

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 Finances.

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 23 March 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 finances** and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – School of Business Sciences, 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..
 - 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.

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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 two copies, in digital format (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*;
- 8.3. Failure to present the work and proof of the activities mentioned in the curriculum vitae presented by the candidate implies not valuing the elements in each of the items of the evaluation grid.
- 8.4. The form A is available in www.ips.pt in the tabs: Serviços Centrais / DRH-Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários
- 8.5. Applications are not accepted by email
- 8.6. Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation obtained until the date of expiry of the deadline for submitting applications for this call for tenders.
- 8.7. 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
- 8.8. False declarations are punishable under the law

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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; 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 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, who wins the contest, which shall then be removed from the partial ordering lists and the same procedure shall be followed to select the candidate who will occupy the 2nd place, and so on, to the penultimate place;
- e) If no candidate obtains an absolute majority of the mentions for a certain place: a new process is initiated, only between the candidates that obtained mentions to that place, after having retired the less mentioned candidate to that place in the previous process; In the event of a tie between two or more candidates in the less mentioned position, a tie-break vote shall be taken only between them, with the first number of relative positions being counted, the lowest voted being removed; If the tie persists between two or more candidates in the least-voted

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position, the initial process is repeated; In the event of a tie between two or more candidates in the position of least voted, the tie-breaker shall be made by the casting vote of the Chairman of the jury, and the candidate voted by the President shall be chosen to join the subsequent vote to the same place;

- f) Once the selection criteria have been applied, the jury will draw up a unitary list of the candidates final ranking;
- g) g) The provisional final ranking list contains the final quantitative classifications of each candidate, on a scale of 0 to 100 points, considering that they are approved in absolute merit those that have a final mark of 50 points or more.

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

Joaquim Manuel da Silva Ribeiro Coordinating Professor of the School of Business Sciences of the Polytechnic Institute of Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP.

Vogais

António José dos Santos Morão Lourenço, Professor Coordinator of the School of Management and Technology of the Polytechnic Institute of Santarém;

Fernando Jorge Dias da Silva Rodrigues, Professor Coordinator of the School of Management of the Polytechnic Institute of Cávado and Ave;

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Maria Fernanda Ludovina Inácio Matias, Professor Coordinator of the School of Management, Hospitality and Tourism of the University of Algarve;

Rute Maria Gomes Abreu, Professor Coordinator of the School of Technology and Management of the Polytechnic Institute of Guarda;

Francisco José Alegria Carreira, Professor Coordinator of the School of Business Sciences, 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) 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, april 23, 2018.

The Vice-Chair, on a substitute basis of the President

Prof. Doutor João Vinagre

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Annex I - Minutes 1 Evaluation Grid

Dimension	maximum score	Items	maximum score	Subitens	
Technical-Scientific and Professional	30	Research and development projects in the field of finances	1,0	Responsible for research projects with evaluation and external financing (ex: FCT, european projects)	1,0 p/project
				Responsible for others research projects	0,75 p/project
				Cooperator of research projects with evaluation and external financing (ex: FCT; European Projects)	0,5 p/project
				Cooperator of other research projects	0,5 p/project
		Scientific publications in the field of finances	7,0	Author or co-author of technical-scientific book	1,5 p/book
				Publication of articles in international scientific journal indexed in ISI or equivalent	2,0 p/article
				Publishing technical and scientific articles in other peer-reviewed journals and book chapters	1,5 p/article
				Publication of technical and scientific articles in proceedings of international congresses with arbitration	1,0 p/article
				Publication of technical and scientific articles in proceedings of nacional congresses with arbitration	0,75 p/article
		Technical-Scientific Organization	4,0	General Chair/Co-Chair Conference /international technical and scientific seminars	1,0 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	1,5 p/event
				Technical-scientific update courses >40 hours	0,75 p/course
		Orientation of theses/dissertations in the field of finances	1,5	PhD Thesis Orientation (completed)	0,5 p/orientation
				PhD Thesis);	0,5 p/orientation
				Master dissertations orientation(completed)	0,25 p/orientation
				Guidance Thesis / Project / MD stage or work end of course Co-orientation (completed)	0,15 p/orientation
		Participation in academic examinations juries in the field of finances	1,5	Examiners of PhD Thesis	1,0 p/arguencia
				Jury Member of PhD Thesis	0,5 p/participation
				Jury Member of Master Dissertation (pre-Bologna)	0,5 p/participation
				Jury Member of Dissertation / Master Project (Bologna) or work end of course (pre-Bologna)	0,5 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	15,0	External service delivery, studies / projects and elaborate opinions;	0,5 p/service
Professional experience in relevant activity in the area beyond academia	0,75 p/year				

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Sub-Total 1	30				
Pedagogical	50	Teaching experience	35,0	Teaching experience in higher education polytechnic or university within DSD	1,0 p/year
				Curricular Units coordination in the field of finances	1,0 p/curricular unit
				Number of different curricular units taught	1,0 p/ different curricular unit
				Pedagogical refresher courses > 40 hours duration	1,0 p/course
	Elaboration of teaching materials	10,0		Preparation of manuals and teaching support textbooks covering at least 75% of the UC (classes T and TP at most one element for UC)	2,5 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)	1,5 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)	1,5 p/book
	Pedagogical Organization	5,0		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	0,5 p/event
Sub-Total 2	50				
Organizationa (Other relevant activities to IPS)	20	Administrative management and participation in academic bodies	10,0	President of IP or Rector;	1,0 p/year
				Director ou Presidente of UO;	0,75 p/ year
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	0,75 p/ year
				vice-president of IP ou vice-rector	0,75 p/ year
				Pro-president of IP or pro-rector	0,5 p/ year
				vice-diretor or Vice President of Organic Unit;	0,5 p/ year
				President / Head of Department / Section	0,25 p/ year
				Coordinator / Head of course	0,25 p/ year
				Responsible for scientific Area;	0,15 p/ year
				Member of statutory bodies	0,15 p/ year
	Other activities	10,0		Participation in international mobility program (like Erasmus)	0,5 p/ different participation
				Participation in Commissions related to other Administrative Activities	0,15 p/ activity
				Coordination, execution and development projects or practical nature of activities embedded in the socio-professional, arts and culture environment	0,5 p/ different project/activity
Sub-Total 3	20				
Total	100				