

Instituto Politécnico do Porto

Instituto Superior de Contabilidade e Administração do Porto (Porto Accounting and Business School)

Public notice

Ref. 01/2023

Announcement of a Public Tender for the recruitment of three job positions for Senior Lecturers in the scientific area of Management – curricular areas of Marketing or Strategic Organisation and Management

1 – Under the terms of article 17.º, n.º 1, paragraph d) of the statutes of the Porto Accounting and Business School (ISCAP), together with Order (Despacho normativo) n. 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 13/01/2023, that, for a period of 30 business days from the publication of the present Notice in the *Diário da República*, a documentary contest is open for the recruitment of three Senior Lecturers with an employment contract in public functions for undetermined time, in the scientific area of Management – curricular areas of Marketing or Strategic Organisation and Management, 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 (address): 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 sub-paragraphs *b)* to *e)* of article 17 of the General Labour Law in Public Functions, approved by Law No. 35-A/2014, of 20th June, in its current wording.

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

5 – Formalising the application:

5.1 - The application is electronic, at: <https://portal.ipp.pt/concursos/iscap/pessoal> until the deadline for the submission of applications mentioned in point 1 of the present Notice.

5.2 - The application must be presented in Portuguese using the application form for admission to the tender. This document must be dated, signed, and should be addressed to the Dean of the Porto Accounting and Business School, containing 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 to which the application refers to;

- c) Identification of the position and institution where the applicant is presently working, when applicable.
- d) Identification of degrees and academic qualifications held by the applicant;
- e) Signed declaration, stating that the elements or facts stated by the applicant in the form are true.

5.3 - The application must include the following documentation in digital format:

- a) Detailed, dated and signed *Curriculum Vitae*, prepared according to the parameters established in points 7.1, 7.2 and 7.3 of the current Notice;
- b) Digital copies of the work and documents, for the purposes of the evaluation provided for in point 8 of this Notice. These copies must be organized according to pedagogical activity, technical-scientific and professional activity, and organizational activity, as determined by the parameters defined in points 9.1, 9.2 and 9.3 of this Notice;
- c) Certificate proving the title and date of the degree and titles obtained, required for the tender.
- d) Number and validity of identity card or citizen card;
- e) Certificate of criminal record;
- f) Documentary proof of physical robustness and psychological profile, indispensable to the exercise of the functions;
- g) Up-to-date, compulsory vaccination book;
- 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 application form where, under oath and in separate paragraphs, the applicant shall define his/her precise situation regarding the content of each of those items.

5.5 - The process can be consulted 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 established in no. 1 of this Notice determines the exclusion of the application.

5.8 - Failure to present digital copies of the documents mentioned in the *curriculum vitae* presented by the applicant will result in the non-valuation of the elements that those documents should prove.

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

6 – The *curriculum vitae*

6.1 - The *curriculum vitae* should fit into an international frame of reference, and must be presented according to the structure of the Notice (the curricular elements should be framed in each of the different items of the dimensions "pedagogical activity", "technical-scientific activity" and "organizational activity". The *curriculum vitae* should highlight the balance between the pedagogical, technical-scientific, and organizational skills of the applicant and the suitability for teaching in the subject areas of Marketing or Strategic Management and Organization.

6.2 - The non-presentation of the documents mentioned in point 5, paragraphs a) and b), of this Notice, according to the parameters established in points 7.1, 7.2 and 7.3 determines the exclusion of the application.

7 – Criteria for selection and ranking of candidates - In accordance with the provisions of n.15 - A of the ECPDESP and article n. 20 of the RCCPCDIPP, the criteria for ranking and ordering candidates, approved by the Technical-Scientific Council of ISCAP, to ascertain the merit of the candidates for the functions to be performed are as follows, with the respective weighting:

- a) Pedagogical activity - relative weight of 40%;
- b) Technical and scientific activity - relative weight of 40%;
- c) Organizational 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 disciplines for which the job offer is open (number of academic years);

7.1.2 - Teaching of courses, within the last ten years, in the domain of the group of disciplines in which the tender is open, within different study cycles conferring a degree, per academic year (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);

7.1.3 - Supervision of curricular traineeships, in the last ten years, within the scope of graduate and master's degree study cycles;

