

## Call for Applications

**Applications are invited for a qualification-based competition for the position of Adjunct**

### **Professor**

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 (official gazette), 2<sup>nd</sup> series, nº 35, of 18 February 2011, as set out in the dispatch of 24th May 2016, 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 (official gazette). 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 **Literacy, Teaching of languages and Supervision, sub area Teaching of Portuguese language** and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – School of Education, situated on the Setubal Campus of the Polytechnic Institute of Setubal, (Escola Superior de Educação – 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 Decree-Law nº 185/81, of 1<sup>st</sup> July, altered in the Decree-Law nº 207/2009, of 31<sup>st</sup> August, and in Law nº 7/2010, of 13<sup>th</sup> May (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 that to be eligible candidates must:
  - 6.1. Satisfy the requirements set out in subsections b) to e) of article 17º of the General Labor Law in the Public Sector (LTFP), approved as Law nº 35/2014, of 20 June;
  - 6.2. 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**

- 7.1. The competition is valid only for the position referred to above and ceases when the post has been filled or if there are insufficient applications.
- 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 (form A), addressed to the President of the IPS, in Portuguese. This application may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Edifício Sede, 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 (form A) 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 fulfill the job specification requirements of the post;
  - c) Seven copies, supplied in digital format (*cd/dvd/pendrive*), of the following documents:
    - i. detailed *curriculum vitae*;
    - ii. works referred to in the *curriculum vitae*;
    - iii. Form B fully completed, setting out the location of the curricular elements in the application.
9. Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation.
10. The forms A and B are available on [www.ips.pt](http://www.ips.pt) in the tabs: Serviços Centrais / DRH- Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários.

11. Applications are not accepted by email.
12. **Criteria for selection and ordering of candidates** – the criteria for selection and ordering, and associated points, are set out in the table attached to this call for applications.
13. **Evaluation and Selection**
  - 13.1. Each member of the jury, individually, evaluates and ranks the candidates, considering the points defined in the table for each criteria, the classification for each criteria has to be supported by written reasoned opinion.
  - 13.2. Each member of the jury ranks the candidates. To get to the final ranking the jury must vote for the first, second, etc., The vote of each member of the jury is justified based on their individual ranking of candidates.
  - 13.3. To obtain the ranking of the candidates under each of the criteria, the jury must vote nominally and the final decision will be made by majority vote.
  - 13.4. The final grade is expressed on a numerical scale of 0 to 100 which results from the sum of the scores obtained for each of the criteria.
  - 13.5. Candidates who obtain a final classification equal to, or above 50 points will be considered to be have been approved as suitable candidates.
14. The final approved list of the ranking of candidates will be announced by e-mail with notification of read receipt, registered letter or in person and published on the web site at [www.ips.pt](http://www.ips.pt).
15. The minutes of the jury will be made available to applicants on request.
16. The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.
17. The documentation submitted by applicants regarding legal appeals against decisions may only be destroyed or returned, after the outcome of the legal process.
18. False declarations are punishable under the law.
19. The composition of the jury is as follows:

**President**

**Teresa Palmira Simões Baptista Teixeira de Figueiredo**, Coordinator Professor at the School of Education of Polytechnic Institute of Setubal, nominated under paragraph a) of nº 1 of article 23º of ECPDESP.

**Members of the jury**

**Luís Filipe Tomás Barbeiro**, Principal Coordinating Professor with aggregation at the School of Education and Social Sciences at Polytechnic Institute of Leiria;

**Luciano José dos Santos Batista Pereira**, Coordinating Professor at the School of Education at Polytechnic Institute of Setubal;

**Maria Helena Almeida Beirão de Araújo e Sá**, Associate Professor with aggregation at University of Aveiro;

**Maria Luísa Álvares Pereira**, Assistant Professor with aggregation at University of Aveiro;

**Maria da Natividade Carvalho Pires**, Coordinating Professor at the School of Education at Polytechnic Institute of Castelo Branco;

**Susana Paula Gomes Costa Pereira**, Coordinating Professor at the School of Education at Polytechnic Institute of Lisboa.

**20.** 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.

**21. The present notice is published in the following:**

- a)** In the 2<sup>nd</sup> series of the Diário da República (official gazette);
- b)** In the Public Employment Exchange, on [www.bep.gov.pt](http://www.bep.gov.pt), on the 1st working day following its publication in Diário da República (official gazette);
- c)** On the internet site of the Foundation for Science and Technology, IP in [www.eracareers.pt](http://www.eracareers.pt) in Portuguese and English;
- d)** On the IPS website at [www.ips.pt](http://www.ips.pt) in Portuguese and English.

