

POLYTECHNIC INSTITUTE OF PORTO
Instituto Superior de Contabilidade e Administração do
Porto (Porto Accounting and Business School)

Public notice

Ref. 10 /2025

Call for applications for a position of Professor Adjunto (Assistant Professor) in the scientific area of Administrative Assistance and Organizational Communication.

1. Under the terms of article 17, nr1, paragraph d) of the statutes of the Porto Accounting and Business School (ISCAP), together with Order (Despacho normativo) nr. 15834/2009, published in Diário da República, 2.^a Série, n.º 132, dated 10th July of 2009, it is hereby made public, as ordered by the Dean of the Porto Accounting and Business School on 15/07/2025, that, for a period of 30 business days from the publication of the present Notice in the Diário da República, call for applications is open to fill 1 (one) position of Assistant Professor, in the form of a permanent public employment contract, in the scientific area of Management - disciplinary group of Human Resources Management. This call is published under the terms and conditions of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), approved by Decree-Law No. 185/81 of 1st July, in its current wording, together with the Regulation for Applications for the Recruitment of Teaching Staff for the Porto Polytechnic Institute (RCCPCDIPP) approved by Order N. 4807/2011, published in Diário da República, 2.^a Serie, nº 57, of 17th March of 2011.

2. Place of work: Instituto Superior de Contabilidade e Administração do Porto, Rua Jaime Lopes Amorim, s/n, 4465-004 S. Mamede de Infesta.

3. Functional content of the category: As described in paragraph 4 of article 3 of the ECPDESP.

4. Admission requirements:

4.1. Hold the requirements laid down in paragraphs b) to e) of article 17 of the General Law on Civil Service Employment, approved by Law Nr. 35-- A/2014 of 20 June, in its current wording.

4.2. Hold a doctorate or specialist title in the area for which this call is open, as provided for in Article 17 of the ECPDESP. Applicants with qualifications obtained outside Portugal must provide proof of recognition, equivalence or registration of their PhD degree under the applicable law. Applicants who fail to provide the recognition will be excluded from the call.

5. Formalising the application:

5.1. The application is made electronically using the link <https://domus.ipp.pt/concursos/iscap/pessoal/> until the deadline mentioned in point 1 of the present notice. Applications sent by email or any other means other than the one specified will be rejected outright.

5.2. Formal applications should be submitted, within a period of thirty working days from the publication of this notice in the Diário da República, and, under penalty of exclusion, by completing the electronic application form available at <https://domus.ipp.pt/concursos/iscap/pessoal/>.

5.3. The application for admission to the call must include the following documents, prepared in accordance with the terms indicated below, under penalty of exclusion:

- a) Detailed, dated and signed Curriculum Vitae, necessarily prepared according to the parameters established in points and 7.3 of the current Notice;
- b) Digital copies of the works and documents, for the purposes of the assessment provided for in point 7 of this Notice, which must be organised according to the *Curriculum Vitae*;

- c) Certificate proving the title and date of obtaining the degree and titles required for the call;
- d) Valid identification document at the date of application;
- e) Certificate of criminal record;
- f) Documentary proof of physical robustness and psychological profile, indispensable for the exercise of the functions in question;
- g) Up-to-date vaccination certificate;
- h) List of documents accompanying the application.

5.4. The documents referred to in items e), f) and g) of the previous paragraph may be replaced by a declaration in the submission stage of the application provided that the applicants declare under oath the situation in which they find themselves in relation to each of these requirements.

5.5. The process can be consulted at <https://domus.ipp.pt/concursos/iscap/pessoal/>.

5.6. The documents must be submitted in Portuguese or English.

5.7. Failure to present the documents required in this Notice, under the terms presented in point 5.3, or presenting them after the deadline established in nr. 1 of this Notice, determines the exclusion of the application.

5.8. Failure to present digital copies of the documents related to the *curriculum vitae* presented by the applicant will result in information not being considered for evaluation.

5.9. The presentation of a false document determines the immediate exclusion from the call and a notification to the competent entity for the purposes of criminal proceedings.

5.10. Whenever deemed necessary, the jury may request the candidates to submit complementary documentation related to the submitted curriculum.

5.11. The curriculum vitae must be in line with international standards and presented in accordance with the structure set out in Table 1 of Point 7.3 of the Notice.

5.12. The non-presentation of the documents mentioned in points 5.3, paragraphs a) and b), of this Notice, according to the parameters established in point 7.3 determines the exclusion of the application.

