

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 Business Sciences and Communication.

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 my dispatch of 11/10/2023, 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 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 **Business Sciences and Communication**, and is covered by a public sector employment contract of indeterminate duration.
2. Location – School of Technology of Setúbal, situated on the Setubal Campus of the Polytechnic Institute of Setubal (Escola Superior de Tecnologia de Setúbal – 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 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 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

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- 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.
 - 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:

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- 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, Campus 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 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 *curriculum vitae* 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:
- Each member of the jury individually evaluates and classifies the candidates. As for the score to be awarded to candidates (from 0 to 100 points), it will be the one resulting from the simple average rounded to the hundredth of the overall classification, given by each member of the jury. 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

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to or greater than 50 points. In the event of a tie, the decision rests with the president of the jury.

10. Evaluation grid:

Criteria		Weighting	Unit of measurement	Score for each element	Note.
1. Technical-Scientific and Professional Performance with relevance in the disciplinary area		50%			
1.1 Research and Development Projects (Max . 100 points)		8%			
a)	Responsible for a project with external funding, completed (e.g. FCT, European Projects)		/project	25	(a)
b)	Responsible for an ongoing project with external funding (e.g. FCT, European Projects)		/project	15	(a)
c)	Responsible for other research projects, completed		/project	12	(a)
d)	Responsible for other ongoing research projects		/project	8	(a)
e)	Project collaborator with external funding, completed (ex. FCT, European Projects)		/project	10	(a)
f)	Project collaborator with external funding, ongoing (e.g. FCT, European Projects)		/project	5	(a)
g)	Collaborator of other research projects, completed		/project	6	(a)
H)	Collaborator of other ongoing research projects		/project	3	(a)
1.2 Publications of a scientific nature (Max . 100 points)		12%			
a)	Author or co-author of a technical-scientific book		/book	12	(a)
b)	Author or co-author of a technical-scientific book chapter		/chapter	6	(a)
c)	Editor or co-editor of technical-scientific magazine/book		/magazine	6	(a)
d)	Publication of articles in a scientific journal indexed on the Web of Science or Scopus		/article	12	(a)
e)	Publication of technical-scientific articles in other refereed journals		/article	4	(a)
f)	Publication of technical-scientific articles in proceedings of international conferences with arbitration		/article	4	(a)
g)	Publication of technical-scientific articles in proceedings of national conferences with arbitration		/article	2	(a)
1.3 Communications at scientific events (Max . 100 points)		6%			
a)	Communications at international scientific events		/communication	4	(a)
b)	Communications at national scientific events		/communication	3	(a)

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1.4 Technical-scientific organization (Max . 100 points)		6%			
a)	Effective/integrated member of units accredited by FCT		/year	8	(a)
b)	Collaborative/guest member of units accredited by FCT		/year	4	(a)
c)	Review of articles in scientific journals		/article	4	(a)
d)	Member of scientific committees of international technical-scientific congresses/seminars		/commission	5	(a)
e)	Member of scientific committees of national technical-scientific congresses/seminars		/commission	3	(a)
f)	Review of articles at international conferences		/article	3	(a)
g)	Review of articles at national conferences		/article	1	(a)
1.5 Supervision/co-supervision of theses/dissertations/reports leading to an academic degree (Max . 100 points)		6%			
a)	Supervision or co-supervision of PhD Theses (completed)		/guidance	30	(a)
b)	Supervision or co-supervision of Master's Dissertations/Project/Internship (completed)		/guidance	10	(a)
1.6 Participation in academic exam juries (Max. 100 points)		6%			
a)	Member of the PhD Thesis jury (unless advisor)		/jury	15	(a)
b)	Member of the Master's Dissertation/Project/Internship jury (unless supervised)		/ jury	8	(a)
c)	Member of the jury for awarding the Specialist Title		/ jury	5	(a)
d)	Member of the Academic Test Jury (e.g. Skills Assessment or others)		/ jury	3	(a)
1.7 Activities of a professional nature with relevance to the subject area (Max . 100 points)		6%			
a)	Provision of services abroad, studies, projects or opinions prepared with relevance		/installation	20	(a)
b)	Professional experience in a relevant activity outside academia		/year	5	(a)
2. Pedagogical capacity with relevance in the subject area		40%			
2.1 Teaching (Max . 100 points)		25%			
a)	Teaching experience in higher education in the subject area of the competition		/ ETI /year	1	
b)	Number of different Curricular Units taught in the subject area		/UC	2	
c)	Responsible for different Curricular Units in the subject area		/UC	2	
2.2 Teaching material (Max . 100 points)		7.5%			

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a)	Preparation of manuals to support teaching in the subject area that covers at least 75% of the subject matter of the UC		/manual	7	
b)	Preparation of exercise books, software, laboratory guides, in the disciplinary area, covering at least 75% of the UC material (slides are not accepted)		/element	4	
c)	Development of b/e-learning activities and other pedagogical innovations in the subject area, duly recognized and approved		/activity	5	
2.3 Other educational activities (Max . 100 points)		7.5%			
a)	Guidance and monitoring of students in Degree Project/Internship or CTESP , in the disciplinary area, completed		/guidance	6	
b)	Member of the Degree Project/Internship Jury or CTESP , in the disciplinary area		/ jury	3	
c)	Organization and/or teaching of pedagogical training courses for higher education (minimum 4 hours), in the subject area		/course	12	
d)	Frequency of pedagogical training actions for higher education (minimum 4 hours), in the disciplinary area		/action	4	
e)	Organization of other educational events (e.g. open classes) in the subject area		/event	2	
3. Other activities relevant to the institutional mission		10%			
3.1 Administrative management and participation in collegiate bodies (Max . 100 points)		8%			
a)	Presidency of a statutory body		/year	15	
b)	Department Coordination		/year	12	
c)	Course Coordination of the competition area		/year	10	
d)	Participation in a statutory body, participation in department coordination, course coordination		/year	7.5	
e)	Participation in committees designated by bodies		/participation	5	
f)	Participation in juries of local access competitions, accreditations, M23 tests		/participation	5	
g)	Member of organizing committees for technical-scientific congresses/seminars		/commission	3	
3.2 Other activities (Max . 100 points)		two%			
a)	Participation in institutions' activities with the community		/activity	3	
b)	Participation in International Mobility programs (Ex: Erasmus)		/mobility	6	

Observations: (a) If the elements occurred more than 5 years ago, their score must be divided by two.

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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

Jorge Manuel Martins, Coordinating Professor at the Setúbal Higher School of Technology, Coordinator Professor and Director of the School of Technology of Setúbal, 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

Anabela Gomes Correia, Coordinating Professor at the Higher School of Business Sciences at the Polytechnic Institute of Setúbal;

António João Pina da Costa Feliciano Abreu, Coordinating Professor with Aggregation of the Instituto Superior de Engenharia de Lisboa of the Instituto Politécnico de Lisboa;

Francisco José Alegria Carreira, Principal Coordinating Professor of the Higher School of Business Sciences of the Polytechnic Institute of Setúbal;

Jorge José Martins Rodrigues, Coordinating Professor with Aggregation of the Higher Institute of Accounting and Administration of Lisbon of the Polytechnic Institute of Lisbon;

Maria Fernanda Ludovina Inácio Matias, Coordinating Professor with Aggregation of the Higher School of Management, Hospitality and Tourism of the University of Algarve.
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

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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,