

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

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, by order of the President dated November 13, 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 Human Resource 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 - 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. Pay position (article 35, no. 1, ECPDESP) – “The pay regime applicable to career teachers and teaching staff hired outside the career specified in a specific diploma.” — Decree-Law no. 408/89, 18 November, amended by Decree-Law no. 76/96, 18 June and Decree-Law no. 373/99, 18 September.
6. Job description – The adjunct professor will carry out functions set out in section 4 article 3º of ECPDESP.
7. 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;

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- b) Be the holder of a doctorate or hold the title of specialist, in the specified area, or in a related area to the area specified in the competition.
 - c) The jury decided to admit as related areas holders of doctoral degrees in the areas of Management; Economics; Psychology; Sociology; Social Sciences. The aforementioned doctoral degrees must have a specialization in "Human Resource Management" or "Organizational Behavior" or "Work, Organizations and Employment."
8. 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.
9. Application form:
- 9.1. 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
- 9.2. 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.
- 9.3. When formalizing the application (form A), must also be accompanied by two copies, in digital format (pendrive) containing the following documents:
- a) Qualification certificates, proof that the candidate meets the requirements referred to in paragraph 6 of this notice;
 - b) Other diplomas or certificates of the courses referred to in the curriculum vitae, as well as other documents that facilitate the formation of a judgment on the aptitudes of the candidates for the exercise of the functional content of the category of associated professor;

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- c) Detailed curriculum vitae, dated, signed, mandatorily organized according to the evaluation grid, and without containing personal data of a confidential nature (namely affiliation, marital status, residence address, and email, mobile / telephone contacts);
 - d) Work and proof of activities mentioned in the curriculum vitae;
 - e) Proposal for a scientific pedagogical project to be evaluated in items I. – H and II. – D of the respective evaluation grid.
- 9.4. The candidate's scientific-pedagogical project, mentioned in point 8.3 e), is a mandatory element of the application and must declare that it is the result of the author's independent research, without resorting to plagiarism or artificial intelligence tools. This project should constitute a proposal for the activities to be developed during the first five years as an assistant professor at ESCE. The document should highlight the contribution 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 mission and strategic objectives of ESCE. The project should be limited to a word count of no more than 3,000. Evaluation criteria (to be weighted equally):
- a. Clarity and quality of exposition.
 - b. Training objectives and demonstrated knowledge about scientific research in the area.
 - c. Activities that the candidate proposes to develop in line with ESCE's mission and strategic objectives.
 - d. Demonstrated knowledge of best pedagogical practices in the area.
 - e. Demonstrated knowledge of the higher education system in which the candidate intends to integrate.
 - f. Quality/relevance of bibliographic references.
- 9.5. Applications must be submitted in a sealed envelope, duly identifying the candidate's name, the number of the Notice published in the Official Gazette and the offer code BEP, in one of the following ways:

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- a. By registered mail, with acknowledgment of receipt, addressed to the President of the IPS, to: Recruitment and Selection Service of the Human Resources Management Division, Building of the Setúbal Higher School of Technology, IPS Campus, Estefanilha, 2910 -761, Setúbal , until the end of the deadline set for submitting applications, with the date on the record being used as the date of dispatch, for the purposes of meeting the respective deadline ;
 - b. Delivered in person to the Recruitment and Selection Service of the Human Resources Management Division, during office hours, before the deadline for submitting applications;
- 9.6. In order to promote the most appropriate classification of curriculum elements, candidates must organize their *curriculum vitae* in accordance with the evaluation grid approved by the jury of the respective competition, as well as present the documents on *flash drives* in accordance with that same organization, with the appropriate hyperlinks from the items mentioned in the CV to the respective documents.
- 9.7. Failure to present the works and proof of activities mentioned in the *curriculum vitae* submitted by the candidate implies the non-valuation of the elements in each of the items of the evaluation grid.
- 9.8. Applications sent by email are not accepted.
- 9.9. Candidates holding foreign qualifications must prove the recognition, equivalence or registration of a doctoral degree, in accordance with applicable legislation, obtained by the deadline for submitting applications to this competition.
- 9.10. False statements will be punished under the law.
10. Selection and ranking criteria:
- Each jury member individually assigns each candidate a quantitative score for each criterion, taking into account the evaluation grid that defines the maximum scores for each criterion, and provides a written justification for this score. Based on this score, each jury member ranks the candidates, and the final ranking is then determined by successive votes for first place, second place, etc., with each jury member's vote being justified based on their

