

# POLYTECHNIC INSTITUTE OF PORTO

## School of Accounting and Administration of Porto

### Public Notice

Ref. 03/2021

#### **Announcement of Public Tender for the recruitment of two positions as *Professor Adjunto* in the Accounting scientific area - Financial Accounting subject area.**

**1** – As of paragraph d) of number 1 of Article 17 of the Statutes of the Porto Accounting and Business School (ISCAP), approved by Order No. 15834/2009, published in Diário da República, Series II, No. 132, July 10, 2009, it is hereby announced, by my Order of 22/02/2021, that, for a period of thirty business days starting on the first business day after which this notice is published in Diário da República, a public tender is open for the recruitment of one ***Professor Adjunto***, with an employment contract in public functions for undetermined time, in the scientific area of Accounting - subject area of corporate Financial Accounting – according to the legal provisions in the Polytechnic Higher Education Teaching Career Staff Statute (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP), approved by Decree-Law No. 185/81 of 1 July, amended by Decree-Law No. 69/88, 3 March with the new formulation introduced by Decree-Law Nr. 207/2009 of 31 August, as amended by Law Nr..d in the Diário da República, 2nd Series, Nr. 54, of March 17, 2011.

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

**3 - Functional content of the category** - The content described in paragraph 4, article 3 of 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 No. 35-A/2014 of 20 June, in its current formulation.

**4.2** - Taking into account the provisions of article 17 of the ECPDESP, holders of a PhD degree or the title of specialist in the area for which the present tender is open may apply. Applicants with qualifications obtained abroad must provide proof of recognition, equivalence or registration of a PhD degree under the applicable law.

## 5 - Formalisation of the application:

- 5.1** - The application should be made electronically using the address <https://portal.ipp.pt/concursos/iscap/pessoal> until the deadline for the submission of applications mentioned in point 1 of the this Notice.
- 5.2** - The application shall be presented in Portuguese through a dated and signed request for admission to the competition, addressed to the President of the Porto Accounting and Business School and it must contain, among others, the following elements:
- a) Identification of the applicant by name, date of birth, nationality, civil and tax identification number, postal and electronic address and telephone numbers;
  - b) Identification of the tender procedure of the application;
  - c) Indication of the category and institution where the applicant works as a teacher, when applicable, and position the currently occupied position;
  - d) Indication of the academic degrees and qualifications held by the applicant;
  - e) Signed declaration in which the applicant declares that the elements or facts contained in the application are true.
- 5.3** - The application is accompanied by the following documentation, in digital format:
- a) Detailed, dated and signed *Curriculum Vitae*;
  - b) Digital copies of documents, for the purposes of the evaluation provided for in point 7 of this notice, organised by the criteria of pedagogical capacity, technical-scientific and professional performance and organisational activity and by the parameters provided for in this announcement, in points 7.1, 7.2 and 7.3;
  - c) Certificate proving the title and date of obtaining the degree and titles required for this job offer;
  - d) Number and validity of identification card or citizen's card;
  - e) Certificate of criminal record;
  - f) Documentary evidence of physical robustness and psychological profile, indispensable to the exercise of the functions;
  - g) Up-to-date compulsory vaccination certificate;
  - h) List of documents accompanying the application.
- 5.4** - The documents referred to in points e), f) and g) of the previous number may be replaced by a declaration in the application form, under oath, where, in separate paragraphs, the candidate shall define his/her precise situation in relation to the content of each of those paragraphs.
- 5.5** – The process can be accessed at <https://portal.ipp.pt/concursos/iscap/pessoal>.
- 5.6** - The documents must be submitted in Portuguese, English, French or Spanish.

**5.7** - Failure to present the documents required in this Notice or presenting them after the deadline stipulated in No. 1 of this Notice will result in the exclusion of the application.

**5.8** - Failure to submit documents related to the *curriculum vitae* presented by the applicant will result in the non-evaluation of the elements that they should prove.

**5.9** - The presentation of a false document will result in the immediate exclusion from the selection process and will be reported to the competent entity for criminal proceedings.

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

**6** - The *curriculum vitae* should highlight the balance between pedagogical, technical-scientific competences and other relevant activities of the applicants and their suitability for teaching at a Higher Institute of Accounting and Business of Polytechnic Education, in the scientific area and disciplinary area for which the competition is open.

**7 - Criteria for selection and ranking of applicants-** In accordance with the provisions of number 15 - A of ECPDESP and Article 20 of RCCPCDIPP, the criteria for selection and ranking of applicants, approved by the Technical-Scientific Council of ISCAP, to ascertain the merit of applicants for the functions to be performed, are as follows, which were assigned the following weighting:

- a) Pedagogical activity - relative weight of 40%;
- b) Technical and scientific activity - relative weight of 40%;
- c) Organisational activity - relative weight of 20%.

