

## 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 Information Systems 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, 2<sup>nd</sup> series, nº 35, of 18 February 2011, it is made public that, by order of the Vice-President of the Polytechnic Institute of Setúbal, Professor Pedro Miguel Pereira Salvado Ferreira, of February 20, 2023, as a substitute for the President, 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 positions, 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 Information Systems Management, 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 - 3.
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.

**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 Information Systems Management.**

- 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](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

## 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 Information Systems Management.**

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:

When approved on absolute merit, candidates will be approved if the majority of the jury considers, on a well-founded basis, to have an overall CV compatible with the category and subject area for which the competition was opened. For these purposes, it is considered absolute merit obtaining a classification equal to or greater than 50 points. When ordering the candidates admitted to this competition, based on absolute merit, each member of the jury orders, with reasons, the list of candidates in descending order of merit. Based on this list, 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 on absolute merit. The candidate placed in first place is determined by counting the number of mentions that each candidate obtained for 1st place by the jury in

**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 Information Systems Management.**

the partial ranking lists, with the candidate who obtains an absolute majority being chosen, who wins the competition, and must then be removed from the partial ranking lists, starting an identical procedure to choose the candidate who will occupy 2nd place, and so on, until the penultimate place.

If no candidate obtains an absolute majority of mentions for a given place:

- a. A new process begins, only among the candidates who received mentions for that position, after the candidate least mentioned for that position in the previous process has been removed;
- b. If there is a tie between two or more candidates in the least mentioned position, a tiebreaker vote will be held only between them, counting the number of relative first positions of each one, with the least voted being removed;
- c. If there is a tie between two or more candidates in the least voted position, the process outlined 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, with the candidate voted for by the President being chosen to take part in the subsequent vote for the same place.

Once the application of the selection criteria has been completed, the jury proceeds to draw up a unitary list of final ordering of candidates. The provisional final ranking list contains the final quantitative classifications of each candidate, on a scale of 0 to 100 points, with those who obtain a final classification greater than or equal to 50 points being considered approved on absolute merit.

10. Evaluation grid:

Parameter	Weighting	Items	Points (max)	Subitems	Valuation (points max)	Maximum
Technical-Scientific and	40	1.1 Research and Development Projects in	15	Responsible for research projects (completed/ongoing) with evaluation and external	5 for completed project	Unlimited
					3 for ongoing project	Unlimited

**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 Information Systems**

**Management.**

the area of Information Systems Management		funding (e.g. FCT; European projects)		
		Responsible for other research projects (completed/ongoing)	2 for completed project	Unlimited
			1 for ongoing project	Unlimited
		Collaborator of research projects (completed/ongoing) with evaluation and external funding (e.g. FCT; European projects)	2 for completed project	Maximum 10 points
			1 for ongoing project	
Collaborator of other research projects (completed/ongoing)	1 for completed project	Maximum 5 points		
	0,5 for ongoing project			
1.2 Scientific production, publications, communications and conferences, in the country and abroad; technical-scientific organization in the area of Information Systems Management		Editor of technical-scientific books	8 points per book	Maximum 24 points
		Editor or Co-Editor of scientific journals indexed in the Science Citation Index, Scopus or WoS (1)	10 points per magazine	Maximum 30 points
		Editor or Co-Editor of other magazines	8 points per magazine	Maximum 24 points
		Author or co-author of a technical-scientific book chapter in a publishing house	2 points/chapter	Maximum 10 points
		Publication of articles in a scientific journal indexed in the Science Citation Index, Scopus or WoS (1)	5 points/article	Unlimited
		Publication of technical-scientific articles in other refereed journals	3 points/article	Maximum 15 points
		Publication of technical-scientific articles in proceedings of international conferences with arbitration	2 points/article	Maximum 10 points
		Publication of technical-scientific articles in proceedings of national conferences with arbitration	1 point/article	Maximum 5 points
		Reviewer of articles in scientific journals	1 point/article	Maximum 5 points
		Oral/poster communication at international scientific meetings	1 point/article	Maximum 5 points
		Oral/poster communication at national scientific meetings	0.5 points/article	Maximum 2,5 points
		Effective Member of scientific units/groups funded by FCT with a minimum rating of Very Good	4 points for each year	Maximum 20 points

**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 Information Systems**

**Management.**

			Member of scientific committees of national technical-scientific congresses/seminars	0.25 points/event	Maximum 2 points	
			Member of scientific committees of international technical-scientific congresses/seminars	1 point/event	Maximum 5 points	
		10	Supervision/Co-Supervision of PhD Theses (completed)	4 points/each	Unlimited	
			Supervision/Co-Supervision of Master's Dissertations (completed)	1 point/each	Unlimited	
		10	Doctoral Thesis Defender	3 points/argument	Maximum 6 points	
			Argue on the Master's Dissertation/Project/Internship Jury	0,5 points/participation	Maximum 8 points	
			Argue before a jury for the award of the title Specialist	1 point/participation	Maximum 4 points	
			Member of the Academic Tests and Skills Assessment Jury	0,25 points/participation	Maximum 3 points	
		10	Provision of services abroad, studies/projects or opinions prepared	0.75 points/ service provision	Unlimited	
			Professional experience in a relevant activity outside academia	1 point/year professional experience	Unlimited	
		<b>Sub-Total 1</b>	<b>40</b>	<b>Técnico-Científico e Profissional</b>		
<b>Pedagogical</b>	<b>40</b>	2.1 Experience and Dedication to Teaching	50	Teaching experience in polytechnic or university higher education within the scope of DSD	2 points/year	Maximum 20 points
				Coordination of Curricular Units in the Management area, in the same Course or in different Courses (2)	2 points/CU	Maximum 20 points
				Number of different Curricular Units taught in the area of Management (2)	0,75 points/distinct CU	Maximum 15 points

