

Polytechnic Institute of Setubal

Call for Applications

Applications are invited for a qualification-based competition for the position of Professor Coordinator Principal

1. In accordance with 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 in my dispatch of 29 October 2013, 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 **professor coordinator principal level, in the field of Accounting** and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – Business School, 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 governing the career structure of the national polytechnic higher education sector of Decreto-Lei nº 185/81, of 1 de July, changes by the Decreto-Lei nº 207/2009, of 31 de August, and in the Lei nº 7/2010, of 13 de Mai (ECPDESP).
5. **Job description** – The professor Coordinator principal will carry out functions set out in section 5 article 3º of ECPDESP and the development of coordination intersection activities.
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 by Lei nº 35/2014, of 20 June;

- b)** Have a doctor degree at least five years and tittle of aggregate or legal equivalent in the field of Accounting or related field.

7. Validity of the competition

- 7.1** The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient.
- 7.2** 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 Procedure

- 8.1** Candidates should submit a written application addressed to the President of the IPS, (form A), in Portuguese, this may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Edifício Sede ou Divisão de Recursos Humanos, Campus do IPS , Estefanilha, 2910-761, Setúbal, Portugal, within the time limit set for presentation of applications.

8.2 To be considered for the position, the application must include all of the following:

- a)** Simple photocopies of the documents which prove that the candidate meets the requirements outlined in subsection b) of section 6 of this Call for Applications ;
- b)** Simple photocopies of other degrees, diplomas and certificates of courses listed in the curriculum vitae, as well as other documents which facilitate the formation of an opinion on the suitability of candidates to fulfil the job specification requirements of the post;
- c)** Seven copies, in digital format (cd/dvd/pen drive) with the following documents:
 - I.** Candidate's detailed, signed *curriculum vitae*;;
 - II.** Works referred to in the *curriculum vitae* ;
 - III.** Complete list of all presented documents;
 - IV.** Excel File, concerns to the application (form B) properly completed and delivered in digital format.

- 8.3** Candidate holder of foreign qualification must certify the recognition, equivalence or registration degree under applicable law.

- 8.4** The forms A and B are available in www.ips.pt in the tabs: Serviços Centrais / DRH- Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários.
- 8.5** Applications are not accepted by email.
- 9. Criteria for selection and ordering of candidates:** The selection and ranking criteria listed in the grid annexed to this notice.
- 10.** Candidates will be notified about the approved final ranking list to by e-mail with notification of delivery receipt, registered letter or in person and published in IPS's web site at www.ips.pt
- 11.** Whenever requested, the jury minutes should be available to applicants.
- 12.** The documentation submitted by the candidates will be destroyed, if its return is not requested within one year after the expiry of the validity of this competition.
- 13.** The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed..
- 14.** False declarations are punishable under the law.
- 15.** The jury's composition is as follows:

President

João Carlos Vinagre Nascimento dos Santos, Coordinator Professor, Vice-President of IPS

Members

Bernabe Escobar Pérez, Full Professor at the Faculty of Economics and Business, University of Seville

Clara Patrícia Costa Raposo, Full Professor at the School of Economics and Management, University of Lisbon

Daniel Carrasco Díaz; Full Professor at the Faculty of Economics and Business, University of Málaga;

José Joaquim Marques de Almeida, Main Coordinator Professor, retired, at the School of Accounting and Administration, Polytechnic Institute of Coimbra

Maria José da Silva Fernandes, Main Coordinator Professor School of Management of the Polytechnic Institute of Cávado and Ave.

16. 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.
17. 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 site of the Foundation for Science and Technology, IP in www.eracareers.pt in Portuguese and English;
 - d) On the internet site of IPS, www.ips.pt in Portuguese and English.

Polytechnic Institute of Setubal, October, 27, 2015.

The President

Professor Doctor Pedro Dominginhos

Dimension	maximum score	Itens	Subitens
Technical-Scientific	50	1.1 Research and development projects	Responsible for research projects with evaluation and external financing (ex: FCT, european projects)
			Responsible for others research projects
			Cooperator of research projects with evaluation and external financing (ex: FCT; European Projects)
			Cooperator of other research projects
			Reviewer of research projects
		1.2 Scientific publications and Patents	Author or co-author of technical-scientific book
			Publication of articles in international scientific journal indexed in ISI or equivalent
			Publishing technical and scientific articles in other peer-reviewed journals and book chapters
			Editor or co-editor of international scientific and technical multi-author work
			Member of Editorial boards of international scientific journals
			Registered International patents
			Registered National Patents
			Publication of technical and scientific articles in proceedings of international congresses with arbitration
		1.3 Technical-Scientific Organization	Publication of technical and scientific articles in proceedings of nacional congresses with arbitration
			Coordination units / scientific groups funded by the FCT or equivalent with a minimum grade of Good
			Member units / scientific groups funded by the FCT with minimum grade of Very Good
			General Chair / Co-Chair Conference / international technical and scientific seminars
			Member of scientific committees of congress / technical and scientific international seminars
		1.4. Orientation of theses leading to academic degrees	Member of organizing committees of conferences / technical and scientific international seminars
			PhD Thesis Orientation (completed)
			PhD Thesis Co-orientation (completed);
			PhD Thesis Orientation (ongoing)
			PhD Thesis Co-Orientation (ongoing)
			Dissertations orientation (pre-Bologna)
			Dissertations Co-Guidance (pre-Bologna)
		Guidance Thesis / Project / MD stage (Bologna) or work end of course (pre-Bologna)	
		1.5 Participation in academic examinations juries	Examiners of PhD Thesis
			Jury Member of PhD Thesis
Jury Member of Master Dissertation (pre-Bologna)			
Jury Member of Dissertation / Master Project (Bologna) or work end of course (pre-Bologna)			
Jury Member of other Academic Examinations of polytechnic or university teaching staff competitions			

		1.6 Professionals Activities Relevant to the subject area	External service delivery, studies / projects and elaborate opinions; Professional experience in relevant activity in the area beyond academia		
Sub-Total 1	50				
Pedagogical	30	2.1 Teaching experience	Teaching experience in higher education polytechnic or university		
			Curricular Units coordination		
			Number of different curricular units taught		
			Number of distinct Disciplinary Groups; Pedagogical refresher courses > 50 hours duration		
		2.2 Elaboration of teaching materials	Preparation of manuals and teaching support textbooks covering at least 75% of the UC (classes T and TP at most one element for UC)		
			Preparation of other printed notes to support teaching covering at least 75% of the UC (classes T and TP at most one element for UC);		
			Drafting exercise books, software, laboratory guides, etc., covering at least 75% of the UC (classes P and L, at most 2 elements for UC)		
		2.3 Pedagogical Organization	Guidance and monitoring of students on stage		
			Organization of International pedagogical events;		
			Organizaation of national pedagogical events;		
		Sub-Total 2	30		
		Organizational (Other relevant activities to IPS)	20	3.1 Administrative management and participation in academic bodies	President or Rector of IP;
Diretor ou Presidnente of UO;					
President of statutory bodies (CTC, CC, CP, AR, CR, CG)					
vice-president ou vice-rector of IP					
Pro-president or pro-rector of IP					
vice-diretor or Vice President of Organic Unit;					
President / Head of Department / Section					
Coordinator / Head of course					
Responsible for scientific Area;					
Member of statutory bodies					
Participation in working committees					
3.2 Other activities	Participation in international mobility program (like Erasmus);				
	Coordination, execution and development projects or practical nature of activities embedded in the socio-professional environment, arts and culture;				
Sub-Total 3	20				
Total	100				