

## **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 15 January 2020, 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 — Coordinating Professor.
- 3.** Subject Area — Financial Accounting.
- 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.
- 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: 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.
- 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) 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.

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 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 organised according to the criteria and order established in the following paragraph (6).

**13.** 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 30 September 2020, 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 – (10%)
- 0.5 points per year of higher education teaching experience (full-time, or part-time equivalent), up to a maximum of 10 points.
- a2. Participation in pedagogic bodies, groups or committees – (5%)
- 0.5 points per year of proven participation in pedagogic bodies, groups or committees at higher education institutions (1 point per year for holding chairmanship, management or coordination positions), up to a maximum of 5 points.
- a3. Design of curriculum unit programs and production of pedagogic material to support academic activities in the subject area - (10%)
- 0.5 points per design of programs, when considered relevant by the jury, up to a maximum of 5 points;
  - 0.25 points per piece of pedagogic material produced, when considered relevant by the jury, up to a maximum of 5 points.
- a4. Coordination of course curriculum plans, coordination of courses and coordination of curriculum units – (5%)
- 0.5 per course curriculum plan/ per year of course coordination /per coordination of curriculum unit, when considered relevant by the jury, up to a maximum of 5 points.
- a5. Supervision or co-supervision of dissertations/theses in the subject area in question - (5%)
- 0.5 points per supervision/co-supervision of each dissertation, project or Master's work placement report (completed)/1 point per supervision/co-supervision of each PhD thesis (completed), up to a maximum of 5 points.
- a6. Participation in examination panels for awarding academic degrees/titles – (5%)
- 0.25 points per participation in examination panels for dissertations/projects/Master's work placement reports (in the capacity of examiner)/0.25 points per participation in

examination panels for specialist tests (in the capacity of examiner)/0.5 points per participation in Doctorate examination panels (in the capacity of examiner), up to a maximum of 5 points.

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

b1. Scientific publications in the subject area, up to a maximum of 35 points – (35%)

- 15 points per scientific article published in an indexed journal (*JCR WoS and SJR Scopus*), with a 1st-quartile impact factor;
- 10 points per scientific article published in an indexed journal (*JCR WoS and SJR Scopus*), with a 2nd-quartile impact factor;
- 7 points per scientific article published in an indexed journal (*JCR WoS and SJR Scopus*), with a 3rd-quartile impact factor;
- 5 points per scientific article published in an indexed journal (*JCR WoS and SJR Scopus*), with a 4th-quartile impact factor;
- 7 points per book published by an international publisher (this item is scored up to a maximum of 14 points);
- 5 points per book published by a national publisher (this item is scored up to a maximum of 10 points);
- 2 points per article in a non-indexed journal, chapter of a book or conference proceeding (this item is scored up to a maximum of 10 points).

b2. Technical/scientific organisation (activities considered relevant by the jury will be scored) – (5%)

- 1 point per participation in scientific committees or organizing committees of conferences/seminars/congresses of a technical/scientific nature;
- 1 point per participation as an editor of a scientific journal/0.5 points per revision of an article in a scientific journal;

- The points for the above two items are cumulative, up to a maximum of 5 points.

b3. Non-teaching activities of a professional nature relevant to the area – (5%)

- 0.5 points per year of significant professional activity in the area, excluding those in item c), up to a maximum of 5 points.

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

c1. Performance of management activities or duties at public or private institutions – (7.5%)

- 1.5 points per year of performing management activities or duties at public or private institutions, up to a maximum of 7.5 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%)

- 1.25 points per participation in international or transnational cooperation projects or activity (2.5 points in the case of project leader)/0.75 points per participation in domestic projects or activity (1.5 points in the case of project leader), up to a maximum of 7.5 points.

Where:

$$\text{Final Classification (FC)} = (\text{TA } 40\%) + (\text{TSPP } 45\%) + (\text{OA } 15\%)$$

**14.** Jury – By dispatch of the President of the Lisbon Polytechnic Institute, dated 15 January 2020, published by Proclamation No. 1441/2020 published in the *Diário da República*, Series II, No. 21 of 30 January, the Jury shall be composed as follows:

President:

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

Permanent Members:

- Dr. Ana Isabel Abranches Pereira de Carvalho Morais, Associate Professor with Aggregation of the Higher Institute of Economics and Management of the University of Lisbon;
- Dr. Francisco José Alegria Carreira, Principal Coordinating Professor of the School of Business Sciences of the Setúbal Polytechnic Institute;
- Dr. Cristina Maria Gabriel Gonçalves Góis, Coordinating Professor of the Accounting and Business School of the Coimbra Polytechnic Institute;
- Dr. Luís Filipe Marinho Lima Santos, Coordinating Professor of the School of Tourism and Maritime Technology of the Leiria Polytechnic Institute;
- Dr. Paula Alexandra Rocha Gomes dos Santos, Coordinating Professor of the Lisbon Accounting and Business School of the Lisbon Polytechnic Institute.

Alternate Members:

- Dr. Sónia Maria da Silva Monteiro, Coordinating Professor of the Higher School of Management of the Polytechnic Institute of Cávado and Ave;
- Dr. Rui Manuel Pais de Almeida, 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 6 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 through the President's Office of the Lisbon Polytechnic Institute from 10:00 – 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 40 of Law 20/2020 of 31 March (State Budget 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, 30 of October 2020. President of IPL - Dr. Elmano da Fonseca Margato.