6. Approval on absolute merit:

6.1. If there are no grounds for rejecting applications due to non-compliance with the provisions of the previous paragraph, the jury shall decide on their approval or non-approval on absolute merit, by justified roll-call vote, with no abstentions allowed.

6.2. A candidate who is approved by an absolute majority of the voting members of the jury is considered to have passed on absolute merit.

6.3. Approval based on the absolute merit of candidates will depend on their cumulative fulfilment of the following requirements:

- a) To hold a PhD in Communication Sciences or Specialist title in the area for which the call is open;
- b) To have published, or definitively accepted for publication, in the last five years, at least one article in scientific journals in categories 3 to 4* of the Academic Journal Guide ranking of the Chartered Association of Business Schools (ABS), or in the first quartile of the Journal Citation Reports (JCR) of the Clarivate Analytics Web of Science (WoS), or in the first quartile of the SCImago Journal Rank (SJR), with a topic relevant to the scientific area in which the call is open. The quartile/ranking of the journals to be considered is the most recent edition of each bibliographic database, regardless of the year of publication of the article; To have taught at least 5 curricular units in the scientific area in which the call is open; to have taught at least 2 curricular units in the scientific area in which the call is open; to have examined or supervised at least one doctoral thesis on a topic related to the scientific area in which the call is open;
- c) To hold a CV whose merit the jury considers to be of a scientific and pedagogical level, with research capacity and activity compatible with the scientific area in which the call is open;

7. Selection and ranking methods and criteria:

7.1. Selection methods: Curriculum Assessment – 60% (CA) and Public Hearing – 40% (PH). The assessment is graded on a scale of 0 to 100 points for both CA and PH.

7.2. If, by exceptional decision of the jury, to be taken at its first meeting, it decides not to apply the Public Hearing selection method, the Curriculum Assessment will have a weighting of 100%.

7.3. In accordance with the provisions of Article 15-A of the ECPDESP and Article 20 of the RCCPCDIPP, the pedagogical, technical-scientific and organisational dimensions of the Curriculum Assessment and Public Hearing to be considered for the ranking of candidates, approved by the Technical-Scientific Council of ISCAP, in order to ascertain the merit of candidates for the positions to be filled, are as follows, to which the following weighting is assigned:

7.3.1. Curriculum Assessment (CA):

The following dimensions will be taken into consideration in the curriculum assessment, to which the following weighting is assigned:

- a) Pedagogical capacity, relative weight of 40%;
- b) Technical and scientific performance, relative weight of 45%;
- c) Organizational activity, relative weight of 15%.

7.3.1.1 Pedagogical capacity. In the assessment of pedagogical merit, the following criteria will be taken into consideration:

C.1.1. Coordination of different curricular units, over the last ten years, in the scientific area in which the call is open, within different degree-awarding programmes, per academic year.

C.1.2. Teaching different curricular units, in the last ten years, in the field of the scientific area in which the competition is open, as part of different degree programmes, per academic year.

C.1.3. Supervision of curricular internships, projects and/or monographs, in the last ten years, within the framework of degree programmes.

C.1.4. Authorship of approved proposals for new undergraduate and postgraduate study cycles; participation in the restructuring of study plans; promotion and facilitation of processes aimed at improving pedagogical activity across different degree-awarding study cycles, over the last ten years.

C.1.5. Pedagogical publications, over the last ten years, namely textbooks and other publications of a pedagogical nature, in the scientific area for which the call is open.

C.1.6. Other educational activities carried out in the last ten years and considered relevant to the scientific area in which the call is open.

7.3.1.2. Technical and Scientific Performance. In the assessment of technical and scientific merit, the following criteria will be taken into consideration:

C.2.1. To have published, or definitively accepted for publication, in the last ten years, at least one article in a scientific journal in categories 3 to 4* of the Academic Journal Guide ranking of the Chartered Association of Business Schools (ABS), or in the first three quartiles of the Journal Citation Reports (JCR) of the Clarivate Analytics Web of Science (WoS), or in the first three quartiles of the SCImago Journal Rank (SJR), with a topic relevant to the scientific area in which the call is open.

C.2.2. To have published, or definitively accepted for publication, in the last ten years, at least one article in a scientific journal in categories 1 and 2 of the Academic Journal Guide ranking of the Chartered Association of Business Schools (ABS), or in the fourth quartile of the Clarivate Analytics Web of Science (WoS), or in the fourth quartile of the SCImago Journal Rank (SJR), with a topic of the scientific area in which the call is open;

C.2.3. Scientific and technical production over the last ten years, in the form of books, book chapters, articles in scientific journals and conference proceedings, with scientific arbitration, indexed to SCImago Journal Rank (SJR) or in other databases, as well as the participation in scientific meetings, congresses, seminars or other events, with a theme related to the disciplinary group in which the call is open.

