

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

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 Setúbal (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 March 30, 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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation, and is covered by a public sector employment contract of indeterminate duration.
2. Location – School of Education, situated on the Setúbal Campus of the Polytechnic Institute of Setúbal (Escola Superior de Educação – 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 July 1, altered in the Decreto-Lei nº 207/2009, of August 31, and in the Lei nº 7/2010, of May 13 (ECPDESP).
5. Pay position (article 35, no. 1, ECPDESP) – “The pay regime applicable to career teachers and teaching staff hired outside their career is set out 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;

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

- 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.
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 completing form A and form B.
 - 9.2. The application form (form A) must be submitted on paper, written in Portuguese, and is 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
 - 9.3. 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 7 of this notice.
 - 9.4. No other paper documents will be accepted.
 - 9.5. When submitting the application, the application (form A) must also be accompanied by two copies, in digital format (*pendrive*) containing the following documents:
 - a) Qualification certificates, proving that the candidate meets the requirements referred to in paragraph b) of paragraph 7 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 an opinion on the candidates' aptitudes for exercising the functional content of the category of assistant professor;
 - c) *curriculum vitae* , organized in accordance with the evaluation and ranking criteria indicated and explained in this Notice, and without containing personal data of a

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

confidential nature (namely affiliation, marital status, residential address, and email and mobile phone/telephone contacts);

- d) Work and proof of activities mentioned in the *curriculum vitae* and in form B- Curriculum Assessment Grid.

- 9.6. 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

must be completed by the candidates and all supporting documents must have a hyperlink to the respective documents ;

- 9.7. 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:

- 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 of the Polytechnic Institute of Setúbal, Building of the Higher School of Technology of Setúbal, 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 of the Polytechnic Institute of Setúbal, during office hours, by the deadline set for submitting applications;

- 9.8. 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 *pen drives* in accordance with that same organization, with the appropriate hyperlinks from the items referred to in the *curriculum vitae* to the respective documents.

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

9.9. Failure to submit the work and evidence of activities mentioned in the *curriculum vitae* presented by the candidate implies that the elements will not be valued in each of the items on the evaluation grid.

9.10. Applications sent by email will not be accepted.

9.11. 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.

9.12. False statements will be punished according to the law.

10. Selection and ranking criteria:

Each member of the jury individually assigns a quantitative score to each candidate for each criterion, taking into account the evaluation grid that defines the maximum scores for each criterion. They provide a written justification for this score. The jury will evaluate, during the curriculum analysis, the activities developed within the scope of the competition's sub-area. The jury will only evaluate each activity/action included in the candidate's curriculum vitae once; it is not possible to evaluate the activity in more than one evaluation dimension or across its various criteria. Based on the aforementioned classification, each member of the jury will rank the candidates. Each jury member's vote will be justified based on their individual ranking and will be considered the majority vote. This results in the final ranking of the candidates. 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 awarded by each member of the jury to each of the candidates.

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

In the event of a tie, after the final classification to be awarded to the candidate has been obtained, the following tie-breaking criteria will be applied successively (until deemed necessary):

- i. Best score obtained, without applying the 100-point limit, in domain B of the grid: Pedagogical Capacity (CP);

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

- ii. Best score obtained, without applying the 100-point limit, in Domain A of the grid: Technical-scientific and professional performance (DTCP);
- iii. Best score obtained, without applying the 100-point limit, in domain C of the grid:
Other Activities Relevant to the IPS Mission (AR).

11. Evaluation grid:

A - Technical-Scientific and Professional Performance (DTCP) - 40%
A1. Other academic and non-academic qualifications/titles within the scope of the competition sub-area
Maximum score: 3 points
A2. Technical-scientific production. Quality and quantity of technical-scientific production, expressed by the number, type, and quality of publications (namely books, book chapters, articles in scientific journals, and published in peer-reviewed proceedings), within the scope of the competition's subarea.
i) Author or co-author of a national book/e-book
ii) Author or co-author of an international book/e-book
iii) Author or co-author of a chapter in a national book
iv) Author or co-author of a chapter in an international book
v) Author or co-author of a scientific article published in national peer-reviewed journals
vi) Author or co-author of a scientific article published in international peer-reviewed journals
vii) Author or co-author of a scientific article at a national scientific conference or meeting, published in the respective proceedings, with review
viii) Author or co-author of a scientific article at an international scientific conference or meeting, published in the respective proceedings, with review
Maximum score: 30 points
A3. Communications/Conferences/posters at scientific and technical events, within the scope of the competition subarea.
i) As a guest (national/international)
ii) As a participant (national/international)
iii) Moderator of conferences and panels at scientific events.
Maximum score: 12 points
A4. Supervision/co-supervision of monographs, internship reports, project reports and dissertations leading to an academic degree, valuing the work developed within the scope of the competition's sub-area.

