

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 Finance.

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, it is made public that, by my order of December 5, 2022, 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 Finance, 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 de Tecnologia de Setúbal, Campus

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do IPS, 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 Divisão de Gestão de Pessoas 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.

10. Evaluation grid:

Parameter	Ponderation (%)	Items	Points (Max)	Subitems	Valuation	Maximum
Technical-Scientific and Professional	30	1.1 Research and Development Projects in the Finance area	15	Responsible for research projects (concluded/ongoing) with evaluation and external funding (eg FCT; European projects)	5 p/ completed project	unlimited
					3 p/ ongoing project	unlimited
				Responsible for other research projects (concluded/ongoing)	2 p/ completed project	unlimited
					1 p/ ongoing project	unlimited
				Collaborator of research projects (concluded/ongoing) with evaluation and external funding (eg FCT; European projects)	2 p/ completed project	10 points max
					1 p/ ongoing project	

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			Collaborator of other research projects (completed/ongoing)	1 p/ completed project	5 points max
				0,5 p/ ongoing project	
1.2 Scientific production, publications, communications and conferences, in the country and abroad; technical-scientific organization in the area of Finance	55	Author or co-author of a technical-scientific book chapter in a publishing house	2 points/chapter	10 Points Max	
		Publication of articles in a scientific journal indexed in the Science Citation Index, Scopus or WoS (1)	5 points/chapter	Sem limite	
		Publication of scientific articles in other refereed journals (1)	3 points/article	15 Points Max	
		Publication of scientific articles in proceedings of international conferences with arbitration (1)	2 points/article	10 Points Max	
		Publication of scientific articles in proceedings of national congresses with arbitration (1)	1 point/article	5 Points Max	
		Reviewer of articles in scientific journals	1 point/article	5 Points Max	
		Oral/poster communication at international scientific meetings	1 point/article	5 Points Max	
		Oral/poster communication at national scientific meetings	0,5 point/article	2,5 Points Max	
		Effective Member of scientific units/groups funded by FCT with a minimum classification of Very Good	4 points for each year	20 Points Max	
		Member of scientific committees of national technical-scientific congresses/seminars	0.25 points/event	2 Points Max	
		Member of scientific committees of international technical-scientific congresses/seminars	1 point/event	5 Points Max	
1.3 Supervision of theses/dissertations in the area of Finance	10	Supervision/Co-Supervision of Doctoral Theses (concluded)	4 points/each	No Limit	
		Supervision/Co-Supervision of Master's Dissertations (concluded)	1 point/each	No Limit	
1.4 Participation in juries of academic exams in the area of Finance	10	Doctoral Thesis Jury Arguer	3 points/argument	6 Points Max	
		Arguer in the Jury of Dissertation/Project/Master's Internship	0.5 points/participation	8 Points Max	
		Arguer in Jury for attribution of the Specialist title	1 point/participation	4 Points Max	
		Member of the Jury for Academic Evidence and Assessment of Skills	0.25 points/participation	3 Points Max	
1.5 Participation in activities of a professional nature with	10	Provision of services abroad, studies/projects or prepared opinions	0.75 points/service provision	No Limit	

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		relevance for the Finance area		Professional experience in relevant activity outside the academic environment	1 point/year professional experience	No Limit
Sub-Total 1		30				
Pedagogical	40	2.1 Experience and Dedication to Teaching	50	Teaching experience in polytechnic or university higher education within the scope of the DSD	2 points/year	Máximo 20 pontos
				Coordination of Curricular Units in the area of Finance, in the same Course or in different Courses (2)	2 points/U.C.	Máximo 20 pontos
				Number of different Curricular Units taught in the area of Finance (2)	0,75 points/distinct U.C.	Máximo 15 pontos
		2.2 Elaboration of Pedagogical Material in the area of Finance	25	Book author or co-author	5 points/each	No Limit
				Elaboration of teaching support manuals and textbooks that cover at least 75% of the UC subject matter (T and TP classes, a maximum of 1 element per UC) (3)	4 points/each	16 Points Max
				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)	2 points/each	8 Points Max
		2.3 Pedagogical Innovation	10	Implementation of pedagogical innovation projects approved by the competent authorities (4)	5 points for each implemented project	
		2.4 Organization, supervision and pedagogical training	15	Organization of Pedagogical and Research Courses > 15 hours	2 points/course	No Limit
				Organizer of educational events	1 point/each	No Limit
				Conception of proposed curriculum plans	3 points /each	No Limit
				Guidance of Degree and CTeSP internships or equivalent	0.5 points/stage	No Limit
				Frequency of pedagogical training actions greater than 7 hours	0.5 points/each	No Limit
Sub-Total 2		40				
Other Activities Relevant to the IPS Mission	30	3.1. Exercise of management positions in Management Bodies of Higher Education Institutions	80	Director or President of Organic Unit (5)	9 points/year	No Limit
				President of statutory bodies (CTC, CC, CP, AR, CR, CG) (5)	7 points/year	No Limit
				Deputy Director or Vice President of Organic Unit (5)	5 points/year	No Limit
				President/Director/Department/Secti on Coordinator (5)	4 points/year	No Limit

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				Course Coordinator/Director (5)	4 points/year	No Limit
				Member of statutory bodies (CTC, CP, AR, CR, CG, CA) (5)	2 points/year	No Limit
				Members of the executive committee (except president/director/coordinator) of the department (5)	0.5 points/year	No Limit
				Member of the course monitoring and evaluation committee (except principal/coordinator) (5)	0.5 points/year	No Limit
				Member of organizing committees of international technical-scientific congresses/seminars	1 point/event	No Limit
				Participation in working committees appointed by the Bodies	0.15 points/commission	No Limit
		3.2 Other Activities	20	Participation in an international mobility program (Erasmus type)	1.5 points/participation in different HEIs	No Limit
				Participation in Juries	1 point/jury	maximum 10 points
				Coordination, execution and development of projects or activities of a practical nature inserted in the socio-professional, artistic and cultural environment	0.5 points / project / different activity	maximum 10 points
		Sub-Total 3	30			
		Total	100			

(1) The journal's quartile and impact factor must be indicated
(2) The UC of formal courses, whether or not they confer a degree, as well as postgraduate courses, as long as they are included in the DSD
(3) Powerpoints as educational documents will not be scored
(4) Pedagogical innovation, in which the candidates' intervention in the community is evaluated, namely in organizational and management tasks related to pedagogical activity and dissemination of knowledge, and in general all activities of the candidates that show the capacity for a performance of highly relevant functions in terms of pedagogical innovation, in line with the institution's mission.
(5) Activities arising from the exercise of management positions will not be scored

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.

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- 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
- Maria Teresa Gomes Valente da Costa, Coordinator Professor at Escola Superior de Ciências Empresariais, at Instituto Politécnico de Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP.
- Members of the jury
- António José dos Santos Morão Lourenço, Coordinator Professor at the Higher School of Management and Technology at the Polytechnic Institute of Santarém;
- Maria Fernanda Ludovina Inácio Matias, Coordinator Professor with Aggregation of the Higher School of Management, Hospitality and Tourism of the University of Algarve;
- Elisabete Fátima Simões Vieira, Coordinator Professor with Aggregation of the Higher Institute of Accounting and Administration of the University of Aveiro;
- Elisabete Fernanda Mendes Duarte, Coordinator Professor at the Higher School of Management and Technology at the Polytechnic Institute of Leiria;
- Nuno Miguel Delicado Teixeira, Coordinator Professor at the Higher School of Business Sciences at the 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;



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- 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

The President,

Professora Doutora Ângela Lemos