

LISBON POLYTECHNIC INSTITUTE

PROCLAMATION

Under the terms and conditions of Articles 3, 5, 10-B, 15, 15-A, 17 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 19 December 2018, 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, by proposal of the President of the Lisbon Higher Institute of Engineering (ISEL), pursuant to article 19 (1e) of Order no. 5576/2010, of 04 March, published in *Diário da República*, Series II, No. 60, of 26 March, a selection procedure is now open, for 30 working days from the working day immediately following that of the publication of this proclamation in *Diário da República*, for an associate professor to fill a planned open position in the 2019 teaching staff at the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute.

1. Type of Selection Process - Document Based.
2. Category - Associate Professor.
3. Subject Area - Scientific area of Statistics and/or Operational Research.
4. Time period - The selection process ends once the vacancies contained in the public notice are filled, as provided for in article 38 of Order no. 1979/2010, of 28 January.
5. Functional Content - As described in paragraph 4 of article 3 of ECPDESP.
6. Applicable legal relation mode - Public service employment contract for an indefinite period with a trial period of five years, in accordance with article 10-B of ECPDESP.
7. Admission requirements - Applications for the above-mentioned post should meet the conditions laid down in Article 17 of ECPDESP and hold a PhD or Specialisation in the subject area in question.
 - 7.1. Candidates must be able to speak and write in Portuguese.
 - 7.1.1. Candidates of foreign nationality, except those from Portuguese-speaking countries, must demonstrate knowledge of written and spoken Portuguese at a reference level description of B1 or higher. This requirement is officially recognized through a certificate or diploma of communicative competence in Portuguese of the Common European Framework of Reference for Languages, of the Council of Europe.
 - 7.1.2. Must meet the requirements referred to in 7.1.1 before the deadline for submitting applications under this selection process.
8. Applications - Official applications are made by submitting a request to the President of the Lisbon Higher Institute for Engineering by certified/registered mail to: Serviço de Recursos Humanos do ISEL, Rua Conselheiro Emídio Navarro, n.º 1, 1959-007 Lisboa. Applications via email will not be accepted.
9. Application requirements - Submission of the following information is mandatory: full name; parents' names; date and place of birth; nationality; number and date of identification document and issuing authority; postal address, email 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;
- e) Compulsory vaccination record, duly updated;
- f) Documents proving that the candidate meets the legal provisions stipulated in paragraph 7 of the present proclamation;
- g) Two hard copies of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
- h) Two hard copies of all supporting documentation mentioned in the *curriculum vitae*, and one in PDF digital copy;
- i) Complete list of all submitted documentation.

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

The jury considered it necessary for candidates to submit a supplementary document in Excel format containing the objective breakdown of the items corresponding to the evaluation criteria defined in point 13 which shall be made available to them at:

<https://www.isel.pt/docentes/docentes/recursos-humanos/concursos-de-pessoal>

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.

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

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;
- h) The *curriculum vitae* should be organized per the criteria in point 13 of this Proclamation, in accordance with its various sub-paragraphs.

13. Selection criteria and classification of candidates: In compliance with the terms of article 15- of ECPDESP and Order no. 1979/2010 of 12 January, published in *Diário da República*, Series II, no. 19 of 28 January, the Jury approved, at a preliminary meeting on 14 May 2019, 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:

13.1. Pedagogic activity, accounting for 40% of the final classification, which will be done based on three components with the following maximum scores:

- a) Teaching activity (50 points)
- b) Guidance of pedagogic projects (30 points)
- c) Production of teaching materials (20 points)

Only service provided within the scope of higher education will be included under "pedagogic activity".

Scoring for the different components of pedagogic activity will be done based on a comparative analysis of curriculum elements submitted by candidates, always with the limit of the maximum scores shown above.

- a) Academic activity

To calculate the final score of academic activity, curriculum units will be counted for each academic semester in the scientific area in question, with a maximum of 5 points per curriculum unit taught and, in addition, a maximum of 2 points per curriculum unit in which the candidate served as a coordinator.

A maximum score will be given for teaching activity (50 points) to the candidate with the highest number of points, with other candidates then ranked proportionately.

b) Guidance of pedagogic projects

The following items and corresponding maximum scores will be included in “guidance of pedagogic projects” in the scientific area in question:

- Per each guidance/assistance in Bachelor’s degree seminar/project/traineeship (3 points)
- Per each guidance/assistance in Master’s degree dissertation/project/traineeship (5 points)
- Per each guidance/assistance in Doctorate degree thesis (15 points)

To calculate the final score for the guidance of academic projects, only completed guidance/assistance will be included.

A maximum score will be given for guidance of academic projects (30 points) to the candidate with the highest number of points, with other candidates then ranked proportionately.

c) Production of teaching materials

The score for the production of teaching materials will be a maximum of 20 points. Candidates will submit a portfolio of teaching materials for one curriculum unit, chosen by them, which will be examined to gauge its actual quality and suitability to the scientific area in question.

