

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 24 January 2017, 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 2017 at the Instituto Superior de Contabilidade e Administração (Lisbon Accounting and Business School) of the Lisbon Polytechnic Institute.

- 1.** Type of Selection Process - Documentary.
- 2.** Category - Coordinating Professor.
- 3.** Subject area – Management, sub-area of Business Management.
- 4.** Time period - Applications will be considered only for the job vacancy as stated, terminating when the vacancy is filled or one year from the date of ratification of the final classification list by the President of the IPL.
- 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, with a trial period of one year if the selected candidate does not already have a contract for an indefinite period as a teacher in higher education or polytechnic education or as a researcher in scientific research 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 Course for more than five years in the subject area in question or comparable area, and should be fluent in both spoken and written Portuguese. Applicants may be subject to specific language tests if they are not from a Portuguese-speaking country.
- 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 submitted *curriculum vitae*.

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 IPL 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)** Professional training courses and professional experience;
- d)** Publications, with particular emphasis on the specialisation in question, in books, chapters in books, journals or proceedings of congresses/conferences, supervision or joint supervision of traineeships, final papers or dissertations leading to an academic degree, participation and discussion on traineeship juries, published software, scientific activities and participation in economic and social application of knowledge;
- e)** Development of projects with sector associations and other community bodies in the subject area in question;
- f)** Detailed description of the applicant's academic experience;
- 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).

13. Selection criteria and classification of candidates – In compliance with the terms of article 15-A of ECPDESP and Dispatch 1979/2010 of 12 January, published in *Diário da República*, Series II, No. 19 of 28 January, which sanctioned the Regulations for Applications for the Recruitment of Teaching

Staff for the IPL, the Jury, at a preliminary meeting held on 17 July, approved the following criteria, indicators and considerations, in view of the evaluation and short listing of candidates:

a) Technical, Scientific and Professional Performance (45%)

- a1 Academic qualifications: degrees and qualifications in the area or comparable areas for the specialisation in question (3%);
- a2. Publications in the area, particularly in the specialisation in question, of books, chapters of books and journals (15%);
- a3. Supervision or co-supervision of traineeships, final works or dissertations for academic degrees in the area in question (7.5%);
- a4. Participation or debate in selection boards for traineeships, final works or dissertations for academic degrees in the area in question (7.5%);
- a5. Activities of a scientific nature (moderator in discussions, seminars or conferences, member of the editorial or revision/scientific board of technical journals, community services and project development with business associations and other community entities relevant to the subject areas in question) (4%);
- a6. Applicant's professional experience in the area or comparable areas of the specialisation in question (8%).

b) Pedagogic Evaluation (40%)

- b1. Teaching of Bachelor's degrees, graduate-level courses, Masters' degrees and Doctorate programmes in the area in question (5%);
- b2. Conception/design of curriculum unit programmes for Bachelor's degrees, graduate-level courses, Masters' degrees and Doctorate programmes in the area in question (10%);
- b3. Conception/design of curriculum plans and coordination of degree courses in the area in question (20%);
- b4. Design of curricula and production of pedagogic material to support academic activities (5%).

c) Other relevant activities (15%)

- c1. Participation in committees, working groups, bodies of a technical/scientific, academic or professional nature at institutions of higher education, and official performance evaluations in higher education relevant to the scope of this application (2%);
- c2. Coordination, implementation and development of projects or activities of a practical nature within the social and professional context of which the candidate is part, in the area and specialisation in question (13%).

14. Jury – By order of the President of the Lisbon Polytechnic Institute (IPL), dated 26 April 2017, published by Order no. 4439/2017 of 23 May in the *Diário da República* (DR), Series II, No. 99, the Jury shall be composed as follows:

President:

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

Permanent Members:

- Dr. Nelson José dos Santos António, Full Professor of ISCTE – Lisbon University Institute;

- António Jorge Duarte Rebelo de Sousa, Associate Professor with Aggregation of the Higher Institute of Social and Political Sciences of the University of Lisbon;

- Dr. Rúben José de Almeida Martins Raposo, Associate Professor of the Manuel Teixeira Higher Institute of Universidade Lusófona;

- Dr. António da Silva Robalo, Full Professor of ISCTE – Lisbon University Institute.

Alternate Members:

- Dr. Manuel Duarte Mendes Monteiro Laranja, Associate Professor with Aggregation of the Higher Institute of Economics and Management of the University of Lisbon;

- Dr. José António Figueiredo Almaça, Full Professor of the Universidade Autónoma de Lisboa.

- 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.
- 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, 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.
- 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.** 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 candidate 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 32 of Law No. 42/2016 of 28 December (State Budget Law for 2017).
- 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, 17 July 2017. President of IPL - Dr. Elmano da Fonseca Margato.