

# POLYTECHNIC INSTITUTE OF PORTO

## Porto Accounting and Business School

### Public Notice

Ref. 07/2021

#### **Announcement of Public Tender for the recruitment of two positions as *Professor Adjunto* in the scientific area of Languages - English and Translation.**

- 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 two ***Professores Adjuntos***, with an employment contract in public functions for undetermined time, in the scientific area of Languages - subject area of English and Translation – according to the legal provisions of 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 No. 207/2009 of 31 August, as amended by Law No. d in the Diário da República, 2nd Series, No. 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 job offer, 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 notice, in points 7.1, 7.2 and 7.3;
  - c) Certificate proving the title and date of the degree and titles required for the job;
  - 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 be oriented towards excellence in the training of citizens with high professional, scientific and technical competence, in a diversity of qualification profiles in the scientific and disciplinary area for which the competition is open; towards the development of research and the applied transfer of knowledge; and towards commitment to the community and the sustained development of the region. The *curriculum vitae* should highlight the balance between the pedagogical, technical-scientific and organizational skills of the candidates and their suitability for teaching English language for specific purposes and translation, with a focus on culture and new technologies, in the area of Business Sciences, in the context of higher education, directed towards training, research, creation and dissemination of culture and knowledge and the provision of services.

**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 are as follows, which were assigned the following weighting:

- a) Pedagogical activity - relative weight of 50%;
- b) Technical and scientific activity - relative weight of 30%;
- 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 in the field, mainly in the courses for which the job post is open (number of academic years);

**7.1.2** - Teaching of courses within different study cycles, conferring or not a degree, by academic year (in the assessment of this parameter the number and diversity of the courses taught should be taken into consideration, as well as the respective study cycle);

**7.1.3** - Supervision of curricular traineeships within the scope of degree or non-degree study cycles.

**7.1.4** - Authorship and co-authorship of syllabi within different study cycles, conferring or not a degree, and respective scientific responsibility (in the assessment of this parameter the number and diversity of the courses taught shall be taken into consideration, as well as the respective study cycle);

**7.1.5** - Aptitude for pedagogical innovation through: promoting pedagogical initiatives aimed at improving teaching and learning processes; elaborating proposals for

undergraduate and postgraduate courses, conferring or not a degree; elaborating syllabus for new courses or restructuring existing ones; participating in the restructuring of study plans; promoting and stimulating processes to improve pedagogical activity in different study cycles, conferring or not a degree, or other teaching activities (in the assessment of this parameter, the number, nature and diversity of the activities should be taken into consideration);

**7.1.6-** Pedagogical publications, namely through pedagogical manuals or other pedagogical publications;

**7.1.7 -** Participation in academic groups or committees, including those for institutional assessment for programs creation/accreditation in different study cycles, whether or not they confer a degree.

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

**7.2.1 -** Scientific and technical production in the form of books, chapters in books, articles in scientific journals with and without refereeing and proceedings (the quantity, quality, originality and diversity of the production shall be taken into consideration, as well as the degree of internationalisation and relevance for the scientific and disciplinary area for which this job offer is open);

**7.2.2 -** Scientific and technical production in the form of active participation in conferences, colloquia, congresses, seminars, conferences and other scientific forums (the quantity, quality, originality and diversity of the production shall be taken into consideration, as well as the degree of internationalisation and relevance for the scientific and disciplinary area for which this job offer is open);

**7.2.3 -** Participation in research and innovation projects, with national, international, public or private funding, as well as in non-funded projects;

**7.2.4 -** Participation in national or international scientific networks;

**7.2.5 -** Participation in scientific and editorial committees of national or international scientific conferences and publications;

**7.2.6 -** Participation as an internal or external *referee* in peer review processes of national or international scientific publications (e.g. conferences, colloquia, journals);

**7.2.7 -** Participation in research centres, groups and lines of research (the type of involvement of the researcher, as a coordinator, participant, member of an executive or scientific committee, as well as the national or international nature of the centre and its relevance for the scientific and disciplinary area for which the job offer is open) shall be taken into account;

**7.2.8** - Supervision of master's or doctoral dissertations, projects and traineeships;

**7.2.9** - Examiner in master's or doctoral dissertation/project/report juries.

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

**7.3.1** - Participation in statutory bodies and intermediate and pedagogical management in higher education (considering the time and diversity of the positions);

**7.3.2** - Participation in selection and ranking juries (e.g. master's degrees, special competitions, pre-requisites, scientific awards), according to the role as chairman or member;

**7.3.3** - Coordination of higher education programs, conferring or not a degree;

**7.3.4** - Participation in national juries for hiring teaching staff and public examinations to obtain the title of specialist or entry to the teaching career;

**7.3.5** - Participation in institutional committees (e.g. scientific committees of programs, conferring or not a degree);

**7.3.6** - Service provision activities within the scope of training, consultancy and intervention, in the scientific and disciplinary area for which the job offer is open.

