

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

1. Under 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 17/10/2023, 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 adjunct professor level, in the field of Accounting and Finance (Cont_e_Fin_ESCE) 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 - 3
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 adjunct professor 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.

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

- c) The jury decided to admit holders of a doctorate degree with a doctoral thesis in the areas of Accounting or Finance as related areas.

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.

8. Application form:

- 8.1. Applications must be formalized by filling in the standard application form (form A), in paper form, written in Portuguese, available on the IPS website at:

https://www.si.ips.pt/ips_si/conteudos_geral.conteudos_ver?pct_pag_id=30809&pct_parametros=p_pagina=30809&pct_disciplina=&pct_grupo=672

- 8.2. The application (form A) must be accompanied by a simple photocopy of the qualification certificates, as proof that the candidate meets the application requirements referred to in paragraph 6 of this notice.

- 8.3. When preparing the application, the application (form A) must also be accompanied by two copies, in digital format (pendrive) containing the following documents:

- a) Certificates of qualifications, proving that the candidate meets the requirements referred to in paragraph b) of paragraph 6 of this notice;
- b) Other diplomas or certificates from the courses referred to in the curriculum vitae, as well as other documents that facilitate the formation of a judgment about the aptitudes of the candidates to exercise the functional content of the category of assistant professor/adjunct professor;

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

- c) curriculum vitae, dated, signed, organized in accordance with the assessment grid, and without containing confidential personal data (namely affiliation, marital status, residence address, and email, cell phone/telephone contacts);
 - d) Work and proof of activities mentioned in the curriculum vitae.
- 8.4. Applications must be submitted, inside a closed envelope, with the proper identification of the candidate's name, the Notice number published in the Official Gazette and the BEP offer code, in one of the following ways:
- a. By registered mail, with acknowledgment of receipt, addressed to the President of the IPS, to: Serviço de Recrutamento e Seleção da Divisão de Gestão de Pessoas do Instituto Politécnico de Setúbal, Edifício da Escola Superior de Tecnologia de Setúbal, Campus do IPS, Estefanilha, 2910 761, Setúbal, until the end of the deadline set for submitting applications, with the date indicated in the registration being valid as the sending date, for the purposes of meeting the respective deadline;
 - b. Delivered in person to the Recruitment and Selection Service of the People Management Division of the Polytechnic Institute of Setúbal, during office hours, until the deadline set for submitting applications;
- 8.5. In order to promote the most appropriate classification of curricular elements, candidates must organize their curriculum vitae in accordance with the evaluation grid approved by the respective competition jury, as well as present the documents on the pendrives in accordance with that same organization, with the appropriate hyperlinks from the items mentioned in the curriculum vitae to the respective documents.
- 8.6. Failure to present the work and proof of activities mentioned in the curriculum vitae presented by the candidate implies the non-valuation of the elements in each of the items in the assessment grid.
- 8.7. Applications sent by email are not accepted.

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

8.8. Candidates holding a foreign qualification must prove the recognition, equivalence or registration of a doctoral degree, in accordance with applicable legislation, obtained by the deadline for submitting applications for this competition.

8.9. False statements will be punished in accordance with the law.

9. Selection and ranking criteria:

In the ranking of candidates admitted to this competition, based on absolute merit, each member of the jury orders, with justification, the list of candidates in decreasing order of merit, and it is based on their ranked list of candidates that each member of the jury participates in the voting. The jury initially votes for 1st place, then for 2nd place, and so on, until the final ranking of all candidates admitted to the competition and previously approved on absolute merit.

The determination of the candidate placed in 1st place is made by counting the number of mentions that each candidate received for 1st place by the jury in the partial ranking lists, and the candidate who obtains an absolute majority is chosen, who wins the competition, and must then be removed from the partial ranking lists and an identical procedure begins to choose the candidate who will occupy 2nd place, and so on, until the penultimate place.

If no candidate obtains an absolute majority of mentions for a given position:

- a) A new process begins, only among the candidates who obtained mentions for that position, after the least mentioned candidate for that position in the previous process has been removed;
- b) If there is a tie between two or more candidates in the least mentioned position, a tie-breaking vote will be held only between them, counting the number of relative first positions of each one, and the one with the least votes will be removed;
- c) If there is a tie between two or more candidates in the least voted position, the process set out in a) is repeated;

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

- d) If there is a tie between two or more candidates in the least voted position, the tie-breaking vote will be made by the President of the jury, and the candidate voted for by the President will be chosen to participate in the subsequent vote for the same position;

In this way, the score of each candidate and their respective final order will be obtained, with approval on absolute merit for candidates who obtain an overall score equal to or greater than 50 points.

