

## 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 22 August 2016, 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 two teaching positions scheduled for 2019 at the Instituto Superior de Contabilidade e Administração (Lisbon Accounting and Business School/ISCAL) of the Lisbon Polytechnic Institute.

- 1.** Type of Selection Process — Document Based.
  - 2.** Category — Principal Coordinator.
  - 3.** Scientific Area — Finance.
  - 4.** Application validity - The application is valid only for the jobs 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.
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- 1.** Admission requirements — Applications for the above-mentioned post should meet the conditions laid down in Article 19 of ECPDESP and hold a Ph.D. or

specialisation for more than five years in the subject area in relation to the application.

- 1.** Applications: Formal applications should be submitted to the President of the IPL either by hand or via registered mail to the following address: Instituto Politécnico de Lisboa, Estrada de Benfica, n.º 529, 1549-020 Lisboa.
- 2.** 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.
- 3.** 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) Two hard copies of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
  - g) Two hard copies of all supporting documentation mentioned in the *curriculum vitae*, and one in PDF digital copy;
  - h) Complete list of all submitted documentation.
- 3.1.** Whenever appropriate, the jury reserves the right to request further documentation related to the submitted *curriculum vitae*.
- 4.** 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.

4.1. Candidates who are currently employed in the IPL are exempt from submitting such documents as they are already included in the respective records. This should be clearly stated in their application.

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

- a) Academic qualifications (degrees, grades, dates and institutions where they were obtained);
- b) Other official graduate and post-graduate courses, with an indication of the grades, dates and institutions where they were obtained;
- c) Training and professional experience;
- d) Participation in innovative projects, meetings, seminars and other meetings 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 or didactic research work undertaken (the information provided shall enable the assessment of skills, through an analysis of the quality of the work carried out);
- f) Publications (the information provided shall allow for the assessment of skills, through an analysis of the quality of the published works) – candidates should select and submit no more than 5 of the most representative publications (2 copies per publication, when not available in digital format);
- g) Other relevant experience for the present application;
- h) The *curriculum vitae* must be organized according to the criteria and order established in the following paragraph (13).

**6.** Selection criteria and classification of candidates – In compliance with the terms of Article 15-A and 23 of ECPDESP and Article 26 of Dispatch 1979/2010, published in *Diário da República*, Series II, No. 19 of 28 January, amended by Amendment Declaration No 244/2010, published in the *Diário da República*, Series II, No. 26 of 8 February, the Jury, at a preliminary meeting held on 16 May 2019, approved the following parameters, criteria and

considerations, in view of the evaluation and shortlisting of candidates, and their *curriculum vitae* must be organised in accordance with them:

**a) Teaching Ability – TA (40%)**

- a1. Extent and quality of teaching in the subject area or comparable area – (10%):
- i. Minimum 15 years of teaching experience in higher education (full-time, or part-time equivalent), with assessment in pedagogic reviews, duly documented, above the average in at least 25% of the reference period (10 points);
  - ii. Minimum 10 years of teaching experience in higher education (full-time, or part-time equivalent), with assessment in pedagogic reviews, duly documented, above the average in at least 25% of the reference period (7.5 points);
  - iii. Minimum 5 years of teaching experience in higher education (full-time, or part-time equivalent), with assessment in pedagogic reviews, duly documented, above the average in at least 25% of the reference period (5 points);
  - iv. Minimum 2 years of teaching experience in higher education (full-time, or part-time equivalent), with assessment in pedagogic reviews, duly documented, above the average in at least 25% of the reference period (2.5 points);
  - v. Less than 2 years of teaching experience in higher education (full-time, or part-time equipment) or, when this experience exceeds 2 years, lack of documentation proving at least 1 semester with assessment in pedagogic reviews above the average (0 points).
- a2. Participation in pedagogic bodies, groups or committees (5%):
- i. Proven participation for at least 4 years in pedagogic bodies, groups or committees at an institution of higher education (5 points);
  - ii. Proven participation for at least 2 years in pedagogic bodies, groups or committees at an institution of higher education (2.5 points);

