

## **LISBON POLYTECHNIC INSTITUTE**

### **PROCLAMATION**

Under the terms and conditions of Articles 3, 6, 10, 15, 15-A, 19 and 29-B of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), sanctioned by Decree-Law No. 185/81, of 1 July, in its republication as it appeared in Decree-Law No. 207/2009, of 31 August, and by Law No. 7/2010, of 13 May, together with Order No. 1979/2010, published in *Diário da República*, Series II, No. 19, of 28 January, amended by Amendment Declaration No. 244/2010, published in *Diário da República*, Series II, No. 26, of 8 February, which sanctioned the Regulations for Applications for the Recruitment of Teaching Staff for the Lisbon Polytechnic Institute (Instituto Politécnico de Lisboa - IPL), it is hereby made public, by order of the President of the IPL dated 06 December 2019, given the use of the powers in Article 92(1)(d) of Law No. 62/2007 of 10 September, and Article 26(1)(d) of Normative Order No. 20/2009 of 13 May, published in *Diário da República* Series II No. 98 of 21 May, that, for a period of 30 working days from the publication of the present proclamation in *Diário da República*, applications are now invited for the purpose of filling a teaching position scheduled for 2020 at the Escola Superior de Comunicação Social (School of Communication and Media Studies) of the Lisbon Polytechnic Institute.

- 1.** Type of Selection Process - Documentary.
- 2.** Category - Coordinating Professor.
- 3.** Subject Area – Marketing – Digital Marketing.
- 4.** Application validity - The application is valid only for the job specified, and expires once submitted.
- 5.** Functional Content - As described in paragraph 5 of Article 3 of ECPDESP.
- 6.** Applicable legal relation mode – Public service employment contract for an indefinite period, in accordance with article 10 of ECPDESP.
- 7.** Admission requirements – Applications for the above-mentioned post should meet the conditions laid down in Article 19 of ECPDESP and hold a PhD or specialisation for more than five years in the subject area or a comparable area in relation to the application.

- 8.** Applications – Official applications are made by submitting a request to the President of the Lisbon Polytechnic Institute (IPL) by certified/registered mail to: Serviços da Presidência do Instituto Politécnico de Lisboa, Estrada de Benfica, 529, 1549-020 Lisboa.
- 9.** Application requirements – Submission of the following information is mandatory: full name; parents’ names; date and place of birth; number and date of identification document and issuing authority; home address and telephone number; marital status; academic qualifications and final grade; professional category and position currently held; identification of the position the candidate is applying for and of the *Diário da República* in which the present proclamation was published; as well as any other information deemed relevant in order to assess the suitability of the interested parties.
- 10.** Documents to be submitted together with the application:
  - a)** Identification document;
  - b)** Criminal record certificate;
  - c)** Medical certificate confirming the candidate’s physical condition and psychological profile to perform public service, issued by a practising doctor;
  - d)** Compulsory vaccination record, duly updated;
  - e)** Documents proving that the candidate meets the legal provisions stipulated in paragraph 7 of the present proclamation;
  - f)** 2 hard copies of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
  - g)** 2 hard copies of all supporting documentation mentioned in the *curriculum vitae*, and one in PDF digital copy;
  - h)** Complete list of all submitted documentation.

10.1 Whenever appropriate, the jury may request further documentation related to the *curriculum vitae* submitted.

- 11.** Exemption from the submission of documents – Exemption from the submission of the documents mentioned in b), c) and d) of the previous paragraph may be granted to applicants who declare in their application, under separate headings and on their word of honour, their exact situation with respect to the content of each of these items.

**12.** Information to be provided in the *curriculum vitae*:

- a)** Academic qualifications (degrees, grades, dates and institutions where they were obtained);
- b)** Other official undergraduate and post-graduate courses, including the respective grades, dates and awarding institutions;
- c)** Training and professional experience;
- d)** Participation in innovative projects, meetings, seminars and other events of a similar nature (the information provided will be used to assess the candidate's levels of intervention and responsibility, as well as the end results of such initiatives);
- e)** Technical, didactic and research work in the subject area in question;
- f)** Published works in the subject area in question, in hard copy or digital format;
- g)** Other relevant experience for the present application.