Three levels will be considered for the scoring of production of teaching materials: highly suitable 100%; suitable 60%; unsuitable 30%

13.2. Technical/scientific and professional activity, accounting for 45% of the final classification, which will be done based on two components with the following maximum scores:

- a) Academic training (10 points)
- b) Scientific production (70 points)
- c) R&D project (20 points)

Master’s and doctorate theses will not count towards “technical/scientific and professional activity”.

a) Academic training

Academic training will be scored based on three components with the following maximum scores:

- Doctorate (9 points)
- Title of specialist (3 points)
- Supplementary training (1 point)

Candidates with both a Doctorate and title of specialist may not exceed the score of 9 points for the first two components. For the scores of Doctorate and titled specialist, three levels will be considered according to their relevance to the scientific area in question: highly relevant 100%; relevant 60%; irrelevant 30%.

The score for “supplementary training” will be a maximum of 1 point. Training courses relevant to the scientific area in question lasting 12 hours or more will be considered for the purpose of this score. Each example will earn a maximum of 0.25 points.

b) Scientific production

Ten total works, selected by the candidate, will count towards the “scientific production” component. For calculation purposes, each example will be multiplied by the respective scoring.

The following maximum scores will be given, provided that there is relevance to the scientific area in question:

- Per book published (25 points)
- Per chapter of book published (15 points)
- Per article published in a journal indexed in a reference database (20 points)

- Per article published in a journal not indexed in a reference database (3 points)
- Per complete article (*full paper*) published in the minutes of international congresses, workshops or conferences (5 points)

A maximum score will be given for scientific production (70 points) to the candidate with the highest number of points, with other candidates then ranked proportionately.

c) R&D projects

The following items and corresponding maximum scores will be included in “R&D projects” in the scientific area in question:

- Coordination of R&D projects (5 points)
- Participation in R&D projects (2 points)

A maximum score will be given for R&D projects (20 points) to the candidate with the highest number of points, with other candidates then ranked proportionately.

13.3. Other activities relevant to the mission of the institution, accounting for 15% of the final classification. The scoring of these support activities for higher education management will be a maximum of 100 points, with the following maximum scores:

- a) Chairpersons of managing boards of higher education institutions / organic units (15 points)
- b) Members of managing boards of higher education institutions / organic units (8 points)
- c) Chairpersons of departmental areas (8 points)
- d) Coordinators of courses (6 points)
- e) Heads of scientific areas/subject area groups (4 point)
- f) Coordinators of institutional offices (4 points)
- g) Members of institutional offices (2 points)
- h) Presidents of selection process juries (2 points)
- i) Heads of institutional committees/workgroups (2 points)
- j) Members of selection process juries/institutional committees/workgroups (1 point)
- k) Organizers of conferences (2 points)
- l) Organizers of events (seminars, workshops, short courses, open classes, training, etc.) (1 point)

To calculate scoring, points a) through g) will be multiplied by the number of semesters in the position, and points h) through l) will be multiplied by the number of examples.

A maximum score will be given for support activities for higher education management (100 points) to the candidate with the highest number of points, with other candidates then ranked proportionately.

13.4. All results are rounded and displayed to two decimal places.

14. Jury- By order of the President of the Lisbon Polytechnic Institute (IPL), dated 19 December 2018, published by Order (extract) no. 452/2019 of 9 January in the *Diário da República* (DR), Series II, No. 6, the Jury shall be composed as follows:

President of the Jury:

Dr. Jorge Alberto Mendes de Sousa, Coordinating Professor of the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute.

Permanent Members:

Dr. Maria Manuela Costa Neves Figueiredo, Full Professor at the Higher Institute of Agronomy of the University of Lisbon;

Dr. Maria Isabel Fraga Alves, Full Professor at the University of Lisbon School of Science;

Dr. Fernando José Malheiro de Magalhães, Coordinating Professor of the Porto Institute of Accounting and Administration of the Porto Polytechnic Institute;

Dr. Sandra Cristina Dias Nunes, Coordinating Professor of the School of Business Sciences of the Setúbal Polytechnic Institute;

Dr. Sandra Maria da Silva Figueiredo Aleixo, Coordinating Professor of the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute.

Alternate Members:

Dr. Filipe Serra de Oliveira, Associate Professor with Aggregation of the Higher Institute of Economics and Management of the University of Lisbon.

Dr. Luís Manuel Ferreira da Silva, Coordinating Professor of the Lisbon Higher Institute of Engineering 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.

Only those items for which the candidate can provide objective proof will be considered eligible for examination.

For all points in which items submitted by candidates undergo a comparative analysis, the jury reserves the right to not give the maximum score when it believes that the items submitted are clearly insufficient.

Any given action or attribute of candidates cannot count towards more than one of the assessment criteria referred to in point 13.

In the event of a tie in scoring, candidates will be ranked according to the following: first, the percentage obtained in point 13.1 Pedagogic activity; second, the percentage obtained in point 13.2 Technical/scientific and professional activity; and third, the percentage obtained in point 13.3 Other activities relevant to the mission of the institution.

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 paragraphs 12 and 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 ECDESP, the jury may conduct public hearings on an equal footing for all candidates.

19. Enquiries - The selection process may be consulted by those candidates wishing to do so through the President's Office of the Lisbon Higher Institute of Engineering during normal office hours, i.e. 09:30 – 12:00 and 14:00 – 16:00.

20. 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).

21. Pursuant to Article 9(h) of the Constitution, the ISEL actively promotes, as an employer, a 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.

19 July 2019 — IPL President, Dr. Elmano Margato