- iii. Lack of participation in pedagogic bodies, groups or committees during at least 2 years (0 points).
- a3. Design of curriculum unit programs and production of pedagogic material to support academic activities in the subject area or comparable area - (10%):
- i. Design of programs and production of published pedagogic materials for at least 10 Bachelor's degree curriculum units / or at least 5 Master's degree curriculum units (10 points);
  - ii. Design of programs and production of published pedagogic materials for at least 6 Bachelor's degree curriculum units / or at least 3 Master's degree curriculum units (7.5 points);
  - iii. Design of programs and production of published pedagogic materials for at least 4 Bachelor's degree curriculum units / or at least 2 Master's degree curriculum units (5 points);
  - iv. Design of programs and production of published pedagogic materials for at least 2 Bachelor's degree curriculum units / or at least 1 Master's degree curriculum unit (2.5 points);
- a4. Design of curriculum plans, coordination of courses and coordination of curriculum units – (5%):
- i. Evidence of participation in designing at least 2 curriculum plans of courses awarding a degree / or evidence of coordination of courses awarding a degree (as a director or assistant director) over at least 4 years / or evidence of coordinating at least 6 different curriculum units in courses awarding a degree (5 points);
  - ii. Evidence of participation in designing at least 1 curriculum plan of courses awarding a degree / or evidence of coordination of courses awarding a degree (as a director or assistant director) over at least 2 years / or evidence of coordinating at least 3 different curriculum units in courses awarding a degree (2.5 points);
  - iii. Lack of evidence of coordination of courses awarding a degree (as a director or assistant director) over at least 2 years / or

lack of evidence of coordinating at least 3 curriculum units in courses awarding a degree (0 points).

a5. Guidance or coordination of dissertations / theses – (5%):

- i. Guidance / coordination of at least 6 dissertations / projects / Master's traineeship reports (completed) / or guidance / coordination of at least 2 doctorate theses (completed) (5 points);
- ii. Guidance / coordination of at least 3 dissertations / projects / Master's traineeship reports (completed) / or guidance / coordination of at least 1 doctorate thesis (completed) (2.5 points);
- iii. Guidance / coordination of at least 3 dissertations / projects / Master's traineeship reports (completed) and lack of guidance / coordination of doctorate theses (completed) (0 points).

a6. Participation in examination panels for awarding academic degrees / titles – (5%):

- i. Participation in at least 12 examination panels for dissertations / projects / Master's traineeship reports (in the capacity of examiner) / or participation in at least 4 examination panels for doctorate theses, specialist tests or pedagogic aptitude tests (in the capacity of examiner) (5 points);
- ii. Participation in at least 6 examination panels for dissertations / projects / Master's traineeship reports (in the capacity of examiner) / or participation in at least 2 examination panels for doctorate theses, specialist tests or pedagogic aptitude tests (in the capacity of examiner) (2.5 points);
- iii. Participation in less than 6 examination panels for dissertations / projects / Master's traineeship reports (in the capacity of examiner) / or participation in less than 2 examination panels for doctorate theses, specialist tests or pedagogic aptitude tests (in the capacity of examiner) (0 points).

**b) Technical, Scientific and Professional Performance – TSP (45%):**

b1. Scientific publications in the area - (35%):

- i. Publication of at least one level 4 article in the ABS (Association of Business Schools) ranking (35 points);
  - ii. Publication of at least one level 3 or level 2 article in the ABS (Association of Business Schools) ranking (30 points);
  - iii. Publication of at least 5 articles in indexed journals (ISI/Scopus) (25 points);
  - iv. Publication of at least 2 articles in indexed journals (ISI/Scopus) (15 points);
  - v. Publication of at least 1 article in indexed journals (ISI/Scopus) / or publication of at least 10 articles in other scientific / technical journals with peer review (including chapters of books) / or publishing / editing of at least 2 books (10 points);
  - vi. Publication of at least 5 articles in scientific / technical journals with peer review (including chapters of books) / or publishing / editing of at least 1 book (5 points);
  - vii. Publication of at least 5 articles in scientific / technical journals, not necessarily subject to peer review (including chapters of books) (2.5 points);
  - viii. Does not meet the above requirements (0 points).
- b2. Technical/scientific organization (activities considered relevant by the jury will be scored) - (5%):
- i. Participation in scientific committees or organizing committees for at least 5 conferences / seminars / congresses of a technical/scientific nature / or editor of at least 2 scientific journals / or review of at least 10 articles for scientific journals (5 points);
  - ii. Participation in scientific committees or organizing committees for at least 2 conferences / seminars / congresses of a technical/scientific nature / or editor of at least 1 scientific journal / or review of at least 5 articles for scientific journals (2.5 points);
  - iii. Does not meet any of the above requirements (0 points).
- b3. Activities of a professional nature relevant to the area – (5%):

