

**Polytechnic Institute of Setubal**  
**Call for Applications**

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

**1** — In accordance with the terms of section a) nº 1 of article 6 of the Recruitment and Appointment Regulations for Career Academic Staff of the Instituto Politécnico de Setúbal (IPS), as published in the Diário da República, 2<sup>nd</sup> series, nº 35, of 18 February, the Polytechnic Institute of Setubal (IPS), as set out in my dispatch of 14 June 2011, 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 Coordenador level, in the field of Technology and Industrial Organization and is covered by a public sector employment contract of indeterminate duration.

**2 – Location**– Escola Superior de Tecnologia de Setúbal is located at Setúbal's Campus of IPS.

**3– Number of posts to be filled: 1**

**4 – Contract regime** – public sector employment contract of indeterminate duration.

**5 – Job description** – The professor coordenador appointed functions set out in section 5 article 3 of Decreto-Lei nº 185/81, 1 July, those set out in the Decreto-Lei nº 207/2009, 31 August and in Lei nº 7/2010, 13 May (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 8 of Lei nº 12-A/2008, of 27 February (LVCR);
- b) Be the holder of a doctorate or Specialist title for more than 5 years;
- c) Exceptionally, holders of a doctorate in 1 September 2009 and the requirements set out in the subsections b) e c) of article 8º of Decreto-Lei nº 207/2009, of 31 of August, and Lei nº 7/2010 of 13 of May, can be eligible.

**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, in Portuguese. This may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Largo Defensores da República, nº 1, 2910-470, 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) Identification of the competition, with indication of the reference number and date of its publication in the *Diário da República*;
- b) Identification of the candidate (name, date of birth, gender, nationality, ID card or citizen's card number, residence, post code, email address and telephone contact number);
- c) Designation of previous or currently held public sector posts along with the respective career structure and the career level achieved.
- d) Degrees and academic titles;
- e) Formal declaration that the candidate fulfills all the admission requirements set out in subsection a) point 6 of this Call for Applications.

**8.3** – The application should be accompanied by all of the following documents:

- a) Six copies of the candidate's detailed, signed *curriculum vitae*;
- b) Six copies of each of the works referred to in the *curriculum vitae*, supplied in digital format;
- c) Simple photocopies of the documents which establish that the candidate satisfies the requirements detailed in subsection b) of section 6 of this Call for Applications.
- d) Documents that prove the situation, if it is the case, in the subsection c) point 6 of this Call for Applications.

**8.4** – Candidate who are already employed by the IPS are exempted from having to present those documents which are already to be found in their respective personnel files but this must be expressly declared in the application documents.

**8.5** – Applications are not accepted by email.

**9 – Selection and Assessment Criteria** – Selection and Assessment criteria are the following:

**a) Technical, Scientific and Professional skills (or experience)-40%**

**1.1) Investigation/Research Projects(0% a 8%)**

1.1.1) Being in charge of projects externally financed and externally assessed (ex: FCT; European-based projects);

1.1.2) Being in charge of other financed projects;

1.1.3) Collaborator in research projects externally financed and externally assessed (ex: FCT; European-based projects);

1.1.4) Collaboration with other financed investigation projects .

**1.2) Scientific Publishing and Patent Ownership (0% a 8%)**

1.2.1) Author or co-author of a scientific or technical book;

1.2.2) Scientific and technical papers published in peer-reviewed periodicals/magazines or author of a book chapter;

1.2.3) Member of editorial boards of international scientific magazine;

1.2.4) Licensed patents;

1.2.5) Scientific and technical papers published in conference minutes (international and peer-reviewed);

1.2.6) Scientific and technical papers published in conference minutes (national and peer-reviewed);

1.2.7) General Chair/Co-Chair of scientific/technical international Congress/Seminar.

**1.3) Scientific and Technical Organization(0% a 7%)**

1.3.1) Member of scientific committees of scientific/technical international conferences/seminars;

1.3.2) Member of organizing committees of scientific/technical international conferences/seminars;

1.3.3) Member of scientific/organizing committees of scientific/technical national conferences/seminars.

