, Associate Professor at Economics and Management school of University of Minho;

Jorge Filipe da Silva Gomes, Associate Professor at Economics and Management Institute of University of Lisbon;

José Manuel Gameiro Rebelo dos Santos, Coordinator Professor at Business School of Polytechnic Institute of Setúbal;

Maria Filomena Ferreira Mendes, Associate Professor at Social Sciences School of University of Évora

Maria Odete de Almeida Pereira, Coordinator Professor at Business School of Polytechnic Institute of Setúbal.

- 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 the tabs: Serviços Centrais / DRH-Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais, in Portuguese and English.

Setúbal , May 14, 2014

The President

Professor Doutor Pedro Dominginhos