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

i) Supervision or co-supervision of dissertations, projects and final master's degree reports, already completed.
ii) Supervision or co-supervision of dissertations, projects and final undergraduate reports, already completed.
Maximum score: 20 points
A5. Participation/argumentation in juries for academic exams, namely internships, monographs, project reports and dissertations leading to an academic degree, valuing the work developed within the scope of the competition sub-area
i) Participation, as an examiner, in doctoral juries
ii) Participation in juries for the award of the specialist title.
iii) Participation in juries for dissertations, projects and/or final master's degree reports.
iv) Participation in juries for dissertations, projects or final undergraduate reports.
v) Participation in juries for dissertations, projects or final reports of CTESP and Professional Education Pedagogical Aptitude Tests
Maximum score: 10 points
A6. Participation in intervention/research projects, scientific programs or activities of cooperation or connection with local communities, within the scope of the competition subarea.
i) With design/coordination tasks (with and without funding)
ii) As a participant
iii) As an evaluator and/or consultant
iv) Awards and distinctions of an academic nature, within the scope of the sub-area in which the competition is open
Maximum score: 10 points
A7. Ability to participate in scientific and professional communities, expressed, inter alia, through organizing events, co-editing journals, participating in article review, providing consultancy services, and other activities of recognized scientific merit. Integration into research centers/units, with emphasis on the application's sub-area.
i) Member of scientific/organizing committees for seminars, conferences or other events of a cultural and/or artistic nature
ii) Member of the editorial board of a scientific journal
iii) Effective member/collaborator of a Research Center
iv) Member of professional associations
Maximum score: 15 points
Total for dimension A: 100 points
B - Pedagogical Capacity (CP) - 40%

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

B1. Teaching experience, with emphasis on teaching service in higher education institutions (number of semesters/academic years), within the scope of the competition sub-area
i) Teaching experience in higher education institutions (full-time/part-time)
ii) Teaching experience in non-higher education institutions
Maximum score: 25 points
B2. Course units taught
i) Number and diversity of curricular units taught within the scope of the competition sub-area.
ii) Curricular Units related to field projects and/or internships within the scope of the competition subarea
iii) Course units taught outside the scope of the sub-area in which the competition is open.
Maximum score: 20 points
B3. Participation in the development of curricular plans for new courses and/or in the restructuring and improvement of existing ones within the scope of the competition sub-area.
i) Contribution to the development/restructuring of curriculum plans
ii) Membership in course monitoring and evaluation committees
Maximum score: 20 points
B4. Other pedagogical activities, namely, supervision of internships, open classes, seminars, study visits, production of pedagogical material to support teaching activities, within the scope of the competition subarea
i) Internship supervision with public presentation of report (in Bachelor's or CTESP courses)
ii) Organization/Design of teaching materials to support the Curricular Units
iii) Organization of open classes, seminars and projects of a pedagogical nature
Maximum score: 15 points
B5. Other training activities within the scope of the competition sub-area
i) Coordination as a trainer in training initiatives in their scientific area and/or working groups of a scientific, pedagogical and/or cultural nature
ii) Participation as a trainer in training initiatives in their scientific area and/or in working groups of a scientific, pedagogical and/or cultural nature
iii) Coordination of other pedagogical and/or cultural and artistic activities of interest to students
iv) Participation in other educational and/or cultural and artistic activities of interest to students
Maximum score: 20 points

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

Total for dimension B: 100 points
C - Other activities relevant to the IPS mission (AR) - 20%
C1. Holding positions in management bodies/structures of higher education institutions
i) Member of statutory bodies of higher education institutions
ii) Other positions: quality and evaluation committees; research units; working groups or others
Maximum score: 5 points
C2. Exercise of positions and/or activities related to the provision of services to the community and/or cooperation with other institutions at local, regional, national and international levels; within the scope of the competition subarea
i) Coordination of projects, programs or activities for the provision of services and/or cooperation and connection with communities
ii) Participation in the execution or development of projects, programs or activities for the provision of services and/or cooperation and connection with communities
Maximum score: 35 points
C3. Participation in national or international teaching and training missions. Participation in bodies and/or working groups in entities that carry out activities within the scope of the competition sub-area.
i) Teaching and training missions (national/international)
ii) Coordination of bodies and/or working groups
iii) Participation in bodies and/or working groups
Maximum score: 30 points
C4. Participation in communities relevant to the competition sub-area
i) Coordination of outreach initiatives within the community and for various audiences, including organization and participation in events for large audiences and interaction with the community
ii) Participation in outreach initiatives within the community and for different audiences, including organization and participation in events for large audiences and interaction with the community
iii) Collaboration with public and/or private entities (national, regional or local) with an impact on the field of public policies relating to sociocultural activities.
Maximum score: 30 points
Total for dimension C: 100 points

12. Complementary information to the Evaluation and Selection process:

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

12.1. The final approved ranking list will be notified to candidates by email with notification delivery receipt, registered letter or in person and published on the IPS website, at www.ips.pt.

12.2. Whenever requested, the jury minutes will be provided to the candidates.

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

Sílvia Cristina dos Reis Ferreira, Coordinating Professor at the Higher School of Education, of the Polytechnic Institute of Setúbal, appointed under paragraph a) of paragraph 1 of article 23 of the ECPDESP .

Vowels

Cristina Maria Gomes da Silva, Coordinating Professor at the Higher School of Education, Polytechnic Institute of Setúbal;

Fernando Ilídio Silva Ferreira, Associate Professor at the Institute of Education, University of Minho;

Lucília Maria Cardoso Salgado Mexia Alves, retired Coordinating Professor, from the Higher School of Education, Polytechnic Institute of Coimbra;

Maria João de Oliveira Antunes Barroso Hortas, Coordinating Professor at the Higher School of Education of the Polytechnic Institute of Lisbon;

Nuno Manuel dos Santos Carvalho, Coordinating Professor at the Higher School of Education, Polytechnic Institute of Coimbra.

14. Equal opportunities - In compliance with paragraph h) of article 9º of the Constitution, the Public Administration, as an employer, actively promotes a policy of equal opportunities

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 Social sciences (CS_ESE)– Sub-area of Sociocultural Animation.

between men and women in access to employment and career development, taking care to avoid any form of discrimination.

15. Publication of the Notice:

- 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;
- e) On the IPS website, at www.ips.pt in Portuguese and English.

Polytechnic Institute of Setúbal,

The President,