- i. Relevant professional activities for the area over at least 10 years (5 points);
- ii. Relevant professional activities for the area over at least 5 years (2.5 points);
- iii. Lack of relevant professional activities for the area over at least 5 years (0 points).

**c) Other Relevant Activities – OA (15%)**

- c1. Performance of management activities or duties at public or private institutions – (7.5%):
  - i. Performance of management activities or duties at public or private institutions over 8 years (including institutions of higher learning) (7.5 points);
  - ii. Performance of management activities or duties at public or private institutions over 4 years (including institutions of higher learning) (5 points);
  - iii. Performance of management activities or duties at public or private institutions over 2 years (including institutions of higher learning) (2.5 points);
  - iv. Lack of performance of management activities or duties at public or private institutions over at least 2 years (including institutions of higher learning) (0 points).
- c2. Coordination, execution and development of scientific and/or practical projects or activities within the applicant's socio-professional environment, provided that they are considered relevant by the jury – (7.5%):
  - i. In charge of at least 2 international or transnational cooperation projects / or in charge of at least 4 domestic projects (7.5 points);
  - ii. In charge of at least 1 international or transnational cooperation project / or in charge of at least 2 domestic projects (5 points);
  - iii. Participant in at least 1 international or transnational cooperation project / or participant in at least 2 domestic projects (2.5 points);



- iv. Lack of participation in at least 1 international or transnational cooperation project, or of participation in at least 2 domestic projects (0 points).

Where:

Final Classification (FC) = (TA 40%) + (TSPP 45%) + (OA 15%)

- 7.** Jury – By dispatch of the President of the Lisbon Polytechnic Institute, dated 03 April 2019, published by Proclamation No. 4129/2019 published in the *Diário de República*, Series II, No. 74 of 15 April, the Jury shall be composed as follows:

President:

- Dr. Orlando Manuel da Costa Gomes, President and Coordinating Professor of the Lisbon Accounting and Business School of the Lisbon Polytechnic Institute;

Permanent Members:

- Dr. António José dos Santos Morão Lourenço, Coordinating Professor of the Higher School of Management and Technology at the Polytechnic Institute of Santarém;
- Dr. Elisabete Fernanda Mendes Duarte, Coordinating Professor of the Higher School of Technology and Business at the Polytechnic Institute of Leiria;
- Dr. Geraldo Manuel Alves Cerqueiro, Associate Professor at Universidade Católica Portuguesa (Lisbon);
- Dr. Jacinto António Setúbal Vidigal Silva, Associate Professor with Aggregation of the University of Évora;
- Dr. Mohamed Azzim Gulamhussen, Associate Professor with Aggregation from ISCTE – University Institute of Lisbon.

Alternate Members:

- Dr. Efigénio da Luz Rebelo, Full Professor of the School of Economics of the University of the Algarve;
- Dr. Maria Clara Dias Pinto Ribeiro, Coordinating Professor of the Accounting and Business School of the Porto Polytechnic Institute.

- 8.** 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.

- 9.** 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.
- 10.** Prior hearing – In the event of a candidate being excluded for non-compliance with the legal requirements, or for lack of absolute merit, 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.
- 11.** Public hearings - Under the terms laid down in Article 23(4)(b) of ECDESP, the jury may conduct public hearings on an equal footing for all candidates.
- 12.** Enquiries – The selection process may be consulted by those candidates wishing to do so through the President's Office of the Lisbon Polytechnic Institute from 10:00 – 12:00 and 14:00 – 16:00.
- 13.** Recruitment conditions - Shortlisted candidates will be contracted under the terms and conditions which allow for the provisions laid down in Article 42 of Law 71/2018 of 31 December (State Budget for 2019).
- 14.** 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, 31 July 2019. President of IPL - Dr. Elmano da Fonseca Margato.