

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 Principal Coordinating Professor, in the field of Management.

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, 2<sup>nd</sup> series, nº 35, of 18 February 2011, as set out in my dispatch of 25-07-25, and 18-11-2025, 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 Principal Coordinating Professor level, in the field of 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 - 1.
4. Contract regime – Public sector employment contract of indeterminate duration, for an initial experimental period of one year according to article 9º-A 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. Salary position (article 35, Number 1, ECPDESP) – “The salary 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 Principal Coordinating Professor will carry out functions set out in section 5 article 3º of ECPDESP, and the development of coordination intersection activities.
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, obtained for more than five years, and have a title of aggregate or legal equivalent 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 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](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 7 of this notice.

- 9.3. When formalizing the application (form A), must also be accompanied by two copies, in digital format (pendrive / cd / dvd) containing the following documents:

- a) Qualification certificates, proof that the candidate meets the requirements referred to in point b) in paragraph 7 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 principal coordinating professor;
- 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);

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d) Work and proof of activities mentioned in the curriculum vitae.

9.4. Applications must be submitted, in a closed envelope, with the proper identification of the candidate's name, the notice number published in Diário da República and the BEP offer code, in one of the following ways:

a) By registered mail, with acknowledgment of receipt, addressed to the President of 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 deadline for submitting applications, valid for the date affixed to the registration as the date of dispatch, for the purpose 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;

9.5. In order to promote the most appropriate classification of the curriculum elements, candidates must organize the curriculum vitae in accordance with the evaluation grid approved by the jury of the respective competition, as well as present the documents on the pendrives according to that same organization, with the due hyperlinks of the items referred to in the CV to the respective documents.

9.6. 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.

9.7. Applications sent by email are not accepted.

9.8. Candidates with foreign qualifications must prove their recognition, equivalence or registration of a doctoral degree, under the terms of the applicable legislation, obtained up to the deadline for the submission of applications to this competition.

9.9. False statements will be punished under the law.

10. Selection and ranking criteria:

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Each member of the jury proceeds, individually, to assign each candidate a quantitative classification in each parameter and point, taking into account the evaluation grid where the maximum scores to be awarded in each of the points were defined.

Based on this ranking, each jury member proceeds to order the candidates, with the final ranking being determined by successive votes for first place, second place, etc., with each jury member's vote justified based on their individual ranking, and the majority vote being considered. This is how the final ranking of the candidates is obtained. The final grade assigned to the candidates (from 0 to 100 points) will be the result of the simple average of the final scores assigned by each jury member. Candidates who obtain a final grade equal to or greater than 50 points will receive absolute merit approval.

If the final classification calculated in the previous paragraph does not respect the final ranking obtained, the candidates in question will be evaluated and classified jointly and consensually by the jury members, based on the grid. For candidates who obtain the same final classification, the following tie-breaker criterion will be used: the score obtained in absolute value corresponding to the sum of points 1.2 (Technical-Scientific and Professional Performance: Scientific Production, Publications, Communications and Conferences and Technical-Scientific Organization, in the area of management), 2.1 (Pedagogical Capacity: Teaching) and 3.1 (Other activities relevant to the mission of the IPS: Exercise of management positions in Management Bodies or other Structures of Higher Education Institutions), from the evaluation grid).

Once the selection criteria have been applied, the jury proceeds to draw up the final ranking list of candidates.

#### 11. Evaluation grid:

Criteria		Weighting	Score for each element or item
<b>1. Technical-Scientific and Professional Performance with relevance in the area of management - 45%</b>			
<b>1.1 Research and Development Projects in the area of management (Max. 100 points)</b>			-
a)	Project manager for projects with evaluation and external funding (e.g., FCT; European projects)	<b>10%</b>	up to 8 points per project
b)	Responsible for other projects		up to 6 points per project

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c)	Collaborator on projects with evaluation and external funding (e.g., FCT; European projects)		up to 5 points per project
d)	Contributor to other projects		up to 3 points per project
e)	Research project evaluator		up to 5 points for evaluation
<b>1.2 Scientific production, publications, communications and conferences, and technical-scientific organization in the area of management (Max. 100 points)</b>			-
a)	Author or co-author of a technical-scientific book	<b>20%</b>	up to 8 points per book
b)	Author or co-author of a chapter in a technical-scientific book		up to 5 points per chapter
c)	Publication of articles in indexed scientific journals - ISI or equivalent		up to 6 points per item
d)	Publication of technical and scientific articles in other peer-reviewed journals		up to 3 points per item
e)	Publication of technical and scientific articles in conference proceedings or peer-reviewed scientific events		up to 3 points per item
f)	Presentations at scientific events		up to 1.5 points for communication
g)	Integrated Member of scientific units/groups funded by the FCT		up to 1 point per year
h)	Reviewing articles in journals indexed in ISI or equivalent		up to 2 points for review
i)	Member of Editorial/Scientific/Organizing Committees for technical-scientific events		up to 1.5 points for commission
j)	Other relevant activities of a technical-scientific nature		up to 1 point per activity
<b>1.3 Supervision/co-supervision of theses/dissertations/reports leading to an academic degree in the field of management (Max. 100 points)</b>			-
a)	Supervision and co-supervision of completed doctoral theses	<b>5%</b>	up to 20 points for guidance
b)	Supervision and co-supervision of PhD theses (in progress)		up to 5 points for guidance
c)	Supervision and co-supervision of Master's theses/projects/internships (completed)		up to 10 points for guidance
d)	Supervision and co-supervision of Master's theses/projects/internships (in progress)		up to 2.5 points for guidance
<b>1.4 Participation in academic examination boards in the field of management (Max. 100 points)</b>			-
a)	Doctoral Thesis Examiner	<b>5%</b>	up to 20 points for argument
b)	Dissertation/Project/Master's Internship/Specialist Examination Examiner		up to 10 points for argument
c)	Member of the Doctoral Examination Board		up to 10 points for participation
d)	Member of the Jury for Dissertations/Projects/Master's Internships/Specialist Examinations		up to 5 points for participation
<b>1.5 Participation in professional activities relevant to the field of management (Max. 100 points)</b>		<b>5%</b>	-

