

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, 2nd series, nº 35, of 18 February 2011, as set out in dispatch of 15-12-22, by Professor Ângela Lemos, 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 – Commerce and Distribution subarea, 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 - 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 July 1, altered in the Decreto-Lei nº 207/2009, of August 31, and in the Lei nº 7/2010, of May 13 (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: Serviço de Recrutamento e Seleção da Divisão de Gestão de Pessoas do Instituto Politécnico de Setúbal, Edifício da Escola Superior Tecnologias, Campus do IPS,

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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.

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.

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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 (max)	Items	Points (max)	Subitems	Valoration	Maximum
Technical-Scientific and Professional	30	1.1 Research and Development Projects in Distribution, Commerce area	6	Responsible for research projects with evaluation and external funding completed (eg FCT; European projects)	2,0 p/ project	No Limit
				Responsible for other completed research projects	0,75 p/ project	No Limit
				Collaborator of research projects with evaluation and external funding completed (eg FCT; European projects)	0,5 p/ project	No Limit
				Collaborator of other completed research projects	0,5 p/ project	max. 2p

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		Project evaluator	1 p/ project	max. 2p
1.2 Publications of a scientific nature in Distribution, Commerce area	15	Author or co-author of a technical-scientific book	2,5 p/ book	No Limit
		Publication of articles in an international scientific journal indexed in the JCR - JIF Quartile / SCIMAGO Journal Rank 2021 (Q1,Q2)	5 p/ article	No Limit
		Publication of articles in an international scientific journal indexed in the JCR - JIF Quartile / SCIMAGO Journal Rank 2021 (Q3,Q4)	3,0 p/ article	No Limit
		Publication of technical-scientific articles in other refereed journals or book chapters	1,5 p/ article	No Limit
		Publication of technical-scientific articles in proceedings of international conferences with arbitration	1,0 p/ article	No Limit
		Publication of technical-scientific articles in proceedings of national congresses with arbitration	0,75 p/ article	max. 3p
		Reviewer of scientific articles in indexed journals	0,1 p/ article	max. 3p
		Member of the Editorial Board of International Scientific Journals	0,5 p/ year	max. 3p.
		Other technical-scientific publications considered relevant	0,25 p/ article	max. 2p.
1.3 Technical-scientific organization	3	Integrated member of scientific units/groups funded by FCT with a minimum classification of Very Good	1,0 p/ year	No Limit
		General Chair/Co-Chair of international technical-scientific congresses/seminars	1,0 p/ event	max. 2p.
		Member of scientific committees of international technical-scientific congresses/seminars	1,5 p/ event	No Limit
		Member of organizing committees of international technical-scientific congresses/seminars	1,5p/ event	max. 2p.
		Participation in technical-scientific refresher courses > 40 hours	0,75 p/ course	max. 1,5p.
1.4 Supervision of theses/dissertations in Distribution, Commerce or similar area	2	Supervision and co-supervision of Doctoral Theses (concluded)	2,0 p/ orientation	No Limit
		Dissertation/Project/Master's Internship Supervision (concluded)	0,75 p/ orientation	No Limit
		Dissertation/Project/Master's Internship Co-supervision (concluded)	0,50 p/ orientation	No Limit
		Internship Orientation/End of Degree Work (concluded)	0,25 p/ orientation	max. 1p.
1.5 Participation in juries of academic exams in Distribution, Commerce or similar area	2	Doctoral Thesis Arguer	1,0 p/ arguency	No Limit
		Member of the Doctoral Thesis Jury	0,5 p/ participation	No Limit
		Member of the Master's Thesis Jury (pre-Bologna)	0,5 p/ participation	No Limit
		Member of the Master's Dissertation/Project Jury (Bologna) or Final Course Work (pre-Bologna)	0,5 p/ participation	No Limit

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				Member of the Evidence Jury for the attribution of the Specialist Title	0,5 p/ participation	No Limit		
		1.6 Activities of a professional nature with relevance to the area	2	Provision of services abroad, studies/projects or prepared opinions	0,5 p/serv prov	max. 2p.		
				Professional experience in relevant activity in the area outside the academic environment	0,5 p/prof exp year	max. 2p.		
				Other activities considered relevant	0,25 p/activity	max. 2p.		
Sub-Total 1	30							
Pedagogical	50	2.1 Experience and Dedication to Teaching	30	Teaching experience in polytechnic or university higher education within the scope of the DSD	1,0 p/prof exp year	max. 10p		
				Coordination of different Curricular Units in Distribution, Commerce or similar area	1,0 p/CU	max. 10p		
				Number of distinct Curricular Units taught in Distribution, Commerce or similar area	1,0 p/distinct CU	max. 10p		
				Participation in pedagogical and linguistic updating courses > 40 hours	0,5 p/course	No Limit		
				Participation in pedagogical and linguistic updating courses <= 40 hours	0,25 p/course	máx. 3p		
		2.2 Elaboration of Pedagogical Material in Distribution, Commerce or similar area	10	Elaboration of teaching support manuals and textbooks that cover at least 75% of the UC subject matter (T and TP classes, maximum 1 element per UC)	2,5 p/presented document	max. 10p		
				Elaboration of other printed teaching support notes that cover at least 75% of the UC subject matter (T and TP classes, maximum 1 element per UC)	1,5 p/presented document	max. 6p		
				Elaboration of exercise books, software, laboratory guides, etc., covering at least 75% of the UC subject matter (P and L classes, maximum 2 elements per UC)	1,5 p/presented document	max. 6p		
		2.3 Pedagogical organization	10	Organizer of international educational events (summer schools, seminars, open classes)	1 p/event	max. 8p		
				Organizer of national educational events (summer schools, seminars, open classes)	0,5 p/event	max. 6p		
	For every 15 hours of professional training given			1,0 p/formation	max. 6p			
	Sub-Total 2	50						
	Organizational (other activities relevant to the IPS)	20	3.1 Administrative management and participation in Collegiate Bodies	15	Director or President of Organic Unit	2 p/year	max. 8p	
President/coordinator of statutory bodies (CTC, CC, CP, AR, CR, CG)					1,5 p/year	max. 6p		
Deputy Director or Vice President of Organic Unit					0,5 p/year	max. 2p		
Department/Section Coordinator					0,5 p/year	max. 2p		
Deputy coordinator/Department/Section Secretary					0,15 p/year	max. 0,6p		

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			Course Coordinator/Director	1 p/year	max. 2p.
			Member of statutory bodies (CTC, CP, AR, CR, CG, CA)	0,15 p/year	max. 3p
	3.2 Other Activities	5	Participation in an international mobility program (Erasmus type)	0,5 p/participation	max. 3p
			Participation in Commissions related to other Activities of an Administrative Nature	0,15 p/activity	max. 3
			Coordination, execution and development of practical projects or activities inserted in the socio-professional, artistic and cultural environment	1 p/project/distinct activity	max. 8
Sub-Total 3	20				
Total	100				

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

Boguslawa Maria Barszczak Sardinha, 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

Irina Adriana Saur Amaral, Coordinator Professor at Aveiro Institute of Accounting and Administration of Aveiro University;

Ana Paula Faria, Associate Professor with agregation at School of Economics and Management of Minho University;

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

Orlando Manuel da Costa Gomes, Head Coordinator Professor at Lisbon Accounting and Administration Superior Institute of Polytechnic Institute of Lisbon;

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) 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;

Polytechnic Institute of Setúbal, March 9, 2023

The President,

Professora Doutora Ângela Lemos