C.2.4. Coordination or participation in research and innovation projects, with national or international funding, public or private, in the last ten years.

C.2.5. Participation in scientific and editorial committees for conferences and scientific publications, both national and international, as well as participation as a referee in the peer review process for national and international scientific publications over the last ten years.

C.2.6. Participation in research centres, with emphasis on the coordination of research groups

or lines.

C.2.7. Supervising master's dissertations, projects or internships, and doctoral theses;
Examiner in juries of master's dissertations, projects or internships, and doctoral theses;

7.3.1.3. Organisational Performance In the assessment of organisational merit, the following criteria will be taken into consideration:

C.3.1. Participation in statutory bodies and intermediate and pedagogical management in higher education, over the last ten years.

C.3.2. Coordination of degree-awarding higher education study cycles over the last ten years.

C.3.3. Participation in selection and ranking panels, considering the candidate's level of involvement, over the last ten years.

C.3.4. Participation in institutional committees over the last ten years.

C.3.5. Service provision activities in the field of training, consulting and intervention in the area of management over the last ten years.

C.3.6. Other activities relevant to the mission of the higher education institution over the last ten years.

7.3.1.4. The weights assigned to the dimensions and criteria are indicated in the table 1.

Table 1. Weight of each item and curricular assessment criteria

Parameters	Weighting	Criteria	Weighting
Pedagogical	P1=0.40	C.1.1. Coordination of different curricular units, over the last ten years, in the scientific area in which the call is open, within different degree-awarding programmes, per academic year (in the assessment of this parameter the number and diversity of the curricular units coordinated shall be taken into consideration, as well as the respective study cycle).	P11=0.20
		C.1.2. Teaching of different curricular units, over the last ten years, in the scientific area in which this call is open, within different degree-awarding programmes, per academic year. (in the assessment of this parameter the number and diversity of the curricular units taught shall be taken into consideration, as well as the respective study cycle).	P12=0.20
		C.1.3. Supervision of curricular internships, projects and/or monographs, in the last ten years, within the framework of degree programmes.	P13=0.10
		C.1.4. Authorship of approved proposals for new undergraduate and postgraduate study cycles; participation in the restructuring of study plans; promotion and facilitation of processes aimed at improving pedagogical activity across different degree-awarding study cycles, over the last ten years.(in the assessment of this parameter, the number and diversity of the activities shall be taken into consideration);	P14=0.10
		C.1.5. Pedagogical publications, over the last ten years, namely textbooks and other publications of a pedagogical nature, in the scientific area for which the call is open.	P15=0.20
		C.1.6. Other educational activities carried out in the last ten years and considered relevant to the scientific area in which the call is open.	P16=0.20
Technical	P2=0.45	To have published, or definitively accepted for	P21=0.20

Scientific		publication, in the last ten years, at least one article in a scientific journal in categories 3 to 4* of the Academic Journal Guide ranking of the Chartered Association of Business Schools (ABS), or in the first three quartiles of the Journal Citation Reports (JCR) of the Clarivate Analytics Web of Science (WoS), or in the first three quartiles of the SCImago Journal Rank (SJR), with a topic relevant to the scientific area in which the call is open.	
		To have published, or definitively accepted for publication, in the last ten years, at least one article in a scientific journal in categories 1 and 2 of the Academic Journal Guide ranking of the Chartered Association of Business Schools (ABS), or in the fourth quartile of the Clarivate Analytics Web of Science (WoS), or in the fourth quartile of the SCImago Journal Rank (SJR), with a topic of the scientific area in which the call is open;	P22=0.15
		C.2.3. Scientific and technical production over the last ten years, in the form of books, book chapters, articles in scientific journals and conference proceedings, with scientific arbitration, indexed to SCImago Journal Rank (SJR) or in other databases, as well as the participation in scientific meetings, congresses, seminars or other events, with a theme related to the disciplinary group in which the call is open..(in the assessment of this parameter the quantity, quality, and diversity of the production shall be taken into consideration, as well as the degree of internationalisation and relevance for the disciplinary group for which the call is open);	P23=0.10
		C.2.4. Coordination or participation in research and innovation projects, with national or international funding, public or private, in the last ten years.	P24=0.10
		C.2.5. Participation in scientific and editorial committees for conferences and scientific publications, both national and international, as well as participation as a referee in the peer review process for national and international scientific publications over the last ten years (ex: conferences, congresses, journals).	P25=0.10
		C.2.6. Participation in research centres, emphasising the coordination of research teams or research lines (the assessment of this parameter will consider the type of involvement of the researcher, as participant, as a coordinating member of an executive or scientific committee, as well as the national or international nature of the centre and the relevance for disciplinary group in which the call is open);	P26=0.10
		C.2.7. Supervision of dissertations, projects or internship reports for master's degrees and doctoral theses in the scientific area for which the call is open.	P27=0.10
		C.2.8. Examiner in juries of master's dissertations, projects or internships, and doctoral theses;	P28=0.15