10. Evaluation grid:

Parameter	Weighting (%)	Items	Points (máximum)	Subitems	Valuation (maximum points)	Maximum
Technical-Scientific and Professional	40	1.1 Research and Development Projects in the area of Accounting and Finance	15	Responsible for completed research projects with evaluation and external funding (e.g. FCT; European projects)	5 points for completed project	No Limit
				Responsible for other completed research projects with arbitration	2 points for completed project	No Limit
				Collaborator of completed research projects with evaluation and external funding (e.g. FCT; European projects)	2 points for completed project	No Limit
				Collaborator of other completed research projects with arbitration	1 point for completed project	No Limit
						-
		1.2 Scientific production, publications, communications and conferences, in the country and abroad; technical-scientific organization in the area of Accounting and Finance	55	Author or co-author of a chapter of a technical-scientific book in a publishing house, with refereeing	2 points/chapter	No Limit
				Publication of articles in indexed scientific journals - Scopus or WoS - Q1	16 points/article / number of authors	No Limit
				Publication of articles in indexed scientific journals - Scopus or WoS - Q2	13 points/article / number of authors	No Limit
				Publication of articles in indexed scientific journals - Scopus or WoS - Q3	10 points/article / number of authors	No Limit

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

			Publication of articles in indexed scientific journals - Scopus or WoS - Q4	7 points/ article / number of authors	No Limit	
			Publication of scientific articles in other peer-reviewed journals	4 points/ article / number of authors	No Limit	
			Publication of scientific articles in proceedings of international conferences with refereeing	4 points/ article / number of authors	No Limit	
			Publication of scientific articles in proceedings of national conferences with refereeing	4 points/ article / number of authors	No Limit	
			Reviewer of articles in scientific journals	1 point / article	No Limit	
			Oral/poster communication at international/national scientific meetings	1 point / article	No Limit	
			Full Member of scientific units/groups funded by FCT with a minimum rating of Very Good	1 point / year	No Limit	
			Member of scientific committees of international/national technical-scientific congresses/seminars with refereeing	1 point / event	No Limit	
			-	-		
		1.3 Supervision of theses/dissertations in the area of Accounting and Finance	10	Supervision/Co-Supervision of Doctoral Theses (completed)	3 points / each	No Limit
				Supervision/Co-Supervision of Master's Dissertations (completed)	1,5 points / each	No Limit
				-	-	
		1.4 Participation in juries for academic examinations in the area of Accounting and Finance	10	Doctoral Thesis Jury Argumentator	2.5 points / argument	No Limit
				Dissertation/Project/Master's Internship Jury Argumentant	1 point / participation	No Limit
				Argument in Jury for the award of the title Specialist	1 point / participation	No Limit

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

				Member of the Jury for Academic Examinations, Recognition and Validation of Skills, International Student and M23 years old	0.5 points / participation	No Limit
					-	-
		1.5 Participation in professional activities relevant to the Accounting and Finance area	10	Provision of services abroad, studies/projects or accounting/tax/financial opinions	0.5 points / service provision / study / project	No Limit
				Professional experience in relevant activities outside of academia	(1)	No Limit
					-	-
Sub-Total 1	40	Technical-Scientific and Professional				
Pedagogical	40	2.1 Experience and Dedication to Teaching in the Area of Accounting and Finance	50	Teaching experience in polytechnic or university higher education, within the DSD - corresponding to the Full-Time Equivalent (FTE) hiring regime, 100% (2)	3 points / year / ETI	No Limit
				Coordination of Curricular Units with a different name (3)	2 points / CU	No Limit
				Number of Curricular Units with a different name taught (3)	1 points / CU	No Limit
					-	-
		2.2 Preparation of Teaching Material in the area of Accounting and Finance	25	Author or co-author of a book	5 points / each	No Limit
				Preparation of manuals and textbooks to support teaching that cover at least 75% of the subject matter of the UC, with a maximum of 1 element per UC	2,5 points / each	No Limit
				Preparation of exercise books, software and laboratory guides, covering at least 75% of the subject matter of the UC, with a maximum of 1 element per UC	2 points / each	No Limit
					-	-
		2.3 Pedagogical Innovation in the field of Accounting and Finance	10	Implementation of pedagogical innovation projects recognized by the Jury, duly documented.	5 points for each project implemented	No Limit
					-	-