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individual ranking, and the majority vote being considered. This results in the final ranking of candidates. The provisional final ranking list contains each candidate's final quantitative scores on a scale of 0 to 100 points, which is the result of the simple average of the quantitative scores obtained in each of the evaluation criteria by each jury member. Those who obtain a final score equal to or higher than 50 points are considered approved on absolute merit. If the score calculated in the previous section does not reflect the final ranking, the candidates in question will be assessed and ranked jointly and consensually by the jury members based on the grid. Once the selection criteria have been applied, the jury will draw up a single list of the final ranking of candidates.

This will determine each candidate's score and their final ranking, with approval based on absolute merit for candidates who obtain an overall score equal to or greater than 50 points.

Only elements of candidates' Curriculum Vitae from the last 10 years will be considered, counting up to the date of publication of the competition notice.

11. Evaluation grid:

I - TECHNICAL-SCIENTIFIC AND PROFESSIONAL PERFORMANCE OF THE CANDIDATE (weighting 45%) Analysis of the work and activities contained in the CV, namely:	
A - Research and development projects Research and Development Projects in the area of Human Resources Management and related areas (Maximum points: 7.5)	
i) Responsible for completed research projects with evaluation and external funding (e.g. FCT; European projects)	5 points per project
ii) Responsible for other completed research projects	4 points per project
iii) Collaborator on completed research projects with evaluation and external funding (e.g. FCT; European projects)	4 points per project
iv) Collaborator in other completed research projects	2 points per project
v) Collaborator on ongoing research projects with evaluation and external funding (e.g. FCT; European projects)	3 points per project
vi) Collaborator in other ongoing research projects	1 point per project
B - Scientific production, publications, communications and conferences, in the country and abroad Scientific publications in the area of Human Resources Management or similar (Maximum points: 37.5)	
i) Author or co-author of a technical-scientific book	3 points per post
ii) Publication of articles in Scopus / WoS indexed scientific journals	5 points per post

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iii) Publication of technical-scientific articles in other peer-reviewed journals or book chapters	3 points per post
iv) Publication of technical-scientific articles in proceedings of scientific events with refereeing	1 point per post
v) Publication of technical-scientific articles in proceedings of scientific events indexed in Scopus / WoS	3 points per post
vi) Publication of technical-scientific summaries in proceedings of a peer-reviewed scientific event	0.5 points per publication
vii) Oral Communication/Poster at Scientific Events with Refereeing	0.5 points for each
viii) Review of articles in scientific journals	0.5 points per publication
C - Participation in Scientific Units/Groups/Research Centers Maximum points: 7.5)	
i) Integrated member of Units/Scientific Groups/Research Centers funded by FCT with a minimum rating of BOM	1.5 points per year
ii) Integrated member of Units / Scientific Groups / Research Centers not funded by the FCT	0.75 points per year
D - Technical-scientific organization in the area of HRM or similar (Maximum points: 10)	
i) General Chair / Co-Chair of a scientific event	3.5 points per event
ii) Member of Scientific Committees of scientific events	2.5 points per event
iii) Member of Organizing Committees of scientific events	2.5 points per event
E - Supervision of theses/dissertations in the area of HRM (Maximum points: 7.5)	
i) Supervision/Co-supervision of completed doctoral theses	3 points for guidance/co-guidance
ii) Supervision / Co-supervision of completed master's theses	2 points for guidance/co-guidance
F - Participation in academic examination juries and discussion of theses and dissertations leading to an academic degree in the area of HRM (Maximum points: 7.5)	
i) Member of the Doctoral Thesis Jury	2 points per jury
ii) Member of the Master's Dissertation/Project/Internship Jury	1.5 points per jury
iii) Member of the Jury for Curricular Internship / Bachelor's Degree Project or CTesP	0.5 points per jury
iv) Member of the Jury for Academic Skills Assessment Tests (Pedagogical Aptitude Tests, M23 Tests, RVCC Tests, etc.)	0.5 points per jury
v) Member of the Jury for Specialist Title Examinations	1.5 points per jury
G - Participation in professional activities relevant to the HRM area (Maximum points 7.5)	