**13.** Selection criteria and classification of candidates - In compliance with the terms of Article 15-A of ECPDESP and Order no. 1979/2010 of 12 January, published in *Diário da República*, Series II, No. 19 of 28 January, at a preliminary meeting on 17 February 2020, the Jury approved the following criteria, indicators and considerations, with a view to assessing and classifying candidates, and the *curriculum vitae* should be organised according to the same criteria:

**a)** Technical, Scientific and/or Professional Performance in the field **(TSPP 40%)**

a1. Coordination and/or participation in scientific research projects in the area in question; member of editorial board or revision/arbitration of scientific articles (10%);

a2. Guidance, participation and debate on selection boards for dissertations, project work and traineeship reports in the area in question (15%);

a3. Publication of books, chapters of books and articles; presentation of communications at scientific events in the area in question (publications indexed to the Web of Science or Scopus are preferred) (15%).

**b) Pedagogic Evaluation in the field (40%)**

- b1. Actual experience in teaching curriculum units in the area in question (15%);
- b2. Supervision of pedagogic activities (responsibility and preparation of curriculum unit programs) in the area in question (10%);
- b3. Participation in pedagogic and/or scientific bodies, groups and/or committees (10%);
- b4. Coordination of pedagogic and/or scientific areas in the area in question - (2.5%);
- b5. Participation in selection process juries, assessment panels and other relevant pedagogic activities (2.5%).

**c) Other activities relevant to the Higher Education institution (20%)**

- c1. Holding of positions and participation in management activities and bodies of the institution (10%);
- c2. Participation in institutional work groups/committees, activities for disseminating the institution (5%);
- c3. Coordination, execution and development of practical projects and activities within the applicant's socio-professional environment (5%).

Final Classification (FC) = (TSPP 40%) + (PE 40%) + (OA 20%)

**14.** Jury – By order of the President of the Lisbon Polytechnic Institute (IPL), dated 06 December 2019, published by Order (extract) no. 12247/2019 of 19 May in the *Diário da República* (DR), Series II, No. 244, the Jury shall be composed as follows:

President:

- Dr. André do Couto Sendin, President of the School of Communication and Media Studies of the Lisbon Polytechnic Institute, by delegation of powers of the President of the Lisbon Polytechnic Institute.

Permanent Members:

- Dr. Paulo Manuel Roque Águas, Coordinating Professor of the Higher School of Management, Hotel Studies and Tourism of the University of Algarve;

- Dr. Alzira Maria Ascensão Marques, Coordinating Professor of the Higher School of Technology and Business at the Polytechnic Institute of Leiria;

- Dr. António Maria Palma dos Reis, Full Professor of the School of Economics and Management of the University of Lisbon;

- Dr. Jorge Domingos Carapinha Veríssimo, Coordinating Professor of the School of Communication and Media Studies of the Lisbon Polytechnic Institute.

Alternate Members:

- Dr. Fernando Alcides Machado, Associate Professor with Aggregation at Universidade Católica Portuguesa;

- Dr. Maria João Anastácio Centeno, Coordinating Professor of the School of Communication and Media Studies of the Lisbon Polytechnic Institute.

**15.** Admission, assessment and classification of candidates – Once the application period expires, the Jury meets to consider the admission and proceed with the assessment and classification of candidates in accordance with the criteria stated in paragraph 13 of this Proclamation.

15.1 The selection procedure may be terminated by reasoned act of the President of IPL respecting the general principles of administrative activities as well as the legal and regulatory limits on recruitment.

**16.** Absolute merit is gauged on the basis of the candidate's *curriculum vitae*, relevant in the area which the present proclamation refers to, under the terms

laid down in paragraph 13 above. Candidates who do not successfully achieve a classification of 50% or higher in the jury's assessment will be excluded.

- 17.** Prior hearing – In the event of a candidate being excluded for non-compliance with the legal requirements, and at the end of the assessment, a prior hearing will be given under the terms of article 121 et seq. of the Code of Administrative Procedure (CPA), published by Law No. 4/2015 of 7 January.
- 18.** Public hearings - Under the terms laid down in Article 23(4)(b) of ECPDESP, the jury may conduct public hearings on an equal footing for all candidates.
- 19.** Consultation of the process – The selection process may be consulted by those candidates wishing to do so through the Serviços da Presidência (President's Office) of the Lisbon Polytechnic Institute during normal office hours, i.e. 9:30 am - 12:00 pm and 2:00 pm – 5:00 pm.
- 20.** Recruitment conditions – The candidates classified in a position eligible for hiring in the final classification ranking will be contracted under the terms and conditions which allow for the compliance of the provisions laid down in Article 40 of Law No. 2/2020 of 31 March (State Budget Law for 2020).
- 21.** Pursuant to Article 9(h) of the Constitution, the IPL actively promotes, as an employer, an policy of equal opportunities for men and women as regards access to employment and professional career advancement, scrupulously guarding against any and all forms of discrimination.

Lisbon, 29 May 2020. President of IPL - Dr. Elmano da Fonseca Margato.