

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 Marketing.

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 October 6, 2023, 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 Marketing, 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.

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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:

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 in which the competition was opened. For these purposes, obtaining a classification equal to or greater than 50 points is considered absolute merit.

When ordering the candidates admitted to this competition, in absolute merit, each member of the jury orders, with reasons, the list of candidates in descending order of merit, and based on their ordered list of candidates, 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.

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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 the partial ranking lists, with the candidate who obtains an absolute majority being chosen, who wins the competition, It must then be removed from the partial ranking lists and the identical procedure must begin 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 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, 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.

In this way, each candidate's score will be obtained and the respective final ranking will be obtained, with approval on absolute merit for candidates who obtain an overall score equal to or greater than 50 points.

10. Evaluation grid:

I - TECHNICAL-SCIENTIFIC AND PROFESSIONAL PERFORMANCE OF THE CANDIDATE - weighting 45%

**1.1 - Research and Development Projects in the area of Marketing
Maximum points - 10**

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i) Responsible for research projects (completed/ongoing) with evaluation and external funding (e.g. FCT; European projects) - 5 points per completed project and 3 per ongoing project, without limit
ii) Responsible for other research projects (completed/ongoing) - 4 points per completed project and 1 per ongoing project, without limit
iii) Collaborator of research projects (completed/ongoing) with evaluation and external funding (e.g. FCT; European projects) - 4 points per completed project and 1 per ongoing project, without limit
iv) Collaborator of other research projects (completed/ongoing) - 3 points per completed project and 1 per ongoing project, without limit
1.2 Scientific production, publications, communications and conferences, in the country and abroad; technical-scientific organization in the area of Marketing Maximum points - 35
i) Author or co-author of a scientific book with ISBN - 3 points/book, maximum 9
ii) Editor, author or co-author of a scientific book chapter with ISBN - 1 point/chapter maximum 10
iii) Publication of articles in a scientific journal indexed in Web of Science or Scopus - 5 points/article, maximum 25
iv) Publication of technical-scientific articles in other refereed journals - 3 points/article, maximum 9
v) Publication of technical-scientific articles in conference proceedings indexed in Web of Science or Scopus - 3 points/article, maximum 15
vi) Publication of technical-scientific articles in proceedings of refereed conferences - 1 point/article, maximum 5
vii) Reviewer of articles in scientific journals or scientific books or at scientific conferences - 1 point/article, maximum 5
viii) Oral/poster communication at scientific meetings - 1 point/article, maximum 3
ix) Current member of scientific units/groups funded by FCT with a minimum rating of Very Good - 1 point/year, maximum 5
1.3 Supervision of theses/dissertations in the area of Marketing Maximum points - 7.5
i) Supervision/Co-Supervision of Doctoral Theses (completed) - 3.5 points/each, without limit
ii) Supervision/Co-Supervision of Master's Dissertations (completed) - 2.5 points/each, without limit
1.4 - Participation in academic exam juries in the area of Marketing Maximum points - 7.5

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i) Doctoral Thesis Defender - 3 points/argument, maximum 6
ii) Argue on the Master's Dissertation/Project/Internship Jury - 1.5 points/participation, maximum 3
iii) Member of the jury to award the Specialist Title - 1.5 points/participation, maximum 3
iv) Member of the Skills Assessment Jury (e.g. RVC) - 0.5 points/participation, maximum 1
1.5 Participation in activities of a professional nature relevant to the Marketing area Maximum points - 40
i) Provision of services abroad, with relevance to Higher Education Institutions - 1 point/activity, without limit
ii) Professional experience outside academia, with a management position - 3 points/year, without limit
iii) Professional experience outside academia, without management roles - 1.5 points/year, without limit
II - PEDAGOGICAL CAPACITY OF CANDIDATES - weighting 45%
2.1 Experience and Dedication to Teaching Maximum points - 50
i) Teaching experience in polytechnic or university higher education within the scope of teaching service distribution - 3 points/year, without limit
ii) Coordination of Curricular Units (CU) in the area of Marketing, in the same Course or in different Courses - 1.5 points/UC, without limit
iii) Number of different CUs taught in the Marketing area - 1 CU point/distinct, without limit
2.2 Preparation of Pedagogical Material and Implementation of Pedagogical Innovation Projects in the area of Marketing Maximum points - 10
i) Author or co-author of a pedagogical book, with ISBN - 3 points/each, maximum 9 points
ii) Preparation of teaching support manuals that cover at least 75% of the subject matter of the UC (maximum 1 element per CU), excluding a collection of slides - 3.5 points/each, without limit
iii) Preparation of exercise books, software, laboratory guides, etc., that cover at least 75% of the UC material (maximum 1 element per CU) - 2 points each, without limit