7.1.4 - Coordination of different curricular units, in the area for which the competition is open, in the last ten years, per academic year;

7.1.5 - Authorship of approved proposals for new undergraduate and postgraduate courses, and participation in the restructuring of study plans; promotion and execution of improvement processes of the pedagogical activity of different study cycles, awarding a degree within the last ten years (in the assessment of this parameter, the number and diversity of the activities should be taken into consideration);

7.1.6 - Pedagogical publications in the last ten years, namely through pedagogical manuals or other pedagogical publications in the area of the tender;

7.1.7 - Participation in academic groups or committees in the last ten years, including those for institutional assessment for the creation/accreditation of courses in different study cycles that grant a degree.

7.2 - Technical and scientific activity. In assessing this performance, the following parameters, relating to the last ten years, will be taken into consideration:

7.2.1 - Scientific and technical production in the area for which the tender is open, in the form of books, chapters in books, papers in both national and international scientific journals, indexed to ISI Web of Science, Scopus, or other non-indexed databases, with and without peer review, and in minutes of scientific meetings (in the assessment of this parameter the quantity, quality, originality and diversity of the publications shall be taken into consideration, as well as the degree of internationalisation and relevance for the scientific and disciplinary areas in which the tender is open);

7.2.2 - Scientific and technical production in the area for which the tender is open, in the form of communication published in minutes, conferences, colloquia, congresses, seminars, and other scientific fora (in the assessment of this parameter the quantity, quality, originality and diversity of the production, as well as the scope (national/international and

relevance for the scientific and disciplinary areas in which the competition is open) shall be taken into consideration;

7.2.3 - Participation in research and innovation projects, with national, international, public or private funding, in the area in which the tender is open;

7.2.4 - Participation in national or international research networks in the area for which the tender is open;

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

7.2.6 - Participation as a *referee* in the process of peer review of national or international scientific publications (e.g. conferences, colloquia, journals), in the area of the competition;

7.2.7 - Participation in research centres (the assessment of this parameter will consider the type of involvement of the researcher, as coordinator, participant, member of an executive or scientific committee, as well as the national or international nature of the centre and the relevance for the scientific and disciplinary areas in which the competition is open);

7.2.8 - Supervision of dissertations and projects of graduate, master's or doctoral degrees;

7.2.9 - Examiner in Master's or Doctoral dissertation/project/report juries.

7.3 - Organisational activity. In assessing this performance, the following parameters relating to the last ten years 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, competitions students over 23 years of age, prerequisites, scientific awards), taking into consideration the type of involvement of the applicant (chairman or member);

7.3.3 - Coordination of higher education degrees;

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 (ex: scientific committees of study cycles conferring 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 tender is open.

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

Table 1 – Weight of each parameter and evaluation criteria

Parameters	Weight	Criteria	Weight
		C.1.1 - Professional experience as a teacher in the field of the group of disciplines for which the job offer is open (number of academic years);	P11=0.15

<p>Pedagogical Activity</p>	<p>P1=0.40</p>	<p>C.1.2 - Teaching of courses in the domain of the group of disciplines in which the competition is open, within different study cycles conferring a degree (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); C.1.3 - Supervision of curricular traineeships within the scope study cycles granting a degree; C.1.4 - Coordination of different curricular units, per academic year; C.1.5 - Authorship of approved proposals for new undergraduate and postgraduate courses, and participation in the restructuring of study plans; promotion and execution of improvement processes of the pedagogical activity of different study cycles, awarding degree or other teaching activities (in the assessment of this parameter, the number and diversity of the activities should be taken into consideration); C.1.6 - Pedagogical publications, namely through pedagogical manuals or other pedagogical publications; C.1.7 - Participation in academic groups or committees, including those for institutional assessment for the creation/accreditation of courses of different study cycles conferring a degree.</p>	<p>P12=0.20</p> <p>P13=0.10</p> <p>P14=0.15</p> <p>P15=0.10</p> <p>P16=0.20</p> <p>P17=0.10</p>
		<p>C.2.1 - Scientific and technical production in the area for which the competition is open, in the form of books, chapters in books, papers in both national and international scientific journals, indexed to ISI Web of Science, Scopus, or other non-indexed databases, with and without arbitration, and in minutes of scientific meetings (in the assessment of this parameter the quantity, quality, originality and diversity of the production shall be taken into consideration, as well as the degree of internationalisation</p>	<p>P21=0.30</p>