**7.1 - Pedagogical activity.** In the assessment of pedagogical merit, the following parameters will be taken into consideration:

**7.1.1** - Professional experience as a teacher in the field of the group of courses for which the job offer is open (number of academic years);

**7.1.2** - Teaching and coordination of courses within different study cycles, as well as the implementation of business environment courses (in the assessment of these parameters the number, diversity and level of the study cycle of courses should be taken into consideration);

**7.1.3** - Publication of lessons and other pedagogical material as author or co-author;

**7.1.4** - Coordination and participation in pedagogical projects - Promotion pedagogical initiatives aimed at improving teaching and learning processes, the preparation of undergraduate and postgraduate courses, conferring or not a degree, or new courses and the restructuring of study plans or courses;

**7.1.5** - Finished Supervisions of master, bachelor, and technical specialization students;

**7.1.6** - Other relevant pedagogical activities.

**7.2 - Technical and scientific activity.** In assessing this performance, the following parameters will be taken into consideration:

**7.2.1** - Scientific production (books, chapters in books, papers in journals and conference minutes) indexed in the *Web of Science* and/or *Scopus* (in the assessment of this parameter the impact factor of the publication should be taken into consideration);

**7.2.2** - Technical and scientific production (books, chapters in books, papers in journals, minutes of congresses) and participation, with presentation of communications in scientific events such as congresses, seminars and colloquia (in the assessment of this parameter the quantity, originality and diversity of the production as well as the degree of internationalisation shall be taken into consideration);

**7.2.3** - Coordination and participation in research and technological development projects;

**7.2.4** - Participation in scientific research centres recognised by the Portuguese Foundation for Science and Technology, as well as participation in scientific committees, organisations or networks;

**7.2.5** - Participation in juries of academic examinations;

**7.2.6** - Other relevant scientific activities.

**7.3 - Organisational activity.** In assessing this performance, the following parameters will be taken into consideration:

**7.3.1** - Administrative and technical-scientific management positions, namely course directors, members of scientific committees of undergraduate and postgraduate courses and project coordinators;

**7.3.2** - Participation in academic committees, including those for institutional assessment for the creation/accreditation of courses in different study cycles, whether or not they confer a degree.

**7.3.3** - Participation in academic boards, namely the Scientific-Technical Council, and the Pedagogical Council;

**7.3.4** - Provision of services to public and private entities;

**7.3.5** - Other relevant activities.

7.4 - The weights associated to the parameters and criteria are those indicated in table 1.

**Table 1 – Weight of each parameter and evaluation criteria**

<b>Aspects</b>	<b>Weight</b>	<b>Criteria</b>	<b>Weight</b>
<b>Pedagogical Activity</b>	<b>P1=0.40</b>	C.1.1 - Professional experience as a teacher in the field of the group of courses for which the job offer is open (number of academic years);	P11=0.20
		C.1.2 - Teaching and coordination of courses within different study cycles, as well as the implementation of business environment courses (in the assessment of these parameters the number, diversity and level of the study cycle of courses should be taken into consideration);	P12=0.30
		C.1.3 - Publication of lessons and other pedagogical material as author or co-author;	P13=0.10
		C.1.4 - Coordination and participation in pedagogical projects - Promotion pedagogical initiatives aimed at improving teaching and learning processes, the preparation of undergraduate and postgraduate courses, conferring or not a degree, or new courses and the restructuring of study plans or curricular units;	P14=0.15
		C.1.5 - Finished Supervisions of master, bachelor, and technical specialization students;	P15=0.20
		C.1.6 - Other relevant pedagogical activities.	P16=0.05
<b>Technical and scientific activity</b>	<b>P2=0.40</b>	7.2.1 - Scientific production (books, chapters in books, papers in journals and conference minutes) indexed in the <i>Web of Science</i> and/or <i>Scopus</i> (in the assessment of this parameter the impact factor of the publication should be taken into consideration);	P21=0.30
		C.2.2 - Technical and scientific production (books, chapters in books, papers in journals, minutes of congresses) and participation, with presentation of communications in scientific events such as congresses, seminars and colloquia (in the assessment of this parameter the quantity, originality and diversity of the production as well as the degree of internationalisation shall be taken into consideration);	P22=0.20
		7.2.3 - Coordination and participation in research and technological development projects;	P23=0.20

		C.2.4 -Participation in scientific research centres recognised by the Portuguese Foundation for Science and Technology, as well as participation in scientific committees, organisations or networks; C.2.5 - Participation in juries of academic examinations; C.2.6 - Other relevant pedagogical activities.	P24=0.10  P25=0.10  P26=0.10
<b>Organisational Activity</b>	<b>P3=0.20</b>	C.3.1 - Administrative and technical-scientific management positions, namely course directors, members of scientific committees of undergraduate and postgraduate courses and project coordinators; C.3.2 - Participation in academic committees, including those for institutional assessment for the creation/accreditation of courses in different study cycles, whether or not they confer a degree. C.3.3 - Participation in academic boards, namely the Scientific-Technical Council, and the Pedagogical Council; C.3.4 - Provision of services to public and private entities; C.3.5- Other relevant activities.	P31=0.20  P32=0.30  P33=0.10  P34=0.25  P35=0.15

**7.5** - In accordance with what is established in nr. 3 of Article 20 of the RCCPCDIPP, teachers who hold management positions in their respective organic units/institute and who are exempt from teaching functions or by determination 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 7.1. of this announcement.