Organisational	P3=0.15	C.3.1. Participation in statutory bodies and intermediate and pedagogical management in higher education, over the last ten years (considering the time and diversity of the positions).	P31=0.10
		C.3.2. Coordination of degree-awarding higher education study cycles over the last ten years.	P32=0.10
		C.3.3. Participation in selection and ranking panels, considering the candidate's level of involvement, over the last ten years. (e.g., master's degree, special calls, scientific awards, hiring of teaching staff, and public examinations to obtain the title of specialist or entry/progression in the teaching career), considering the type of involvement of the candidate (chair or member).	P33=0.10
		C.3.4. Participation in institutional committees over the last ten years. (e.g., self-assessment committees, scientific committees for degree-awarding study cycles).	P34=0.20
		C.3.5. Service provision activities in the field of training, consulting and intervention in the area of management over the last ten years (in assessing this parameter, the value of the services provided and the time spent on the activity should be considered).	P35=0.30
		C.3.6. Other activities relevant to the mission of the higher education institution over the last ten years.	P36=0.20

7.3.2. Public Hearing (PH):

7.3.2.1. The Public Hearing, if applicable, takes place in the second phase of the process, after the Curriculum Assessment has been completed.

7.3.2.2. The weights assigned to the criteria for the Public Hearing are those specified in Table 1, considering solely merit. Consequently, only the candidate's prior experience in the relevant area and/or sub-area for which the call is open will be evaluated, without assessing or appraising the candidate's merit in other fields.

7.3.2.3. The Public Hearing for each candidate takes place in person and lasts a maximum of 20 minutes.

7.3.2.4. The President of the Jury is responsible for conducting the meeting, allowing other members of the jury to interact with the candidate.

7.3.2.5. The Public Hearing will be conducted in Portuguese, unless the candidate or any member of the jury does not speak Portuguese, in which case the President of the Jury may decide to switch into English

7.3.2.6. Failure to attend the Public Hearing at the appointed time and place is grounds for exclusion from the call.

7.3.2.7. If the Jury decides not to hold the Public Hearing, the Jury shall proceed with the Curriculum Assessment of the candidates. The Curriculum Assessment complies with the selection criteria and parameters described in point 7.3 of this Notice. Consequently, only the candidate's prior experience in the relevant area for which the call is open will be evaluated, without assessing or appraising the candidate's merit in other fields.

7.4. In accordance with no. 3 of Article 20 of the RCCPCDIPP, lecturers who hold management positions in their institutions who, by law, are exempt from teaching functions or by decision of the competent bodies should not be biased in the application of the table defined by the jury to the parameter referred to in point 7.3. of this notice.

8. Selection criteria and classification of candidates

8.1. The jury shall be governed by what is established in article 12 of the RCCPCDIPP.

8.2. Decisions are taken by majority of the members' votes, with no abstentions allowed.

8.3. Once the deadline for submission of applications is over, the jury shall meet and deliberate on the admission and exclusion of the applications, under the terms of article 17 of the RCCPCDIPP.

8.4. The assessment of applications accepted for the call will be carried out in accordance with the parameters, criteria and weightings set out in this Notice.

8.5. After examining and admitting the applications, the jury shall first decide on the approval of the candidates in absolute merit under the terms of point 6. To this end, each member of the jury shall present the applications that they consider to be incompatible with the category for which this call is being open. The exclusion proposals are then voted on and no abstentions are accepted. An application is not approved in absolute merit if at least one proposal obtains an absolute majority of favourable votes from the members of the jury present at the meeting and entitled to vote. In this case, no further proposals on the same applicant will be voted on. The final decision on each proposal, as well as the number of votes collected by each of them, and its justification, are an integral part of the minutes.

8.6. In the event of non-approval on absolute merit, the jury shall hold a preliminary hearing for non-approved candidates who, if they so wish, may make a statement within ten working days.