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i) Provision of services abroad, studies, projects or opinions prepared	1 point per activity
ii) Professional experience in relevant activities outside of academia	1 point per year
H - Scientific-Pedagogical Project (Maximum points: 15)	
i) Scientific aspect	up to 15 points
II - Pedagogical Dimension (weighting 45%)	
A - Experience and Dedication to Teaching in the area of HRM (Maximum points: 50)	
i) Teaching experience in polytechnic or university higher education within the scope of teaching service distribution	4 points per year
ii) Coordination/Management of Curricular Units (UC)	3 points per different UC
iii) Number of UC taught	2 points per different UC
iv) Frequency of pedagogical training actions exceeding 15 hours	0.5 points per course/action
v) Attendance of pedagogical training activities up to 15 hours	0.25 points per course/action
B - Pedagogical Organization (Maximum points: 20)	
i) Supervision of undergraduate curricular internships completed in the area of HRM	1 point for Orientation
ii) Organizer of educational events (e.g. open classes, seminars, summer schools, etc.)	0.5 points per Event
C- Preparation of Pedagogical Material (Maximum points: 15)	
i) Preparation of teaching support manuals/texts/slides that cover all the syllabus content of the UC (max 1 element/UC)	3 points for each
ii) Preparation of exercise books that cover all the syllabus content of the UC (max . 1 element/UC)	1.5 points for each
iii) Author/co-author of a pedagogical book with ISBN	3 points for each
D- Scientific-Pedagogical Project (Maximum points: 15)	
i) Pedagogical aspect	up to 15 points
III - Dimension "Other Activities relevant to the IPS mission – [10%]	
A - Administrative Management and participation in collegiate bodies (Maximum points: 65 points)	

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i) Deputy Director or Vice President of Organic Unit	10 points per year
ii) President / Director / Department / Section Coordinator	10 points per year
iii) Vice-President / Department/Section Secretary	5 points per year
iv) Course Coordinator/Director	10 points per year
v) Responsible for Scientific Area	5 points per year
vi) Member of Statutory Bodies (CTC, CP, AR, CR.CG, CA)	3 points per year
B- Other Activities (Maximum points: 35)	
i) Participation in international mobility programs (e.g. , Erasmus type)	5 points for participation
ii) Participation in Committees/Juries appointed by the IES Management Bodies	3 points per activity
iii) Coordination, execution and development of projects or activities of a practical nature within the socio-professional environment	3 points per project/activity

12. Complementary information to the Evaluation and Selection process.

12.1. 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

12.2. The minutes of the jury will be made available to applicants on request.

12.3. The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.

12.4. The documentation submitted by applicants concerning to contests in litigation appealed, may only be destroyed or returned, after the execution of the sentence.

13. The composition of the jury, is as follows:

President

Duarte Miguel da Costa Pessoa Xara Brasil, Professor Coordenador of Escola Superior de Ciências Empresariais, of the Polytechnic Institute of Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP .

Vowels

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Carla Maria Marques Curado, Associate Professor with Tenure at the Higher Institute of Economics and Management, University of Lisbon;

Dora Cristina Moreira Martins, Coordinating Professor at the Higher Institute of Accounting and Administration, at the Polytechnic Institute of Porto;

João Pedro Pina Cordeiro, Coordinating Professor at the Higher School of Business Sciences, at the Polytechnic Institute of Setúbal;

Luís Miguel Pereira Lopes, Associate Professor with Tenure at the Higher Institute of Social and Political Sciences, University of Lisbon;

Maria Amélia André Marques, Coordinating Professor at the Higher School of Business Sciences, at the Polytechnic Institute of Setúbal.

14. 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.

15. 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 Vice-President, acting as deputy to the President,