

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 Law - Specialty Private Law, in the form of an employment contract in public functions for an indefinite period, to perform functions at Escola Superior de Ciências Empresariais the Polytechnic Institute of Setúbal.

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, 2ndseries, nº 35, of 18 February 2011, as set out by dispatches of 29 de outubro de 2024 and January 16, 2025, from the 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 Law - Specialty Private Law 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 - 2
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;

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- 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.
 - 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;

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- 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, 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.

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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 assigns each candidate a quantitative classification for each criterion, taking into account the evaluation grid, which defines the maximum scores to be awarded for each criterion, and justifies this classification in writing. Based on this classification, each member of the jury orders the candidates, and the final ordering is carried out with successive votes for first place, second place, etc., with each member of the jury's vote being justified based on their individual ordering, and the majority vote being considered. This is how the final ordering of the candidates is obtained. The provisional final ordering list contains the final quantitative classifications of each candidate, on a scale of 0 to 100 points, which results from the simple average of the quantitative scores obtained in each of the evaluation criteria by each member of the jury, with those who obtain a final classification equal to or higher than 50 points being considered approved on absolute merit. If the score calculated in the previous point does not comply with the final ranking obtained, the candidates in question will be assessed and classified jointly and consensually by the members of the jury based on the grid.

Once the selection criteria have been applied, the jury will draw up a single list of the final ranking of the candidates.

This will determine the score for each candidate and their respective final ranking, with approval on absolute merit for candidates who obtain an overall score equal to or greater than 50 points.

10. Evaluation grid:

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I - CANDIDATE'S TECHNICAL-SCIENTIFIC AND PROFESSIONAL PERFORMANCE (weighting 45%)
1.1 - Research and development projects in the area of Law - Maximum points: 7.5
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 2 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 2 per ongoing project, without limit
iv) Collaborator on other research projects (completed/ongoing) - 3 points per completed project and 1 per ongoing project, with no limit
1.2 - Scientific production, publications, communications and conferences, in the country and abroad; technical-scientific organization in the area of Law - Maximum points: 37.5
i) Author or co-author of a scientific book with ISBN - Up to 3 points/book, maximum 9
ii) Editor, author or co-author of a chapter of a scientific book with ISBN - Up to 1 point/chapter, maximum 10
iii) Publication of articles in a scientific journal indexed in the Web of Science or Scopus - Up to 5 points/book, maximum 25
iv) Publication of technical-scientific articles in other peer-reviewed journals - Up to 3 points/article, maximum 9
v) Publication of technical-scientific articles in conference proceedings indexed in the Web of Science or Scopus - Up to 3 points/article, maximum 15
vi) Publication of technical-scientific articles in conference proceedings with refereeing - Up to 1 point/article, maximum 5
vii) Reviewer of articles in scientific journals or scientific books or in scientific conferences - Up to 1 point/article, maximum 5
viii) Oral/poster communication at scientific meetings - Up to 1 point/article, maximum 3

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ix) Current member of scientific units/groups funded by FCT with a minimum rating of Very Good - Up to 1 point/year, maximum 5
1.3 - Supervision of theses/dissertations in the area of Law - Maximum points: 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 juries for academic examinations in the area of Law - Maximum points: 5
i) Doctoral Thesis Argument - 3 points/argument, maximum 6
ii) Argumentant in the Dissertation/Project/Master's Internship Jury - 1.5 points/participation, maximum 3
iii) Jury member for awarding the Specialist Title - 1.5 points/participation, maximum 3
iv) Member of the Jury for the Assessment of Skills (e.g. RVC) - 0.5 points/participation, maximum 1
1.5 - Participation in professional activities relevant to the field of Law - Maximum points: 25
i) Provision of services abroad, with relevance to Higher Education Institutions - 1 point/activity, without limit
ii) Professional experience outside the academic environment, with a management position - 3 points/year, without limit
iii) Professional experience outside the academic environment, without management functions - 1.5 points/year, without limit
1.6 - Scientific work in the area of Portuguese private law - Maximum points: 20
i) Scientific work (maximum 7,000 words), original and unpublished, to be prepared by the candidates, in Portuguese, which deals with an emerging theme in the area of Portuguese Private Law - up to 20 points

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II - CANDIDATES' PEDAGOGICAL CAPACITY (weighting 45%)
2.1 - Experience and Dedication to Teaching in the field of Law - Maximum points: 50
i) Teaching experience in polytechnic or university higher education within the scope of teaching service distribution - 4 points/year, without limit
ii) Coordination of Curricular Units (CU) in the same Course or in different Courses - 2 points/CU, without limit
iii) Number of different UC taught - 2 points per UC, no limit
2.2 - Preparation of Teaching Material and Implementation of Pedagogical Innovation Projects in the area of Law - Maximum points: 25
i) Author or co-author of a book of a pedagogical nature, with ISBN - Up to 4 in limit
ii) Preparation of teaching support manuals (maximum 1 element per UC) - Up to 3 points/each, without limit
iii) Preparation of exercise books (maximum 1 element per UC) - Up to 2 points each, without limit
iv) Implementation of pedagogical innovation projects in Law courses, duly proven and substantiated - 2.5 points for each project implemented, without limit
2.3 - Organization, supervision and pedagogical training - Maximum points: 25
i) Organization and/or teaching of Pedagogical Courses in higher education > 4 hours - 2 points/course, no limit
ii) Organizer of educational events (e.g. open classes) - 1 point/each, no limit
iii) Design of proposals for curricular plans for higher education courses - 5 points/each, without limit
iv) Supervision of undergraduate internships (completed) - 1 point/internship, no 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%)

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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, unlimited
ii) Course Coordinator/Director - 10 points/year, no 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, unlimited
v) Member of statutory bodies (*) - 4 points/year, unlimited
vi) Members of the executive committee (except President/Coordinator) of the Department (*) - 3 points/year, without limit
vii) Member of the course monitoring and evaluation committee (except Course Director/Coordinator) (*) - 3 points/year, unlimited
viii) Member of Organizing Committees for congresses/seminars/similar events - 3 points/event, unlimited
ix) Participation in working committees appointed by the Bodies - 3 points/committee, without limit
3.2 - Other Activities - Maximum points: 35
i) Participation in international mobility programs (e.g. Erasmus type) - 5 points/participation, no limit
ii) Participation in other internationalization practices - 5 points/participation, no limit
iii) Participation in Juries or other Commissions 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 well-founded relevance for the Institution - 3 points/project/distinct activity, without limit
(*) - Activities that arise inherently from the exercise of management positions will not be scored.

11. Complementary information to the Evaluation and Selection process.

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- 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
- João Pedro Pina Cordeiro, Coordinating Professor at the Higher School of Business Sciences, of the Polytechnic Institute of Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP.
- Vowels
- Ana Isabel Lambelho Costa, Coordinating Professor at the Higher School of Technology and Management of the Polytechnic Institute of Leiria;
- Clotilde Paulina da Silva Celorico Palma, Coordinating Professor at the Higher Institute of Accounting and Administration of the Polytechnic Institute of Lisbon;
- Eugénio Pereira Lucas, Principal Coordinating Professor at the Higher School of Technology and Management of the Polytechnic Institute of Leiria;
- Marisa Catarina da Conceição Dinis, Coordinating Professor at the Higher School of Technology and Management of the Polytechnic Institute of Leiria;
- Susana Catarina Simões de Almeida, Coordinating Professor at the Higher School of Technology and Management of the Polytechnic Institute of Leiria.

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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 Vice-President,