**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>Parameters</b>	<b>Weight</b>	<b>Criteria</b>	<b>Weight</b>
<b>Pedagogical Activity</b>	<b>P1=0.50</b>	C.1.1 - Professional experience in the field, mainly in the courses for which the job post is open (number of academic years);	P11=0.2
		C.1.2 - Teaching of courses within different study cycles, conferring or not a degree, by academic year (in the assessment of this parameter the number and diversity of the courses taught should be taken into consideration, as well as the respective study cycle);	P12=0.2
		C.1.3 - Supervision of curricular traineeships within the scope of degree or non-degree study cycles;	P13=0.1
		C.1.4 - Authorship and co-authorship of syllabi within different study cycles, conferring or not a degree, and respective scientific responsibility (in the assessment of this parameter the number and diversity of the courses taught shall be taken into consideration, as well as the respective study cycle);	P14=0.2
		C.1.5 - Aptitude for pedagogic innovation through: promoting pedagogic initiatives aimed at improving teaching and learning processes; elaborating proposals for undergraduate and postgraduate courses, conferring or not a degree;	P15=0.1

		<p>elaborating syllabus for new courses or restructuring existing ones; participating in the restructuring of study plans; promoting and stimulating processes to improve pedagogic activity in different study cycles, conferring or not a degree, or other teaching activities (in the assessment of this parameter, the number, nature and diversity of the activities should be taken into consideration);</p> <p>C.1.6 - Pedagogical publications, namely through pedagogical manuals or other pedagogical publications;</p> <p>C.1.7 - Participation in academic groups or committees, including those for institutional assessment for programs creation/accreditation in different study cycles, whether or not they confer a degree.</p>	<p>P16=0.1</p> <p>P17=0.1</p>
<p><b>Technical and scientific activity</b></p>	<p><b>P2=0.30</b></p>	<p>C.2.1 - Scientific and technical production in the form of books, chapters in books, articles in scientific journals with and without refereeing and proceedings (the quantity, quality, originality and diversity of the production shall be taken into consideration, as well as the degree of internationalisation and relevance for the scientific and disciplinary area for which this job offer is open);</p> <p>C.2.2 - Scientific and technical production in the form of active participation in conferences, colloquia, congresses, seminars, conferences and other scientific forums (the quantity, quality, originality and diversity of the production shall be taken into consideration, as well as the degree of internationalisation and relevance for the scientific and disciplinary area for which this job offer is open);</p> <p>C.2.3 - Participation in research and innovation projects, with national, international, public or private funding, as well as in non-funded projects;</p> <p>C.2.4 - Participation in national or international scientific networks;</p> <p>C.2.5 - Participation in scientific and editorial committees of national or international scientific conferences and publications;</p> <p>C.2.6 - Participation as an internal or external referee in peer review processes of national or international scientific publications (e.g. conferences, colloquia, journals);</p> <p>C.2.7 - Participation in research centres, groups and lines of research (the type of involvement of the researcher, as a coordinator, participant, member of an executive or scientific committee, as well as the national or international nature of the centre and its relevance for the scientific and disciplinary area for which the job offer is open) shall be taken into account;</p> <p>C.2.8 - Supervision of master's or doctoral dissertations, projects and traineeships;</p> <p>C.2.9 - Examiner in master's or doctoral dissertation/project/report juries.</p>	<p>P21=0.1</p> <p>P22=0.1</p> <p>P23=0.1</p> <p>P24=0.1</p> <p>P25=0.1</p> <p>P26=0.1</p> <p>P27=0.2</p>

			P28=0.1
			P29=0.1
<b>Organisational Activity</b>	<b>P3=0.20</b>	C.3.1 - Participation in statutory bodies and intermediate and pedagogical management in higher education (considering the time and diversity of the positions);	P31=0.1
		C.3.2 - Participation in selection and ranking juries (e.g. master's degrees, special competitions, pre-requisites, scientific awards), according to the role as chairman or member;	P32=0.2
		C.3.3 - Coordination of higher education programs, conferring or not a degree;	
		C.3.4 - Participation in national juries for hiring teaching staff and public examinations to obtain the title of specialist or entry to the teaching career;	P33=0.2
		C.3.5 - Participation in institutional committees (e.g. scientific committees of courses conferring or not a degree);	P34=0.1
		C.3.6 - Service provision activities within the scope of training, consultancy and intervention, in the scientific and disciplinary area for which this job offer is open.	P35=0.2
			P36=0.2

**7.5** - In accordance with nr. 3 of Article 20 of the RCCPCDIPP, teachers who hold management positions 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 and abstentions are not 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 of article 17 of the RCCPCDIPP.

**8.4** - The evaluation 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 this job offer is open. The exclusion proposals are then voted on and no abstentions are 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 committee. 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 the 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:

$$RF= P1*(C11*P11+C12*P12+C13*P13+C14*P14+C15*P15+C16*P16+C17*P17)+ \\ P2*(C21*P21+C22*P22+C23*P23+C24*P24+C25*P25+C26*P26+C27*P27+C28* \\ P28+C29*P29)+P3*(C31*P31+C32*P32+C33*P33+C34*P34+C35*P35+C36*P36)$$

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

**9.1** - The applicants shall be ranked by descending order, 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 ranked in the first place. If an applicant receives more than half the votes of the members of the jury, 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, Professora Adjunta and Vice-Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto.

Voting members:

Professora Doutora Clara Maria Laranjeira Sarmiento e Santos – Professora Coordenadora com Agregação at the Porto Accounting and Business School, Polytechnic Institute of Porto.

Professora Doutora Maria da Graça de Albuquerque Barreto Bigotte Chorão – Professora Coordenadora at the Porto Accounting and Business School, Polytechnic Institute of Porto.

Professor Doutor Raúl Roucas Filipe – Professor Coordenador and Dean of the Estoril Higher Institute for Tourism and Hotel Studies.

Professora Doutora Maria Margarida Afonso de Passos Morgado – Professora Coordenadora at the School of Education of the Polytechnic Institute of Castelo Branco.

Professora Doutora Maria Teresa Lameiras – Professora Coordenadora at the Coimbra Business School of the Polytechnic Institute of Coimbra

**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*.