Setúbal, May 04, 2016

The President

Prof. Doutor Pedro Dominginhos

**Attachment**  
**Criteria for selection and ordering of candidates**

<b>A - Technical , Scientific and Professional performance - 40% (40 points on a scale from 0 to 100) (*)</b>			Obs.
<b>A.1</b>	Technical-scientific production	20 Points (max.)	
	The quality, quantity and relevance of technical and scientific production in the subject area of Didactics in the Portuguese language (including books, articles in journals, presentations at conferences), taking into consideration the level of education which is directed to training received at ESE, expressed by the number and type of publications, presented in paper form or electronically.		
<b>A.2</b>	<b>Participation in scientific research projects</b>	14 Points (max.)	
	Quality and quantity of scientific projects in which the candidate has participated in the field of Didactics in the Portuguese Language.		
<b>A.3</b>	Supervision/ co-orientation of theses and dissertations leading to an academic degree.	8 Points (max.)	a)
<b>A.4</b>	<b>Intervention in scientific and professional communities</b>	12 Points (max.)	
	Evaluation of the candidate's intervention capacity in scientific and professional communities, expressed in particular through the organization of events, participation as editor /co –editor of quality journals , participation in the review of journal articles ,presentations at conferences, presenting lectures as guest speaker , participation in academic juries, complaint theses and dissertations leading to an academic degree and advisory activities and other activities of recognized scientific and professional merit.		
<b>Partial total (dimension A) = <math>\sum (A1+A2+A3+A4)</math></b>		<b>40 Points (max.)</b>	
<b>B – Teaching ability-50% (50 points on a scale of 0 to 100 )</b>			
<b>B.1</b>	<b>Teaching experience in institutions of higher education</b>	8 Points (max.)	
	The quantity and diversity of teaching experience.		b)
<b>B.2</b>	Number and diversity of courses taught.	8 Points (max.)	
	Number of courses taught in 1st and 2nd study cycles.		
<b>B.3</b>	<b>Co-ordination /responsibility for courses</b>	10 Points (max.)	c)
	Number of courses in 1st and 2nd study cycle.		
<b>B.4</b>	<b>Coordination and promotion of new courses or study programs</b>	10 Points (max.)	
	Participation in the development of curricula for new courses or educational projects and restructuring and improvement of existing ones.		
<b>B.5</b>	Production of or participation in the preparation of manuals and support materials for teaching activities.	10 Points (max.)	
	Quality and quantity of teaching materials produced, as well as pedagogical publications.		
<b>B.6</b>	<b>Participation in examination juries and organization of examinations</b>	4 Points (max.)	
	Participation in juries for theses, dissertations and /or reports which confer academic degrees or professional qualifications.		
<b>B.7</b>	<b>Other activities related to teaching activity</b>	10 Points (max.)	
	Guidance and supervision of internships, teaching practice and other such elements; participation in training courses, as a trainer or participant.		
<b>Partial total (dimension B) = <math>\sum (B1+B2+B3+B4+B5+B6+B7)</math></b>		<b>50 Point (max.)</b>	
<b>C – Other activities related to the IPS mission – 10% (10 points on a scale of 0 a 100)</b>			

<b>C.1</b>	<b>Holding of positions in management bodies and / or other institutional bodies</b>	4 Points (max.)	
	Holding positions in management bodies or other institutional bodies / Higher Education Institutional structures, participation in groups / institutional working committees.		
<b>C.2</b>	<b>Direction /co-ordination of courses in the field of education</b>	4 Points (max.)	
<b>C.3</b>	<b>Participation in international mobility programs</b>	4 Points (max.)	
<b>C.4</b>	Performance of duties and / or activities related to the provision of services to the community and cooperation with other regional, national or international institutions.	2 Points (max.)	
<b>C.5</b>	<b>Coordination, implementation and development of projects or activities incorporated into the socio-professional environment in which the candidate is integrated, provided they are within the subject area of Didactics of the Portuguese language.</b>	2 Pontos (max.)	
<b>Partial total (dimension C) = <math>\sum (C1+C2+C3+C4+C5)</math></b>		<b>10 Points (max.)</b>	
<b>OVERALL TOTAL = <math>\sum (A+B+C)</math></b>		<b>100 Points (max.)</b>	

<b>Comments</b>	
<b>A</b>	<b>Technical-Scientific and Professional Performance</b>
(*)	The evaluation of technical-scientific performance will apply to the subject area of this competition : Didactics in the Portuguese Language .
a)	A candidate can only get the maximum score if he /she has completed at least five of the guidelines.
<b>B</b>	<b>Teaching ability</b>
(**)	The evaluation of teaching ability takes into consideration the disciplinary field related to this recruitment procedure: Didactics in the Portuguese language.
b)	A candidate can only get the maximum score if he /she has at least six years' experience of teaching in higher education.
c)	A candidate can only get the maximum score if he /she has experience of co-ordinating courses related to the 2nd study cycle.