

## Call for Applications

### Applications are invited for a qualification-based competition for the position of **Coordinator 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, 2<sup>nd</sup> series, nº 35, of 18 February 2011, as set out in my dispatch of 7 december 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. 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 **coordinator professor level, in the field of Economy**, 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** - 1.
4. **Contract regime** – Public sector employment contract of indeterminate duration, according to article 10º 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 coordinator professor will carry out functions set out in section 5 article 3º of ECPDESP.
6. **Recruitment requirements** – The following cumulative requirements determine eligibility such that candidates must:
  - 6.1. 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;
  - 6.2. Be the holder of a doctorate or hold the title of specialist, obtained for more than five years, 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 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 (form A), 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, 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 be accompanied by seven copies, in digital format (cd/dvd/pendrive) containing the following documents:
  - 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) Detailed *curriculum vitae*;
  - d) works referred to in the *curriculum vitae*;
  - e) Form B fully completed, setting out the location of the curricular elements in the application.
- 8.3. The forms A and B are available in [www.ips.pt](http://www.ips.pt) in the tabs: Serviços Centrais / DRH- Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concurrais / Formulários.
- 8.4. Applications are not accepted by email.

**8.5.** Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation.

**8.6.** False declarations are punishable under the law.

**9. 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.

**10. Evaluation and Selection**

- a)** The candidates considered by the majority of the jury in a reasoned manner to have an overall curriculum compatible with the category and subject area for which the competition was opened are approved in absolute merit. For these purposes, candidates who obtain a final classification equal to, or above 50 points will be considered to be approved in absolute merit.
- b)** In the ranking of the candidates admitted to the present competition, on absolute merit, each member of the jury will order the list of candidates in descending order of merit, based on their ordered list of candidates, that each member of the jury participates in the votes;
- c)** The jury will initially vote for 1st place, then for 2nd place, and so on, until the final ordering of all candidates admitted to the competition and previously approved in absolute merit;
- d)** The first candidate is determined by counting the number of mentions that each candidate obtained for the first place by the jury in the partial ranking lists, being chosen the candidate who obtains an absolute majority, which wins the contest and then must be removed from the partial ordering lists and starting the same procedure to choose the candidate who will occupy the 2nd place, and so on, to the penultimate place;
- e)** Once the selection criteria have been applied, the jury will draw up a unitary list of the candidates' final ranking.

**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](http://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, appointed by my order of December 16, 2016, is as follows:
- President**
- Francisco José Alegria Carreira**, Principal Coordinator Professor, at the School of Business Administration at Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of nº 1 of Article 23º of ECPDESP.
- Vogais**
- José António Correia Pereirinha**, Full Professor at School of Economics and Management, at University of Lisbon;
- Alcina Maria de Almeida Rodrigues Nunes**, Coordinator Professor at School of Technology and Management of Bragança, at Polytechnic Institute of Bragança;
- Elisabete Fernanda Mendes Duarte**, Coordinator Professor at School of Technology and Management, at Polytechnic Institute of Leiria;
- Fernando Pereira Antunes Perna**, Coordinator Professor at School of Management, Tourism and Hotel Studies, at University of Algarve;
- Orlando Manuel da Costa Gomes**, Coordinator Professor at School of Accounting and Administration of Lisboa, at Polytechnic Institute of Lisbon.
- 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) Na In The 2<sup>nd</sup> series of the Diário da República;

- b)** In the Public Employment Exchange, in [www.bep.gov.pt](http://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](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.

Polytechnic Institute of Setúbal, february 21, 2017

The President

Prof. Doutor Pedro Dominginhos

**Attachment**

**Criteria for selection and ordering of candidates for the position of Coordinator  
Professor – Disciplinary Area of Economy (ESCE/IPS)**

