

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 Dispatch 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 (IPL), it is hereby made public, by dispatch of the President of the Lisbon Polytechnic Institute, of 13 May 2022, in Article 92(1)(d) of Law No. 62/2007 of 10 September, and Article 26(1)(d) of the Normative Dispatch No. 20/2009 of 13 May, *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 one teaching vacancy scheduled for 2022 at the Lisbon Accounting and Business School of the Lisbon Polytechnic Institute.

- 1.** Type of Selection Process — Document Based.
- 2.** Category - Adjunct Professor.
- 3.** Subject Area — Subject areas that make up the scientific area of Management.
- 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 Article 3(4) 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 Specialization in the subject area in question, or comparable subject area.
- 8.** Applications — formal applications should be submitted upon request, addressed to the President of the IPL, and sent to the following email address: concursos@iscal.ipl.pt.

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) Detailed *curriculum vitae*, dated and signed, in PDF format;
- g) Supporting documentation referred to in *curriculum vitae*, in PDF format;
- h) 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*.

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 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

- 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 10 of the most representative publications;
- 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;

<i>Evaluation Criteria for selection process for the recruitment of an Adjunct Professor in the Departmental Area of Management</i>	Maximum score
1. PEDAGOGICAL COMPONENT (40%)	40
1.1. Experience and dedication to teaching in the area of Management <ul style="list-style-type: none"> 1 point per year of higher education teaching experience (full-time, or part-time equivalent), up to a maximum of 10 points. 	20
<ul style="list-style-type: none"> 0.75 points per different Curricular Unit taught/coordinated in the area of Management, up to a maximum of 5 points. 	10
<ul style="list-style-type: none"> 0.5 points per different Curricular Unit taught in the area of Management, up to a maximum of 5 points. 	5
	5
1.2. Production of pedagogic material to support academic activities in the area of Management <ul style="list-style-type: none"> 1 point per manual and/or support textbook produced (with DOI or ISBN) covering at least 75% of the materials taught in the curricular unit, 	10

<p>when considered relevant by the jury, up to a maximum of 5 points. A maximum of one element per curricular unit.</p> <ul style="list-style-type: none"> 0.5 points per exercise book or other support notebooks (with DOI or ISBN) covering at least 75% of the materials taught in the curricular unit, when considered relevant by the jury, up to a maximum of 5 points. A maximum of one element per curricular unit. 	5
<p>1.3. Participation in pedagogic bodies, groups or committees</p> <ul style="list-style-type: none"> 1 point per year of proven participation in pedagogic bodies, groups or committees at higher education institutions (2 points per year for holding chairmanship, management or coordination positions), up to a maximum of 2.5 points. 0.75 points for the organisation of each international educational event, up to a maximum of 2.5 points. 0.5 points for the organisation of each national educational event, up to a maximum of 2.5 points. 	5 7.5
<p>1.4. Other pedagogical activities considered relevant by the jury (and not considered in the previous points)</p>	2.5 2.5 2.5
<p>2. TECHNICAL-SCIENTIFIC AND/OR PROFESSIONAL COMPONENT (45%)</p>	45
<p>2.1. Supervision or co-supervision of doctoral theses and/or Master's dissertations in the area of Management</p> <ul style="list-style-type: none"> 3 points per doctoral thesis (completed). 1.5 points per master's dissertation (completed). <p>NOTE: The points referred to in item 2.1 are cumulative, up to a maximum of 15 points.</p>	15
<p>2.2. Participation in juries of academic tests or specialist titles in the area of Management</p> <ul style="list-style-type: none"> 1.5 points for participation as an examiner in a doctoral thesis. 1.15 points for participation in specialist tests. 0.75 points for participation as an examiner in Master's dissertations. 	5