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

		2.4 Organization, supervision and pedagogical training	15	Organization of Pedagogical and Research Courses of a different nature and with a duration equal to or greater than 15 hours, in the area of Accounting and Finance	3 points / course	No Limit
				Organizer of educational events of a different nature and lasting 3 hours or more, in the area of Accounting and Finance	1 point / each event	No Limit
				Supervision of internships or equivalent of completed Bachelor's and CTeSP degrees, in the area of Accounting and Finance	0.5 points / internship	No Limit
				Frequency of pedagogical training actions for teachers	0.5 points / hour	No Limit
					-	-
Sub-Total 2	40	Pedagogical				
Other Activities relevant to the IPS mission	20	3.1. Holding management positions in management bodies of higher education institutions	80	Director or President of Organic Unit	9 points/ year	No Limit
				President of statutory bodies (CTC, CC, CP, AR, CR, CG)	7 points / year	No Limit
				Deputy Director or Vice President of Organic Unit	5 points / year	No Limit
				President/Director/Department/Section Coordinator	4 points / year	No Limit
				Course Coordinator/Director	4 points / year	No Limit
				Member of statutory bodies (CTC, CP, AR, CR, CG, CA)	2 points / year	No Limit
				Vice-President/Secretary of statutory bodies (CTC, CP, AR, CR, CG, CA, Depart., Course)	2 points / year	No Limit
				Member of the course monitoring and evaluation committee (except director/coordinator) (4)	1 point / year	No Limit

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

				Coordenador de comissões organizadoras de congressos técnico-científicos nacionais/internacionais	2 points / event	No Limit
				Membro de comissões organizadoras de congressos técnico-científicos nacionais/internacionais	1 point / evento	No Limit
				Participação em comissões de trabalho nomeadas pelos órgãos estatutários (4)	1 point / comission	No Limit
						-
		3.2 Other Activities	20	Participation in an International Mobility program (Erasmus type)	1,5 points / participation	No Limit
				Participation in personnel selection juries of external entities	1 point / jury	No Limit
				Coordination, execution and development of projects or activities of a practical nature within the socio-professional, artistic and cultural environment	0.5 points / project / distinct activity	10 points max
			-	-		
Sub-Total 3	20	Organizational (other activities relevant to the IPS)				
Total	100	Total				

Caption:

- (1) Details as per Attachment 1.
- (2) Candidates must demonstrate the regime or percentage of their employment.
- (3) Courses from formal courses, whether or not leading to a degree, as well as postgraduate courses, as long as they are included in the DSD, are considered.
- (4) Activities that arise as a result of the exercise of management positions will not be scored.

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

ATTACHMENT 1

Activity / Position	up to 5 years	+ 5 and < 15 years	+ 15 years
points			
Management Bodies:			
Administration	2	6	10
Management	2	6	10
Supervisory Bodies:			
Official Auditor (ROC)	2	6	10
Audit Committee / Supervisory Board	2	4	6
Members of supervisory bodies	2	4	6
Directors:			
General Management	2	5	8
Financial Management	2	4	7
Accounting Management	2	4	7
Planning and Management Control Department	2	4	7
Audit and Risk Control Department	2	4	7
Bank Manager	2	5	8
Deputy Manager	2	4	7
Client Manager	1	3	6
Other Heads	1	2	4
Consultancy:			
Management / Accounting / Tax / Finance Consultant	2	3	6
Auditor	2	5	9
Technical Functions:			
Certified Accounter / Official Account Technician	2	5	7
Others in the area of Accounting, Finance and Management	1	3	5
Trainer of senior staff in the areas of Accounting and Finance	1	3	5

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.

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

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

Maria Amélia André Marques, Coordinating Professor at the Higher School of Business Sciences, of the Polytechnic Institute of Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP.

Members of the jury

Fernanda Cristina Pedrosa Alberto, Coordinating Professor at the Higher Institute of Accounting and Administration of Coimbra, at the Polytechnic Institute of Coimbra;

Francisco José Alegria Carreira, Principal Coordinating Professor at the Higher School of Business Sciences, at the Polytechnic Institute of Setúbal;

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

Elisabete Fernanda Mendes Duarte, Coordinating Professor at the Higher School of Technology and Management, at the Polytechnic Institute of Leiria;

Nuno Miguel Delicado Teixeira, Coordinating Professor at the Higher School of Business Sciences, at the 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;

Notice

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of adjunct professor, in the field of Accounting and Finance (Cont_e_Fin_ESCE), in the form of an employment contract in public functions for an indefinite period, to perform functions at School of Business Administration the Instituto Politécnico de Setúbal.

- 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 <https://euraxess.ec.europa.eu> in English;
- d) On the IPS website at <https://www.ips.pt/ips> in Portuguese and English;

Polytechnic Institute of Setúbal,

The President,