Dimensão	maximum score	Itens	maximum score	Subitens	
Technical-Scientific	30	Research and development projects	5,0	Responsible for research projects with evaluation and external financing ( ex: FCT, european projects)	1,25 p/projeto
				Responsible for others research projects	1,0 p/projeto
				Cooperator of research projects with evaluation and external financing (ex: FCT; European Projects)	0,75 p/projeto
				Cooperator of other research projects	0,5 p/projeto
				Reviewer of research projects	1,25 p/projeto
		Scientific publications	12,5	Author or co-author of technical-scientific book	1,5 p/livro
				Publication of articles in international scientific journal indexed in ISI or equivalent	2,5 p/artigo
				Publishing technical and scientific articles in other peer-reviewed journals and book chapters	2,0 p/artigo
				Editor or co-editor of international scientific and technical multi-author work	1,5 p/artigo
				Member of Editorial boards of international scientific journals	1,5 p/revista
				Publication of technical and scientific articles in proceedings of international congresses with arbitration	1,5 p/artigo
				Publication of technical and scientific articles in proceedings of nacional congresses with arbitration	1,0 p/artigo
		Technical-Scientific Organization	5,0	Coordination units / scientific groups funded by the FCT or equivalent with a minimum grade of Good	1,5 p/coordenação
				Member units / scientific groups funded by the FCT with minimum grade of Very Good	1,5 p/ Unid/ Grupo Cient
				General Chair / Co-Chair Conference / international technical and scientific seminars	1,0 p/evento
				Member of scientific committees of congress / technical and scientific international seminars	1,5 p/evento
				Member of organizing committees of conferences / technical and scientific international seminars	1,0 p/evento
		Orientation of theses/dissertations	2,5	PhD Thesis Orientation (completed)	1,0 p/orientação
				PhD Thesis Co-orientation (completed);	1,0 p/orientação
				Master dissertations orientation (pre-Bologna)	0,75 p/orientação
				Master dissertations co-orientation (pre-Bologna)	0,75 p/orientação
				Guidance Thesis / Project / MD stage (Bologna) or work end of course (pre-Bologna)	0,75 p/orientação
		Participation in academic examinations juries	2,5	Examiners of PhD Thesis	1,0 p/arguência
				Jury Member of PhD Thesis (Not cumulative with the previous subitem)	0,75 p/participação
				Jury Member of Master Dissertation (pre-Bologna)	0,5 p/participação

				Jury Member of Dissertation / Master Project (Bologna) or work end of course (pre-Bologna)	0,5 p/participação
				Jury Member of other Academic Examinations of polytechnic or university teaching staff competitions	0,5 p/participação
		Professionals activities relevant to the subject area	2,5	External service delivery, studies / projects and elaborate opinions;	1,5 p/prest.serviço
				Professional experience in relevant activity in the area beyond academia	1,0 p/ano ex.prof
Sub-Total 1	30				
Pedagogical	40	Teaching experience	25,0	Teaching experience in higher education polytechnic or university	1,0 p/cada ano exp
				Curricular Units coordination	0,5 p/UC e p/ano
				Number of different curricular units taught	0,5 p/UC distinta
				Pedagogical refresher courses > 50 hours duration	1,0 p/curso
	Elaboration of teaching materials	7,5		Preparation of manuals and teaching support textbooks covering at least 75% of the UC (classes T and TP at most one element for UC)	2,0 p/manual/livro
				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);	1,0 p/documento
				Drafting exercise books, software, laboratory guides, etc., covering at least 75% of the UC (classes P and L, at most 2 elements for UC)	1,0 p/documento
	Pedagogical Organization	7,5		Guidance and monitoring of students on stage	0,5 p/cada aluno
				Organization of International pedagogical events;	1,0 p/evento
				Organizaatoin of national pedagogical events;	1,0 p/evento
Sub-Total 2	40				
Organizational (Other relevant activities to IPS)	30	Administrative management and participation in academic bodies	20,0	President of IP or Rector;	2,5 p/ano
				Diretor ou Presidente of UO;	2,0 p/ano
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	2,0 p/ano
				vice-president of IP ou vice-rector	2,0 p/ano
				Pro-president of IP or pro-rector	1,5 p/ano
				vice-diretor or Vice President of Organic Unit;	1,5 p/ano
				President / Head of Department / Section	1,0 p/ano
				Coordinator / Head of course	1,0 p/ano
				Responsible for scientific Area;	0,5 p/ano
				Member of statutory bodies	0,5 p/ano
				Participation in working committees	0,5 p/comissão
				Other activities	10,0
	Coordination, execution and development projects or practical nature of activities embedded in the socio-professional environment, arts and culture;	2,0 p/projeto/atividade			

Sub- Total 3	30		
<b>Total</b>	<b>100</b>		