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a)	Provision of services abroad, studies/projects or reports prepared		up to 5 points per service
b)	Professional experience in a relevant activity in a field outside of academia, in the area of management		up to 2 points per year
<b>2. Teaching Capacity - 35%</b>		-	-
<b>2.1 Teaching (Max. 100 points)</b>			-
a)	Experience and Dedication to Teaching	<b>20%</b>	up to 1 point per year
b)	Responsible for different curricular units		up to 1 point per UC
c)	Number of distinct curricular units taught		up to 1 point per UC
<b>2.2 Teaching materials in the area of management (Max. 100 points)</b>			-
a)	Author of a book of an educational nature	<b>5%</b>	up to 5 points per book
b)	Development of teaching support materials covering at least 75% of the course content (max. 1 item per course)		up to 2.5 points for manual
c)	Preparation of workbooks and software that cover at least 75% of the course material (max. 1 element per course)		up to 1.5 points per notebook
<b>2.3 Pedagogical innovation in the area of management (Max. 100 points)</b>			-
a)	Pedagogical Innovation Projects, recognized by the jury and duly documented	<b>5%</b>	up to 5 points per project
<b>2.4 Organization, Supervision and Pedagogical Training (Max. 100 points)</b>			-
a)	Guidance and mentoring of students in undergraduate or CTeSP (Professional Higher Technical Course) projects/internships	<b>5%</b>	up to 2 points for guidance
b)	Member of the Jury for Undergraduate or CTeSP Project/Internship		up to 2 points for the jury
c)	Trainer/Trainee of Pedagogical Training Courses		up to 2 points for training
d)	Organization of educational events		Up to 2 points for organization
<b>3. Other activities relevant to the IPS mission - 20%</b>		-	-
<b>3.1 Exercise of management positions in management bodies or other structures of a Higher Education Institution (Max. 100 points)</b>			-
a)	Presidency or Director of Higher Education Institution/Organizational Unit	<b>15%</b>	up to 8 points per year
b)	Vice-President or Deputy Director of Higher Education Institution/Organizational Unit		up to 6 points per year
c)	Presidency of a statutory management body (CTC, CC, CP, AR, CR, CG)		up to 6 points per year
d)	Vice-president of a statutory management body, Department President, or Course Coordinator/Director		up to 4 points per year
e)	Member of statutory management bodies, participating in Department Coordination and Course Coordination		up to 2 points per year
f)	Participation in technical-scientific, pedagogical or other committees designated by the statutory bodies		up to 1 point for commission

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3.2 Other Activities (Max. 100 points)		5%	-
a)	Participation in outreach and community relations activities as a teacher		up to 1 point per activity
b)	Participation in International Mobility programs as a teacher (e.g., Erasmus)		up to 2 points for mobility
Final Classification: $0.1*(TC/P: 1.1) + 0.2*(TC/P: 1.2) + 0.05*(TC/P: 1.3) + 0.05*(TC/P: 1.4) + 0.05*(TC/P: 1.5) + 0.2*(P: 2.1) + 0.05*(P: 2.2) + 0.05*(P: 2.3) + 0.05*(P: 2.4) + 0.15*(O: 3.1) + 0.05*(O: 3.2)$			

#### In what way:

TC/P: Technical-Scientific and Professional Performance - divided into points 1.1; 1.2; 1.3; 1.4; and 1.5;

P: Pedagogical Capacity - divided into points 2.1; 2.2; 2.3; and 2.4;

O: Other activities relevant to the IPS mission - divided between points 3.1 and 3.2;

#### Notes:

1 - Each parameter (1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1 and 3.2) has a maximum limit of 100 points;

2 - As a tie-breaker, only for candidates with the same score in the final ranking, the following formula will be used:  $(TC/P: 1.2) + (P: 2.1) + (O: 3.1)$ , but without any point limit.

#### 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](http://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

Francisco José Alegria Carreira, Principal Coordinating Professor and Director of the School of Business Administration, of Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of nº 1 of Article 23º of ECPDESP.

##### Members of the jury

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Efigénio da Luz Rebelo, Retired Full Professor and Professor Emeritus at the Faculty of Economics of the University of Algarve, due to his relevant experience and curriculum;

Luís Miguel Serra Coelho, Full Professor at the Faculty of Economics of the University of Algarve;

Maria José da Silva Fernandes, Principal Coordinating Professor and President of the Polytechnic Institute of Cávado de Ave;

Maria Isabel Sánchez -Hernández, Full Professor at the University of Extremadura, Spain;

Paulo Jorge Santos Almeida, Principal Coordinating Professor at the School of Tourism and Maritime Technology of Peniche, Polytechnic Institute of Leiria

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) Na In The 2<sup>nd</sup> series of the Diário da República;
- b) In the Public Employment Exchange, in [www.bep.gov.pt](http://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,