**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 Information Systems Management.**

		2.2 Preparation of Pedagogical Material in the area of Information Systems Management	25	Author or co-author of a book in a publishing house	5 points/each	Unlimited
				Preparation of manuals and textbooks to support teaching that cover at least 75% of the UC material (T and TP classes, maximum 1 element per UC) (3)	4 points/each	Maximum 16 points
				Preparation of exercise books, software, laboratory guides, etc., that cover at least 75% of the UC material (classes P and L, maximum 2 elements per UC)	2 points/each	Maximum 8 points
		2.3 Pedagogical Innovation	10	Implementation of pedagogical innovation projects approved by competent authorities (4)	up to 5 points for each project implemented	
		2.4 Organization, supervision and pedagogical training	15	Organization of Pedagogical and research courses > 15 hours	2 points/course	Unlimited
				Organizer of educational events	1 point/each	Unlimited
				Design of proposals for curricular plans for undergraduate or postgraduate training	3 points/each	Unlimited
				Orientation of Degree and CTeSP internships in the area of Management	0,5 points/internship	Unlimited
				Frequency of pedagogical training actions exceeding 7 hours	0,5 points/each	Unlimited
		<b>Sub-Total 2</b>	<b>40</b>	<b>Pedagógico</b>		
<b>Other Activities relevant to the IPS mission</b>	<b>20</b>	3.1. Exercise of management positions in Management Bodies of Institutions of University education	80	Director or President of an Organic Unit (5)	9 points/year	Unlimited
				President of statutory bodies (CTC, CC, CP, AR, CR, CG) (5)	7 points/year	Unlimited
				Deputy Director or Vice President of Organic Unit (5)	5 points/year	Unlimited
				President/Director/Department/Section Coordinator (5)	4 points/year	Unlimited
				Coordinator/Course Director (5)	4 points/year	Unlimited
				Member of statutory bodies (CTC, CP, AR, CR, CG, CA) (5)	2 points/year	Unlimited
				Members of the executive committee (except president/director/coordinator) of the department (5)	0,5 points/year	Unlimited

**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 Information Systems**

**Management.**

				Member of the course monitoring and evaluation committee (except director/coordinator) (5)	0,5 points/year	Unlimited	
				Member of organizing committees for international technical-scientific congresses/seminars	1 pont/event	Unlimited	
				Participation in working committees appointed by the Bodies	0,15 points/committee	Unlimited	
		3.2 Other Activities	20	Participation in an international mobility program (Erasmus type)	2 points/participation	Unlimited	
				Participation in Juries	1 point/ jury	Maximum 10 points	
				Coordination, execution and development of projects or activities of a practical nature within the socio-professional, artistic and cultural environment	0,5 points/project/distinct activity	Maximum 10 points	
<b>Sub-Total 3</b>	<b>20</b>	<b>Organizational (other activities relevant to IPS)</b>					
<b>Total</b>	<b>100</b>					<b>Total</b>	

- (1) The quartile and impact factor of the journal must be indicated  
 (2) UCs from formal courses, whether awarding a degree or not, as well as postgraduate courses are considered, as long as they are included in the DSD  
 (3) Powerpoints as teaching documents will not be scored  
 (4) Pedagogical innovation, in which candidates' intervention in the community is assessed, namely in organizational and management tasks related to pedagogical activity and dissemination of knowledge, and in general all candidate activities that demonstrate the ability to perform very relevant functions in terms of pedagogical innovation, in alignment with the Institution's mission.  
 (5) Activities that occur inherently in 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](http://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.

**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 Information Systems Management.**

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

Nuno Miguel Delicado Teixeira, Coordinating Professor at the School of Business Sciences of the Polytechnic Institute of Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP.

Members of the jury

Ana de Jesus Pereira Barreira Mendes, Coordinating Professor at the Higher School of Business Sciences, at the Polytechnic Institute of Setúbal;

Eurico Ribeiro Lopes, Coordinating Professor of the Higher School of Technology, of the Polytechnic Institute of Castelo Branco;

Mário José Batista Romão, Associate Professor at the Higher Institute of Economics and Management, University of Lisbon;

Pedro Fernandes da Anunciação, Coordinating Professor at the Higher School of Business Sciences, of the Polytechnic Institute of Setúbal;

Vítor Lélío da Silva Braga, Coordinating Professor at the Higher School of Technology and Management, of the Porto Polytechnic Institute.

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 2<sup>nd</sup> series of the Diário da República;
- b) In the Public Employment Exchange, in [www.bep.gov.pt](http://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;



**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 Information Systems Management.**

Polytechnic Institute of Setúbal

The President,