## **8 - Assessment and ranking of applicants:**

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

**8.2** - The jury's deliberations are taken by absolute majority of votes of the members, abstentions not being allowed;

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

**8.4** - The appraisal of the admitted applications will be carried out according to the criteria, parameters 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 applicants in absolute merit. To this purpose, each member of the jury presents the applicants that he/she does not believe to possess the scientific

and pedagogical merit that is consistent with the subject area and category for which the job offer is open. The exclusion proposals are then voted on and no abstentions were accepted. An application is rejected on absolute merit, if at least one of these written proposals obtains a majority of favourable votes from the members of the selection committee present. In this case, the other proposals to eliminate the same applicant will not be voted on. The final decisions on each proposal, as well as the number of votes for each, and respective justification, are an integral part of the minutes.

- 8.6** – When an application does not receive absolute approval, the jury holds a hearing with the excluded candidates, who may contest these results within ten working days.
- 8.7** – The jury then evaluates those candidates approved on absolute merit, considering the selection criteria and parameters, as well as the weight factors in this notice.
- 8.8** – Each member of the jury scores, on a scale of 0-100, each criterion or parameter regarding each candidate;
- 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 that, in turn, will be used with the weight assigned to it to calculate the final score. The final result (RF) is calculated using the following formula:

$$RF= P1*(C11*P11+C12*P12+C13*P13+C14*P14+C15*P15+C16*P16)+ \\ P2*(C21*P21+C22*P22+C23*P23+C24*P24+C25*P25+C26*P26)+ \\ P3*(C31*P31+C32*P32+C33*P33+C34*P34+C35*P35)$$

## **9 – Voting methodology and ranking:**

- 9.1** - The applicants shall be ranked by descending order of points obtained, and each member of the jury shall submit a written document, which shall be attached to the minutes, with the ordering of the candidates duly justified, considering for this purpose the criteria and evaluation parameters and corresponding weighting factors contained in this notice;
- 9.2** – On the various votes, each jury member should respect the order presented, no abstentions are permitted.
- 9.3** – The jury will use the following voting method in order to obtain an absolute majority in the final ranking of the candidates: the first vote is intended to determine the applicant that will be put in first place. If an applicant receives more than half the votes of the members of the jury present at the meeting, they will be placed first. If the applicant in first place is not determined, the voting 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 vote with only these applicants in order to determine who is to be eliminated. For this vote, 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 continues to be a tie among two or more applicants, the president of the jury will decide which of them is to be eliminated. Once this elimination is made, the jury returns the attention to the first vote, 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.

**9.4** - An applicant who obtains a Final Result (RF) of less than 50 points will be excluded as non-approved.

## **10 – Participation of interested parties and 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, as amended, applying, mutatis mutandis, the provisions of Articles 17 and 19 of the RCCPCDIPP

**10.2** - Once the hearing of the interested parties has taken place, the jury will consider the allegations made and approve the final list of applicants.

## **11 - Composition of the jury:**

President:

Fernando José Malheiro de Magalhães, 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, Professor and Vice-Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto.

Voting members:

Professora Doutora Amélia Cristina Ferreira da Silva – Professora Coordenadora at the Porto Accounting and Business School, Polytechnic Institute of Porto.

Professora Doutora Deolinda Meira- Professor Coordenadora at the Porto Accounting and Business School, Polytechnic Institute of Porto.

Professora Doutora Cristina Maria Gabriel Gonçalves Góis – Professora Coordenadora at the Coimbra Business School of the Polytechnic Institute of Coimbra

Professora Doutora Graça Maria do Carmo Azevedo, Professora Coordenadora at the Higher Institute for Accountancy and Administration of Aveiro University

Professor Doutor Rui Jorge Mendes Robalo – Professor Coordenador at the School of Management and Technology of the Polytechnic Institute of Viseu.

- 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** - Under the terms of paragraph *b*) of no. 4 of article 23 of ECPDESP the jury may promote public hearings, in equal circumstances for all candidates.
- 14** - Failure to comply with the stipulations of this notice implies the immediate elimination of the applicants.

31 of may of 2021. - The Dean of the Porto Accounting and Business School, of the Polytechnic Institute of Porto, *Fernando José Malheiro de Magalhães*.