

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 Methods Quantitative (MQ_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 21/06/2024, 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 Methods Quantitative (MQ_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.
7. Validity of the competition

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- 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 out form A and form B.

8.2. The application form (form A) must be submitted on paper, 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

8.3. 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.

8.4. 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;
- 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);

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- d) Work and proof of activities mentioned in the curriculum vitae and in the B-Curriculum Assessment Grid form.
 - e) Proposal for a scientific pedagogical project to be evaluated in items 1.7 and 2.4 of the respective evaluation grid.
- 8.5. The candidate's scientific and pedagogical project, as referred to in point 8.4 e), must be a proposal of the activities to be developed during the first five years as an assistant professor at ESCE. The document must highlight the contribution that the candidate intends to make to the development of the disciplinary area in which the competition is open, with particular emphasis on the pedagogical and scientific aspects, taking into account the assessment criteria. The length of the project must be limited to a number of words not exceeding 2,000. Assessment criteria (to be weighted equally): clarity and quality of the presentation/demonstrated knowledge of best pedagogical practices in the area/demonstrated knowledge of the higher education system in which the candidate intends to join and its training objectives/demonstrated knowledge of scientific research in the area and recent contributions of relevance/relevance to the activities that the candidate intends to develop.
- 8.6. The B-Curriculum Assessment Grid form is available 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
- and must be completed by the candidates and all proof must have a link to the respective documents.
- 8.7. 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: Recruitment and Selection Service of the People Management

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Division of the Polytechnic Institute of Setúbal, Building of the Escola Superior de Tecnologia de Setúbal, IPS Campus, 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;

8.8. 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.

8.9. 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.

8.10. Applications sent by email are not accepted.

8.11. 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.

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

9. Selection and ranking criteria:

Each member of the jury individually assigns each candidate a quantitative classification in each criterion, taking into account the evaluation grid where the maximum scores to be attributed to each of the criteria were defined, and substantiates this classification in writing. The jury will only value each activity/action contained in the curriculum vitae presented by the

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candidate once, and it is not possible to evaluate it in more than one evaluation dimension or in its different criteria.

When ordering the candidates admitted to this competition, in absolute merit, each member of the jury orders, with reasons, the list of candidates in descending order of merit, based on their ordered list of/ the candidates that each member of the jury participates in the votes. 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 first is made, counting the number of mentions that each candidate obtained for 1st place by the jury in the partial ranking lists, and the candidate who obtains an absolute majority, which wins the competition, and must then be removed from the partial ranking lists and the identical procedure beginning 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 received mentions for that position, after the candidate least mentioned 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 tiebreaker vote will be held only between them, counting the number of relative first positions of each one, with the least voted being removed;
- c) If there is a tie between two or more candidates in the least voted position, the process outlined in a) is repeated;
- d) If there is a tie between two or more candidates in the position with the least votes, the tie will be broken through the casting vote of the President of the jury, with the candidate being chosen to take part in the subsequent vote for the same place. /a voted by the President.

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The provisional final ranking list contains the final classification obtained by each of the candidates, on a scale of 0 to 100 points, which results from the simple average of the final quantitative scores attributed by each member of the jury to each /one of the candidates.

If the score calculated in the previous point does not respect the final ranking obtained, based on the grid, these candidates will be evaluated and classified jointly and consensually among the members of the jury.

Candidates who obtain a final classification greater than or equal to 50 points are considered approved on absolute merit.

10. Evaluation grid:

Parameter	Weighting	Items	Points (maximum)	Subitems	Valuation	Maximum
Technical-Scientific and Professional	45	1.1 Research and Development Projects in the area of Quantitative Methods	10.0	Responsible for completed research projects with evaluation and external funding (e.g. FCT; European projects)	2.0 for project	unlimited
				Responsible for other completed research projects	0.75 for project	unlimited
				Collaborator of completed research projects with evaluation and external funding (e.g. FCT; European projects)	0.5 for project	unlimited
				Collaborator of other completed research projects	0.5 for project	max. two
				Project evaluator	1 for project	max. two
		1.2 Scientific publications in the area of Quantitative Methods	15.0	Author or co-author of a technical-scientific book	1.5 per book	unlimited
				Publication of articles in international scientific journals indexed in ISI/SCOPUS (Q1,Q2)	5 per article	unlimited
				Publication of articles in international scientific journals indexed in ISI/SCOPUS (Q3,Q4)	3.0 per article	unlimited
				Publication of technical-scientific articles in other refereed journals or book chapters	1.5 per article	unlimited
				Publication of technical-scientific articles in proceedings of international conferences with arbitration	1.0 per article	unlimited
				Publication of technical-scientific articles in proceedings of national conferences with arbitration	0.75 per article	max. 3