<p>NOTE: The points referred to in item 2.2 are cumulative, up to a maximum of 5 points.</p>	
<p>2.3. Scientific publications in the area of Management</p>	
<p>2.3.1. Books</p> <ul style="list-style-type: none"> • 5 points per book published by an international publisher. • 2.5 points per book published by a national publisher. • 2.5 points per book chapter published by an international publisher. • 1.25 points per book chapter published by a national publisher. <p>NOTE: The points referred to in item 2.3.1 are cumulative, up to a maximum of 5 points.</p>	<p>20</p> <p>5</p>
<p>2.3.2. Scientific journals</p> <ul style="list-style-type: none"> • 5 points for each scientific article published in a scientific journal indexed in ISI/SCOPUS. • 1.5 points for each article in a journal not indexed in ISI/SCOPUS and with peer review. <p>NOTE: The points referred to in item 2.3.2 are cumulative, up to a maximum of 12.5 points.</p>	<p>12.5</p>
<p>2.3.3. Conference proceedings</p> <ul style="list-style-type: none"> • 1.5 points for each publication in a proceeding indexed in ISI/SCOPUS. • 1 point for each publication in a proceeding not indexed in ISI/SCOPUS and peer-reviewed. <p>NOTE: The points referred to in item 2.3.3 are cumulative, up to a maximum of 2.5 points.</p>	<p>2.5</p>
<p>2.4. Technical-scientific organisation considered relevant by the jury for the area of Management</p>	
<ul style="list-style-type: none"> • 1 point per participation in scientific committees or organising committees of conferences/seminars/congresses of a technical/scientific nature. • 1 point for participation as an editor in a scientific journal. • 0.5 points for participation as reviewer of a scientific journal article. 	<p>2.5</p>

<p>NOTE: The points referred to in item 2.4 are cumulative, up to a maximum of 2.5 points.</p> <p>2.5. Activities of a professional nature and/or other activities of a technical-scientific nature (not previously mentioned) considered relevant by the jury for the area of Management</p>	2.5
3. ORGANISATIONAL COMPONENT (15%)	15
<p>3.1. Performance of management activities or duties at public or private institutions considered relevant by the jury</p> <ul style="list-style-type: none"> 1 point per year of performing management activities or duties at public or private institutions (including higher education institutions), up to a maximum of 7.5 points. <p>3.2. Research and development projects in the area of Management considered relevant by the jury</p> <ul style="list-style-type: none"> 2 points per coordination of a completed research project, with external evaluation and funding (e.g. FCT or European funds). 1 point per coordination of other completed research projects with funding. 1 point per collaboration on a completed research project, with external evaluation and funding (e.g. FCT or European funds). 0.2 points per coordination of other completed research projects with funding. <p>NOTE: The points referred to in item 3.2 are cumulative, up to a maximum of 7.5 points.</p>	7.5

- 14.** Jury – By dispatch of the President of the Lisbon Polytechnic Institute (IPL), of 13 May 2022, published through Order 6451/2022, published in Diário da República, Series II, No. 98 of 20 May 2022, ratified by Ratification Statement 644/2022, published in Diário da República, Series II, No. 141, of 22 July 2022, the Jury shall be composed as follows:

President:

Ana Maria da Silva Barbosa Sotomayor, Coordinating Professor at the Lisbon Accounting and Business School, by delegation of powers of the President of the Lisbon Polytechnic Institute.

Permanent Members:

Rui da Assunção Esteves Pimenta, Principal Coordinating Professor of the School of Health at the Polytechnic Institute of Porto;

Pedro Fernandes da Anunciação, Coordinating Professor of the School of Business Sciences of the Setúbal Polytechnic Institute;

Susana Cristina Serrano Fernandes Rodrigues, Coordinating Professor of the Higher School of Technology and Business at the Polytechnic Institute of Leiria;

Luísa Margarida Cagica Carvalho, Coordinating Professor of the School of Business Sciences of the Setúbal Polytechnic Institute.

Alternate Members:

Paulo Duarte Valente Almeida da Silveira, Coordinating Professor of the School of Business Sciences of the Setúbal Polytechnic Institute;

Dr Jorge José Martins Rodrigues, Coordinating Professor of the Lisbon Accounting and Business School 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, 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 ECPDESP, 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 at the premises of the Lisbon Accounting and Business School, located at Avenida Miguel Bombarda, 20 – 1069-035 Lisbon, from 9:30 am to 12:30 pm and from 2:00 pm to 4:00 pm, by appointment via email at contests@iscal.ipl.pt.
- 20.** Recruitment conditions- Shortlisted candidates will be contracted under the terms and conditions which allow for the compliance of the provisions laid down in Article 36 of Law no. 12/2022, published in Diário da República, Series II, no.122 of 27 June (State Budget Law for 2022).
- 21.** Pursuant to Article 9(h) of the Constitution, as an employer the IPL actively promotes 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.

Lisbon, 17 October 2022. President of IPL - Dr. Elmano da Fonseca Margato.