

Call for Applications

Applications are invited for a qualification-based competition for the position of Coordinator Professor in the field of Management

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, 2nd series, nº 35, of 18 February 2011, as set out in my dispatch of 11 January of 2017, 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 Management**, 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**

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- 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 a simple photocopy of the certificates of qualifications, and 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, dated and signed;
 - 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 in the tabs: Serviços Centrais / DRH- Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários.

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- 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.** The candidates are dismissed from submitting the documents proving the requirements of article 17 of the LTFP, provided that they declare, on their honor, on the applications form, the situation in which they are in relation to them.
 - 8.7.** 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

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procedure to choose the candidate who will occupy the 2nd place, and so on, to the penultimate place;

- e) If any candidate obtains an absolute majority, the vote shall be repeated only among the candidates who obtained first-place votes, after having withdrawn the least voted candidate in the first ballot. In case there is more than one candidate in the least voted position with at least one vote, a vote is taken only on those who have been tied last, to decide which to eliminate. For this vote, the members of the jury vote on the candidate who is lowest in rank; The candidate with the most votes is eliminated. If in this vote a tie persists between two or more candidates, the President of the jury decides which candidate to eliminate from among them.
- f) After this elimination, the jury returned to the first vote, but only with the remaining candidates. The process is repeated until a candidate obtains more than half of the votes for the first place. The process repeats itself for the second place, and so on, until an ordered list of all candidates is obtained.
- g) 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
- 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

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Pedro Miguel de Jesus Calado Dominginhos, Coordinator Professor and President of the Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of nº 1 of Article 23º of ECPDESP.

Vogais

Carlos Manuel Gomes da Silva, Coordinator Professor at School of Technology and Management, at Polytechnic Institute of Leiria;

Joaquim António Belchior Mourato, Coordinator Professor at School of Technology and Management, at Polytechnic Institute of Portalegre;

Susana Cristina Serrano Fernando Rodrigues, Coordinator Professor at School of Technology and Management, at Polytechnic Institute of Leiria;

Vítor Lélío da Silva Braga, Coordinator Professor at School of Technology and Management of Felgueiras, at Polytechnic Institute of Porto;

Joaquim Manuel da Silva Ribeiro, Coordinator Professor at School of Business Administration at Polytechnic Institute of Setúbal.

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 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 IPS website at www.ips.pt in Portuguese and English.

Polytechnic Institute of Setúbal, June 12, 2017

The President

Prof. Doutor Pedro Dominginhos

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Professor in the field of Management

Attachment

Criteria for selection and ordering of candidates for the position of Coordinator

Professor – Disciplinary Area of Accounting (ESCE/IPS)

Dimensio n	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)	2 p/project
				Responsible for others research projects	1,0 p/project
				Cooperator of research projects with evaluation and external financing (ex: FCT; European Projects)	0,75 p/project
				Cooperator of other research projects	0,5 p/project
				Reviewer of research projects	0,25 p/project
		Scientific publications	10	Author or co-author of technical-scientific book	1,5 p/book
				Publication of articles in international scientific journal indexed in ISI or equivalent	2,5 p/article
				Publishing technical and scientific articles in other peer-reviewed journals and book chapters	2,0 p/article
				Editor or co-editor of international scientific and technical multi-author work	1,5 p/ article
				Member of Editorial boards of international scientific journals	1,5 p/article
				Publication of technical and scientific articles in proceedings of international congresses with arbitration	1,5 p/article
				Publication of technical and scientific articles in proceedings of nacional congresses with arbitration	1,25 p/article
		Technical-Scientific Organization	5,0	Coordination units / scientific groups funded by the FCT or equivalent with a minimum grade of Good	4 p/coordination
				Member units / scientific groups funded by the FCT with minimum grade of Very Good	2 p/coordination
				General Chair / Co-Chair Conference / international technical and scientific seminars	2,5 p/event
				Member of scientific committees of congress / technical and scientific international seminars	1,5 p/event
				Member of organizing committees of conferences / technical and scientific international seminars	1,0 p/event
		Orientation of theses/dissertations	2,5	PhD Thesis Orientation (concluded)	1 p/orientation
				PhD Thesis Co-orientation (concluded);	0,75 p/orientation
				Master dissertations orientation (concluded)	0,75 p/orientation
Master dissertations co-orientation (concluded)	0,25 p/orientation				
Orientation of Internship, Project or final work of undergraduate course	0,25 p/orientation				

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		Participation in academic examinations juries	2,5	Jury Member of PhD Thesis	1 p/participation
				Jury Member of Dissertation Master	0,25 p/participation
				Jury Member of other Academic Examinations of polytechnic or university teaching staff competitions	0,5 p/participation
		Professionals activities relevant to the subject area	2,5	External service delivery, studies / projects and elaborate opinions;	1 p/service
				Professional experience in relevant activity in the area beyond academia	1,0 p/year
		Other activities	2,5	Other activities considered relevant by the jury member	
Sub-Total 1	30				
Pedagogical	40	Teaching experience	25,0	Teaching experience in higher education polytechnic or university	0,5 p/year
				Curricular Units coordination	0,75 p/curricular unit and p/year
				Number of different curricular units taught	0,5 p/curricular unit
				Number of distinct disciplinary groups taught	0,75 p/group
				Pedagogical refresher courses > 50 hours duration	0,25 p/course
		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/book
				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/book
				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/book
		Pedagogical Organization	7,5	Guidance and monitoring of students on stage	0,5 p/student
				Organization of International pedagogical events	0,75 p/event
Organization of national pedagogical events	1,0 p/event				
Sub-Total 2	40				
Organizationa (Other relevant activities to IPS)	30	Administrative management and participation in academic bodies	20,0	President of IP or Rector;	1,25 p/year
				Diretor ou Presidente of UO;	1 p/ year
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	1 p/ year
				vice-president of IP ou vice-rector	1 p/ year
				Pro-president of IP or pro-rector	0,75 p/ year
				vice-diretor or Vice President of Organic Unit;	0,75 p/ year
				President / Head of Department / Section	0,5 p/ year
				Coordinator / Head of course	0,5 p/ year

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			Responsible for scientific Area;	0,25 p/ year	
			Member of statutory bodies	0,25 p/ year	
			Participation in working committees	0,25 p/year	
		Other activities	10,0	Participation in international mobility program (like Erasmus), and International week or Erasmus+;	1 p/participation
				Coordination, execution and development projects or practical nature of activities embedded in the socio-professional, arts and culture environment	1 p/project/activity
Sub-Total 3	30				
Total	100				