8.7. The jury will then proceed to evaluate the Curriculum of the candidates who have been approved on absolute merit, considering the dimensions and evaluation criteria defined in point 7.3, as well as the weighting factors set out in this Notice. Subsequently, candidates will be subject to the Public Hearing assessment method, in accordance with point 7.4.

8.8. Each member of the jury rates each criterion or component of the Curriculum Assessment for each candidate on a scale of 0 to 100, using the same scale for the Public Hearing of candidates admitted for this purpose;

8.9. The final result is a numerical value (between 0 and 100) that is calculated by weighing each criterion with the corresponding weight, which provides each parameter with a score. The results of the Curriculum Assessment (RAC), Public Hearing (RAP) and Final Assessment (RF) are calculated according to the following formulas

$$\text{RAC} = \begin{matrix} P1*(C11*P11+C12*P12+C13*P13+C14*P14+C15*P15+C16*P16)+ \\ P2*(C21*P21+C22*P22+C23*P23+C24*P24+C25*P25+C26*P26+C27*P27+C28*P28)+ \\ P3*(C31*P31+C32*P32+C33*P33+C34*P34+C35*P35+C36*P36). \end{matrix}$$

$$\text{RAP} = P1*D1 + P2*D2 + P3*D3$$

Where:

D1=Pedagogical Capacity

D2=Technical and Scientific Performance;

D3=Organisational Activity

$$\text{RF} = \text{RAC}*60\% + \text{RAP}*40\%.$$

9. Voting methodology and ranking:

9.1. Only candidates with a score of 50 or higher will be ranked. Candidates with a score lower than 50 awarded by an absolute majority of the jury members with voting rights will be excluded.

9.2. The candidates shall be ranked by descending order, and each member of the jury shall submit a written document, which shall be attached to the minutes, stating their ordering of the candidates duly justified, considering for this purpose the criteria and evaluation parameters and corresponding weighting factors contained in this Notice;

9.3. At each ballot, each jury member should abide by the order presented, no abstentions permitted.

9.4. The jury will use the following voting method in order to obtain an absolute majority in the final ranking of the candidates: the first ballot is intended to determine the applicant that will be placed in first place. If an applicant receives more than half the votes of the members of the

jury present at the meeting, he/she will be ranked first. If the applicant in first place is not determined, the ballot will be repeated, but only among the candidates who received enough votes to be considered for first place, once the applicant least voted in the first round is removed. If there is more than one applicant in the position of least voted, there will be another ballot with only these applicants in order to determine who is to be eliminated. For this ballot, the members of the jury vote for the applicant who has the lowest ranking, the applicant with the most votes is eliminated. If, at this point, there is a draw between two or more applicants, the president of the jury shall decide which of them shall be eliminated. Once this elimination is made, the jury returns the attention to the first ballot, but only with the remaining candidates. The process is repeated until one applicant receives more than half the votes for first place. The process is repeated for second place and so on until an ordered list of all candidates is complete.

10. Notification of parties and the decision:

10.1. The applicants are notified of the final ranking to enable the hearing of any interested party, in accordance with Article 121 and following of the Code of Administrative Procedure, approved in annex to Decree-Law No. 4/2015 of 7 January, in its current wording, applying, *mutatis mutandis*, the provisions of Articles 17 and 19 of the RCCPCDIPP

10.2. Once the interested parties have had their hearings, the jury assesses what they have heard and approves the final ranking of the applicants.

11. Composition of the jury:

Prof. Doctor Manuel Moreira da Silva, Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto, who, in his absence, will be replaced by Doctor Manuela Maria Ribeiro da Silva Patrício, Professora Coordenadora and Vice-Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto.

Members:

Luís Borges Gouveia
Full Professor
Fernando Pessoa University

Silvia Quinteiro
Professora Coordenadora
University of the Algarve

Manuel José Serra da Fonseca
Professor Coordenador
Polytechnic Institute of Viana do Castelo

Elsa Flora Correia Simões Lucas Freitas
Associate Professor with Aggregation
Fernando Pessoa University

Anabela Mesquita Teixeira Sarmiento
Professora Coordenadora com Agregação
Porto Accounting and Business School

12. In compliance with paragraph h) of article 9 of the Constitution, the Porto Accounting and Business School of the Polytechnic Institute of Porto, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional progression, scrupulously taking steps to avoid any form of discrimination.

13. Failure by candidates to comply with the provisions of this notice will result in their

elimination

15 of january of 2026. The Dean of the Porto Accounting and Business School, of the Polytechnic Institute of Porto, *Manuel Moreira da Silva*.