<p>Technical and Scientific Activity</p>	<p>P2=0.40</p>	<p>and relevance for the scientific and disciplinary areas in which the competition is open); C.2.2 - Scientific and technical production in the area for which the competition is open, in the form of communication published in minutes, conferences, colloquia, congresses, seminars, and other scientific fora (in the assessment of this parameter the quantity, quality, originality and diversity of the production, as well as the scope (national/international) and relevance for the scientific and disciplinary areas in which the competition is open) shall be taken into consideration; C.2.3 - Participation in research and innovation projects, with national, international, public or private funding, as well as non-funded projects; C.2.4 - Participation in national or international research networks; C.2.5 - Participation in scientific and editorial committees of national or international conferences and scientific publications; C.2.6 - Participation as an internal or external <i>referee</i> in peer review processes of national or international scientific publications (e.g. conferences, colloquia, journals); C.2.7 - Participation in research centres, groups, and lines (the assessment of this parameter will consider the type of involvement of the researcher, as coordinator, participant, member of an executive or scientific committee, as well as the national or international nature of the centre and the relevance for the scientific and disciplinary area in which the competition is open); C.2.8 - Supervision of master's or doctoral dissertations, projects and traineeships; C.2.9 - Examiner in master's or doctoral dissertation/project/report juries.</p>	<p>P22=0.20</p> <p>P23=0.05</p> <p>P24=0.05</p> <p>P25=0.05</p> <p>P26=0.05</p> <p>P27=0.10</p> <p>P28=0.10</p> <p>P29=0.10</p>
		<p>C.3.1 - Participation in statutory bodies and intermediate and</p>	

Organisational Activity	P3=0.20	pedagogical management in higher education (considering the time and diversity of the positions);	P31=0.15
		C.3.2 - Participation in selection and ranking juries (e.g. master's degrees, special competitions, competitions students over 23 years of age, prerequisites, scientific awards), taking into consideration the type of involvement of the applicant (chairman or member);	P32=0.10
		C.3.3 - Coordination of courses conferring a degree;	P33=0.10
		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;	P34=0.20
		C.3.5 - Participation in institutional committees (ex: scientific committees of courses conferring a degree);	P35=0.10
		C.3.6 - Service provision activities within the scope of training, consultancy and intervention, in the scientific and disciplinary area for which the competition is open.	P36=0.35

7.5 - In accordance with n. 3 of Article 20 of the RCCPCDIPP, teachers 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 7.1. 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.

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 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 candidates in absolute merit. 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 competition 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 proposals obtains a majority of favourable votes from the members of the jury. 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 their bases, are an integral part of the minutes.

8.6 - When an application does not receive complete approval, the jury holds a hearing with the excluded candidates, who may contest these results within 10 days.

8.7 - The jury then assesses those candidates approved according to absolute merit, considering the criteria and parameters of assessment as well as the ranking 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. 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 permitted.

9.3 - The jury will use the following voting method 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.

10 – Participation of interested 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 N. 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 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:

Chairman - 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 Manuela Maria Ribeiro da Silva Patrício, Professora Adjunta and Vice-Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto.

Members:

- Professor Doutor José de Freitas Santos, Professor Coordenador c/ Agregação in the the Porto Accounting and Business School, Polytechnic Institute of Porto;

Professora Doutora Arminda Maria Finisterra do Paço, Professora Associada c/ Agregação, at the University of Beira Interior.

- Professora Doutora Elisabete Fátima Simões Vieira, Professora Coordenadora of the Aveiro Institute of Accounting and Administration of Aveiro University

Professor Doutor José Luís Mendes Loureiro Abrantes – Professor Coordenador of the School of Technology and Management of the Polytechnic Institute of Viseu.

Professora Doutora Irina Adriana Saur Amaral – Professora Coordenadora of the Aveiro Institute of Accounting and Administration of Aveiro University

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.

__ of _____ of 2023. - The Dean of the Porto Accounting and Business School, of the Polytechnic Institute of Porto, *Manuel Moreira da Silva*.