**1.4) Thesis /dissertations supervision(0% a 6%)**

1.4.1) Supervision or co-supervision of Phd thesis (finalized);

1.4.2) Supervision or co-supervision of Phd thesis (ongoing);

1.4.3) Supervision or co-supervision of Master's Degree Dissertation/Project/Training;

**1.5)Jury member of academic examinations (0% a 5%)**

1.5.1)Jury member for Phd thesis;

1.5.2) Jury member of Master's Degree Dissertation/Project/Training;

1.5.3) Jury member for other academic examinations concerning university or polytechnic teachers.

**1.6) Professional activity relevant to the discipline area (0% a 6%)**

1.6.1) External service provision, external studies, projects or emission of scientific advice/opinion;

1.6.2) Professional experience in other activity outside the academic circle relevant to the discipline area.

**b) Pedagogical skill/competence– 35%**

**2.1) Teaching Experience(0% a 15%)**

2.1.1) Teaching experience in Universities or Polytechnic Institutes;

2.1.2) Head teacher /Tutorial Teacher of lectured Course Units;

2.1.3) Total number of lectured Course Units in the course of the academic career;

2.1.4) Preparing new Course Units;

2.1.5) Pedagogical upgrading courses (>50 hours).

**2.2) Production of pedagogical material(0% a 10%)**

2.2.1) Production of manuals and text books covering at least 75% of lectured Course Unit contents (theoretical and practical classes, maximum one element per Course Unit);

2.2.2) Production of exercise books, software, lab guides and other class-support documents/elements covering at least 75% of lectured Course Unit contents (practical and lab classes, maximum 2 elements per Course Unit).

**2.3) Pedagogical organization(0% a 10%)**

2.3.1) Follow-up and supervision of trainee students;

2.3.2) Organization of pedagogical-based events.

**c) Other relevant activities regarding IPS's mission – 25%**

**3.1) Administrative management and membership in college statutory bodies.** (time weighted average). (0% a 15%)

3.1.1) Director of School;

3.1.2) President or member of executive committees belonging to statutory bodies;

3.1.3) President/Director or member of executive committees of Department;

3.1.4) Course Coordinator/Director;

3.1.5) Member of statutory bodies.

**3.2) Other activities(0% a 10%)**

3.2.1) Participation in international mobility programs (similar to Erasmus);

3.2.2) Coordination, execution and development of projects and activities (of practical nature) contextualized in a professional and social-cultural environment.

**10** – The minutes of the jury’s deliberations will be made available to candidates on request.

**11** – All documentation submitted by candidates will be destroyed unless requested within a year from the date of closure of the competition.

**12** – False declarations are sanctioned under the terms of the relevant legislation

**13** – The composition of the jury is as follows:

**President:** Paulo Miguel Marques Fontes, Presidente of Conselho Técnico-Científico of Escola Superior de Tecnologia de Setúbal of Instituto Politécnico of Setúbal

**Panel Members:** António Manuel Ramos Pires, Prof. Coordenador of Escola Superior of Tecnologia of Setúbal of Instituto Politécnico of Setúbal;

Filipe José Didelet Pereira, Prof. Coordenador of Escola Superior of Tecnologia of Setúbal of Instituto Politécnico of Setúbal;

Paulo Jorge da Silva Bártole, Prof. Coordenador of Escola Superior of Tecnologia e Gestão of Instituto Politécnico of Leiria;

Silvério João Crespo Marques, Prof. Coordenador of Instituto Superior of Engenharia of Lisboa of Instituto Politécnico of Lisboa;

Virgílio António da Cruz Machado, Prof. Associado c/agregação of Faculdade of Ciências e Tecnologia of Universidade Nova of Lisboa.

**14** - In accordance with point h) of Article 9 of the Portuguese Constitution, the Polytechnic Institute of Setubal actively promotes in its employment procedures a policy of equal opportunities for men and women in the access to employment and professional progress, scrupulously ensuring that all forms of discrimination are avoided.

**15**–The present Call for Applications will be made public via the following channels:

- a) The 2<sup>nd</sup> series of Diário da República;
- b) In the Bolsa de Emprego Público, em [www.bep.gov.pt](http://www.bep.gov.pt), on the first working day following publication in Diário da República;
- c) On the internet site of the Fundação para a Ciência e a Tecnologia, [www.eracareers.pt](http://www.eracareers.pt), in Portuguese and English;
- d) On the internet site of the Polytechnic Institute of Setubal at [www.ips.pt](http://www.ips.pt), in Portuguese and English.

Instituto Politécnico de Setúbal, 6th December 2011

President

Prof. Doutor Armando Pires