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				Reviewer of scientific articles in indexed journals	0.1 per article	max. 3
				Member of the Editorial Board of International Scientific Journals	0.5 per year	max. 3
				Other technical-scientific publications considered relevant	0.25 per article	max. two
		1.3 Technical-scientific organization	4.0	Integrated member of scientific units/groups funded by FCT with a minimum rating of Very Good	1.0 per year	unlimited
				General Chair / Co-Chair of international technical-scientific congresses/seminars	1.0 per event	max. two
				Member of scientific committees of international technical-scientific congresses/seminars	1.5 per event	unlimited
				Member of organizing committees for international technical-scientific congresses/seminars	1.5p/event	max. two
				Technical-scientific update courses > 40 hours	0.75 per course	max. 1.5
		1.4 Supervision of theses/dissertations	2.0	Supervision/Co-supervision of PhD Theses (completed)	2.0 for guidance	unlimited
				Supervision/Co-supervision of Master's Dissertations/Project/Internship (completed)	0.75 for guidance	unlimited
				Orientation/Co-supervision of Internships/End of degree course work (completed)	0.25 for guidance	max. 1
		1.5 Participation in academic exam juries in the area of Quantitative Methods	2.0	Doctoral Thesis Defender	1.0 for argument	unlimited
				Member of the PhD Thesis Jury	0.5 per participation	unlimited
				Member of the Master's Dissertation Jury (pre-Bologna)	0.5 per participation	unlimited
				Member of the Master's Dissertation/Project Jury (Bologna) or Final course work (pre-Bologna)	0.5 per participation	unlimited
				Member of the Jury for Academic Tests and Skills Assessment / Jury Specialist Title	0.5 per participation	max. 1
		1.6 Activities of a professional nature relevant to the area	2.0	Provision of services abroad, studies/projects or opinions prepared	0.5 for service provision	max. two
				Professional experience in a relevant activity in an area outside academia	0.5 per year ex.prof	max.2
				Other activities considered relevant	0.25 per activity	max. two
		1.7 Scientific-Pedagogical Project	10.0	Scientific Aspect *(see note)	Up to 10 points	
Sub-Total 1	45					

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Pedagogical	40	2.1 Experience and Dedication to Teaching	15.0	Teaching experience in polytechnic or university higher education within the scope of DSD	1.0 for each year exp	max. 10
				Coordination of different Curricular Units in the area of Quantitative Methods	1.0 for UC	max. 10
				Number of distinct Curricular Units taught in the area of Quantitative Methods	1.0 for different UC	max. 10
				Training and pedagogical updating courses > 35 hours	0.5 per course	unlimited
				Participation in short training and pedagogical updating courses <= 35 hours	0.25 per course	max . 3
		2.2 Preparation of Pedagogical Material in the area of Quantitative Methods	10.0	Preparation of manuals and textbooks to support teaching that cover at least around 75% of the UC material (T and TP classes, maximum 1 element per UC)	2.5 for manual/book	max.10
				Preparation of other printed notes to support teaching that cover at least around 75% of the UC material (T and TP classes, maximum 1 element per UC)	1.5 for manual/book	max.6
				Preparation of exercise books, software, laboratory guides, etc., that cover at least around 75% of the UC material (classes P and L, maximum 2 elements per UC)	1.5 for manual/book	max.6
		2.3 Pedagogical organization	5.0	Organizer of international educational events (seminars, open classes)	0.5 per event	max.6
				Organizer of national educational events (summer schools, seminars, open classes)	0.5 per event	max.8
				For every 15 hours of professional training provided	1.0 for training	max.6
		2.4 Scientific-Pedagogical Project	10.0	Pedagogical Aspect *(see note)	Up to 10 points	
Sub-Total 2		40				
Organizational (other activities relevant to IPS)	15	3.1 Administrative management and participation in Collegial Bodies	10.0	For each year of term served as a leader in bodies	1.5 per year	max.9
				For each year of practice completed in structures of a higher education institution, such as coordination of departments, quality and evaluation committees, research units, coordination of pedagogical laboratories or their corresponding	0.75 per year	max.6
				Member of statutory bodies (CTC, CP, AR, CR, CG, CA)	0.15 per year	max.3

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				Participation in an international mobility program (Erasmus type)	1 for participation	max.5
		3.2 Other Activities	5.0	Participation in Committees relating to other Activities of an Administrative Nature	0.15 per activity	max.3
				Coordination, execution and development of projects or activities of a practical nature within the socio-professional, artistic and cultural environment	1 for different project/activity	max.5
Sub-Total 3		15				
Total		100				

*Note: The terms in which the Scientific-Pedagogical Project must be presented, as well as the form of its evaluation, are set out in point 8.5 of the Notice.

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

Boguslaw Maria Barszczak Sardinha, 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

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Ana Isabel Pinheiro Nunes Pereira, Coordinating Professor at the Higher School of Technology and Management at the Polytechnic Institute of Bragança;

Fernando José Malheiro de Magalhães, Coordinating Professor of the Porto Higher Institute of Accounting and Administration of the Porto Polytechnic Institute;

Maria de Fátima Pista Calado Mendes, Coordinating Professor at the Higher School of Education at the Polytechnic Institute of Setúbal;

Sandra Maria da Silva Figueiredo Aleixo, Coordinating Professor with Aggregation at the Instituto Superior de Engenharia de Lisboa of the Instituto Politécnico de Lisboa;

Sandra Cristina Dias Nunes, 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;
- 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,