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iv) Implementation of pedagogical innovation projects in CU in the Marketing area, duly proven and substantiated - 2.5 points for each project implemented, without limit
2.3 Pedagogical Project Maximum points - 20
i) Pedagogical project (maximum 2,500 words) in the competition area, in which the candidate demonstrates their potential contributions to ESCE - up to 20 points
2.4 Organization, supervision and pedagogical training Maximum points - 20
i) Organization and/or teaching of Pedagogical Courses within the scope of higher education > 4 hours - 1 point / course, without limit
ii) Organizer of educational events (e.g. open classes) - 1 point each, without limit
iii) Design of proposals for curricular plans for higher education courses - 1 point each, without limit
iv) Orientation of undergraduate internships in the area of Marketing (completed) - 0.5 points each, without limit
v) Frequency of pedagogical training actions - 0.5 points each, without limit
III - Other activities relevant to the IPS mission that have been developed by the candidate - weighting 10%
3.1 Holding management positions in Management Bodies or other Structures of the Higher Education Institution Maximum points - 65
i) President/Director/Department/Section Coordinator - 10 points/year, without limit
ii) Course Coordinator/Director - 10 points/year, without limit
iii) Coordinator/Director of other bodies or structures of a Higher Education Institution - 10 points/year, without limit
iv) Member of the executive committee of statutory bodies (Vice-President and Secretary) - 4 points/year, without limit
v) Member of statutory bodies* - 4 points/year, without limit
vi) Member of the executive committee (except President/Coordinator) of the Department* - 3 points/year, without limit

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vii) Member of the course monitoring and evaluation committee (except Course Director/Coordinator)* - 3 points/year, without limit
viii) Member of Organizing Committees for congresses/seminars/the like - 3 points/event, without limit
ix) Participation in work committees appointed by the Bodies - 3 points/commission, without limit
3.2 Other Activities Maximum points - 35
i) Participation in international Mobility programs (e.g. Erasmus type) - 5 points/participation, without limit
ii) Participation in other internationalization practices - 5 points/participation, without limit
iii) Participation in Juries or other Committees and Teams - 3 points/jury, without limit
iv) Coordination, execution and development of projects or activities of a practical nature inserted in the socio-professional, artistic and cultural environment with substantiated relevance for the Institution - 3 points/project/distinct activity, without limit
* 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

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

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José Manuel Gameiro Rebelo dos Santos, Coordinating Professor of 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 Teresa Martins Machado, Coordinating Professor at the Higher School of Social Communication at the Polytechnic Institute of Lisbon;

Irina Adriana Saur Amaral, Coordinating Professor at the Higher Institute of Accounting and Administration at the University of Aveiro;

Nuno Joel Gaspar Fernandes Crespo, Associate Professor at the Higher Institute of Economics and Management of the University of Lisbon;

Paulo Duarte Valente Almeida da Silveira, Coordinating Professor at the Higher School of Business Sciences at the Polytechnic Institute of Setúbal;

Raquel Vanessa Reis Silva Ferreira Soares, Coordinating Professor at the Portuguese Institute of Marketing Administration in Porto.

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

The President,