

## Call for applications

### Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of Assistant Teacher, in the field of Technology and Industrial Organization, group of disciplines of Mechanical and Safety Technology.

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 23 May 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 **assistant teacher level, in the field of Technology and Industrial Organization, group of disciplines of Mechanical and Safety Technology** and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – School of Technology, situated on the Setubal Campus of the Polytechnic Institute of Setubal, (Escola Superior de Tecnologia – 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 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 Assistant Teacher will carry out functions set out in section 4 article 3º of 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 17º of Lei Geral do Trabalho em Funções Públicas (LTFP), approved at Lei nº 35/2014, of 20 June;
  - b) 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.**
  - a) The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient..

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- b) 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 Concursais / 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.

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**8.6.** The candidates are exempted from presenting the supporting documents of the precise situation in which they are in relation to them, on the application form.

**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)** Each member of the jury values for each candidate, each criterion, considering the maximum points defined in the table, with written reasons.

**b)** Each member of the jury ranks the candidates, and to obtain the ranking of the candidates, each member of the jury will vote based on their individually ranking, and will be considered the majority vote.

**c)** The final grade, with the final quantitative classifications of each candidate, is expressed on a numerical scale of 0 to 100 which results from the simple average of the sum of the scores obtained for each criteria, by each member of the jury. For these purposes, candidates who obtain a final classification equal to, or above 50 points will be considered to be approved in absolute merit.

**d)** If the calculated score in the previous point does not respect the final ranking obtained, the evaluation and classification of the candidates in question shall be carried out, on the basis of the grid, on a joint and consensual basis between the members of the jury.

**e)** The score of each candidate and the respective final ranking will be obtained, considering approved candidates who obtain an overall score equal or superior to 50 points are approved in absolute merit.

#### **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.

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**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**

**Aníbal Jorge de Jesus Valido**, Professor Coordinator of School of Technology, of Polytechnic Institute of Setúbal, named as presidente of the jury under paragraph a) of nº 1 or article 23º of ECPDESP.

#### **Vogais**

**Filipe José Didelet Pereira**, Professor Coordinator of School of Technology, of Polytechnic Institute of Setúbal;

**Helena Victorovna Guitiss Navas**, Assistant Professor of Faculty of Sciences and Technology, of Universidade Nova de Lisboa;

**Isabel Maria Nascimento Lopes Nunes**, Assistant Professor of Faculty of Sciences and Technology, of Universidade Nova de Lisboa;

**João António Esteves Ramos**, Professor Coordinator of School of Technology and Management, of Polytechnic Institute of de Leiria;

**João Manuel Ferreira Calado**, Professor Coordinator of School of Engineering, of Polytechnic Institute of Lisboa;

**José Filipe Castanheira Pereira Antunes Simões**, Professor Coordinator of School of School of Technology, of 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:**

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- a) 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.

Instituto Politécnico de Setúbal, october 26, 2017.

The President

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Prof. Doutor Pedro Dominginhos

### Anexo I – Grelha de Avaliação

Critérios		Ponderação	Pontos
<b>1. Desempenho Técnico-Científico e Profissional com relevância na área disciplinar</b>		<b>50%</b>	
<b>1.1 Projetos de Investigação e Desenvolvimento</b>		<b>6%</b>	
a)	Responsável de projetos com avaliação e com financiamento externo (ex: FCT; projetos europeus)		4 cada
b)	Responsável de outros projetos		3 cada
c)	Colaborador de projetos com avaliação e com financiamento externo (ex: FCT; projetos europeus)		2 cada
d)	Colaborador de outros projetos		1 cada
<b>1.2 Publicações de carácter científico e patentes</b>		<b>25%</b>	
a)	Autor ou coautor de livro ou capítulo de livro técnico-científico		9 cada
b)	Publicação de artigos em revista científica internacional indexadas no ISI ou equivalente		3 cada

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c)	Publicação de artigos técnico-científicos em outras revistas com arbitragem ou capítulos de livros		2 cada
d)	Publicação de artigos técnico-científicos em atas de congressos internacionais com arbitragem		2 cada
e)	Publicação de artigos técnico-científicos em atas de congressos nacionais com arbitragem		2 cada
f)	Patentes registadas ou protótipos		1 cada
<b>1.3 Comunicações em eventos científicos</b>		<b>5%</b>	
a)	Comunicações em eventos científicos internacionais		5 cada
b)	Comunicações em eventos científicos nacionais		4 cada
<b>1.4 Organização técnico-científica</b>		<b>2%</b>	
a)	Revisão de artigos em revistas internacionais ou nacionais		1 cada
b)	Membro de comissões científicas de congressos/seminários técnico-científicos internacionais ou nacionais		3 cada
c)	Membro de comissões organizadoras de congressos/seminários técnico-científicos internacionais ou nacionais		1 cada
<b>1.5 Orientação/coorientação de teses/dissertações/relatórios conducentes a grau académico</b>		<b>6%</b>	
a)	Orientação e coorientação de Teses de Doutoramento (concluída)		4 cada
b)	Orientação e Coorientação de Teses de Doutoramento (em curso)		3 cada
c)	Orientação e coorientação de Dissertações/Projeto/Estágio de Mestrado (concluída)		2 cada
<b>1.6 Participação em jurís de provas académicas</b>		<b>4%</b>	
a)	Arguente de Tese de Doutoramento		4 cada
b)	Arguente de Dissertação/Projeto/Estágio de Mestrado		3 cada
c)	Membro do Júri de Doutoramento		2 cada
d)	Membro do Júri de Dissertação/Projeto/Estágio de Mestrado		2 cada
<b>1.7 Atividades de natureza profissional com relevância na área disciplinar</b>		<b>2%</b>	
a)	Prestação de serviços ao exterior, estudos/projetos ou pareceres elaborados		0,5 cada
b)	Experiência Profissional em atividade de relevância na área fora do meio académico		1 por ano
<b>2. Capacidade Pedagógica</b>		<b>35%</b>	
<b>2.1 Docência</b>		<b>10%</b>	
a)	Experiência docente efetiva no ensino superior (politécnico ou universitário)		1 por ano
b)	Responsável de Unidades Curriculares		1 cada

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<b>2.2 Material pedagógico</b>		<b>18%</b>	
a)	Elaboração de material pedagógico de apoio à docência que cubram pelo menos 75% da matéria da UC		2 cada
<b>2.3 Outras atividades pedagógicas</b>		<b>7%</b>	
a)	Orientação e acompanhamento de estudantes em Projeto/Estágio de licenciatura		1 cada
b)	Membro do Júri de Projeto/Estágio de Licenciatura		1 cada
c)	Organização de eventos de carácter pedagógico		1 cada
<b>3. Outras atividades relevantes para a missão do IPS</b>		<b>15%</b>	
<b>3.1 Gestão administrativa e participação em órgãos colegiais</b>		<b>10%</b>	
a)	Participação em órgão de gestão, participação na coordenação do departamento, na coordenação de curso e em comissões de índole técnico-científica ou pedagógica designados pelos órgãos		4 por semestre
b)	Responsabilidade de laboratório		3 por semestre
<b>3.2 Participação em atividades de relação com a comunidade</b>		<b>5%</b>	
a)	Participação em atividades de relação com a comunidade		1 cada
b)	Participação em programas de Mobilidade Internacional (Ex: Erasmus)		1 cada
<b>TOTAIS</b>		<b>100%</b>	