

POLYTECHNIC UNIVERSITY OF PORTO
PORTO ACCOUNTING AND BUSINESS SCHOOL

Notice Ref. ISCAP-017/2023

Call for documental public tender to fill a vacancy for Principal Coordinating Professor in the Languages scientific area.

1. Under paragraph d), number 1, article 17 of the Statutes of the Porto Accounting and Business School (ISCAP), approved by Order no. 15834/2009, published in the “Diário da República”, 2nd Series, no. 132, July 10, 2009, it is hereby made public, by my Order on the 31 of January 2023, that is open by a period of 30 working days, from the date of publication of this Notice in the “Diário da República”, the Call for documental public tender for the recruitment of a Principal Coordinator Professor, in the modality of employment contract in public functions for an indefinite period of time, for the scientific area of Languages, under the terms of the Statute of the Teaching Staff Career of Polytechnic Higher Education (ECPDESP), approved by Decree-Law no. 185/81, of July 1, in its current wording, as well as the Regulations of the Call for the Contracting of Teaching Career Staff of the Polytechnic University of Porto (RCCPCDIPP), approved by Order No. 4807/2011, published in the “Diário da República”, 2nd Series, no. 54, of March 17, 2011.
2. **Working Site** – Porto Accounting and Business School of the Polytechnic University of Porto, located at Rua Jaime Lopes de Amorim, s/n, 4465-004 S. Mamede Infesta.
3. **Functional Content of the Category** – The one described in paragraph no.1 of Article 9 of ECPDESP.
4. **Admission requirements:**
 - 4.1 Having the requirements foreseen under subparagraphs b) and e) of Article 17 of the General Labor Law in Public Functions, approved by Law no. 35 A/2014, June 20, as currently worded.
 - 4.2 In view of the provisions in no. 3 of Article 9 A of ECPDESP, candidates who have held a PhD degree for more than five years and hold an aggregate title or a legally equivalent title in the area for which the Call is open may apply to this Public Tender. Applicants holding qualifications obtained abroad must provide proof of recognition, equivalence, or registration of the doctoral degree, under the terms of the applicable legislation.
5. **Application Formalization:**
 - 5.1 The formalization of applications shall be made within thirty working days from the publication of this announcement in “Diário da República” and, under penalty of exclusion, through the completion of the electronic application form, available at <https://portal.ipp.pt/concursos/iscap/pessoal/>, and submission until the end of the fixed deadline along with the other mandatory documents. Applications sent via email, or by any other means other than the one specified, will be excluded without further consideration.

5.2 The application must be supported by:

- a) Electronic application form for the tender procedure;
- b) Detailed Curriculum Vitae, containing all pertinent information for the assessment of the application, elaborated in accordance with the selection and seriation parameters foreseen in points 6 and 7 of the present notice. The Curriculum Vitae should be dated, signed and submitted in digital form, in PDF format.
- c) A copy of the documentation attesting the Curriculum Vitae, in digital format;
- d) Digital copies of the documents proving that the candidate meets the requirements mentioned in no. 4 of the present notice and, for candidates with foreign nationality, copies of equivalent documents;
- e) Candidates holding qualifications obtained abroad must prove the recognition, equivalence or registration of the doctoral degree and of the aggregate degree, under the terms of the applicable legislation;
- f) Any other elements that the candidate considers relevant;
- g) Whenever deemed necessary, the jury may ask the candidates to submit complementary documentation related to the curriculum submitted.

5.3 Failure to comply with the deadline established for the application, as well as to present or presenting after the deadline the documents referred in paragraphs a) to e) of No. 5.2 will determine the exclusion of the application.

6. The Curriculum Vitae:

6.1 The curriculum vitae must fit into an international reference framework and be presented according to the structure of the call for applications (the curricular elements must 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 pedagogical, technical-scientific, and organizational skills of the candidates and their suitability for teaching in the area of languages, with a particular focus on intercultural studies, directed to the business sciences area, in the context of higher education aimed at training, research, the creation and dissemination of culture and knowledge, and the provision of services.

6.2 The *curriculum vitae* should be organized according to and in the order of the evaluation criteria in point 7, table 1.

7. Candidate selection and seriation criteria:

7.1 In accordance with the provisions of article 15 – A of ECPDESP and article 20 of RCCCDIPP, the criteria for the seriation and ordering of candidates, approved by the Scientific-Technical Council of ISCAP, to assess the merit of candidates for the functions to be performed, are as follows, to which were given the following weighting:

- a) Pedagogical activity – relative weight of 35%;
- b) Technical-scientific activity - relative weight of 45%;
- c) Organizational activity - relative weight of 20%.

The curricular assessment will be carried out according to the criteria established on table 1.

Table 1 - Weights associated to the dimensions and evaluation criteria

Dimensions	Weights	Criteria	Weights
<p>Pedagogical Activity</p>	<p>P1 = 35%</p>	<p>C.11 – Professional teaching experience in the field of languages, cultures and interculturalities (number of academic years);</p>	<p>P11=10%</p>
		<p>C.12 – Teaching of curricular units within different study cycles, conferring of a degree or not, by academic year (in the assessment of this parameter the number and diversity of the curricular units taught should be taken into consideration, as well as the respective study cycle);</p>	<p>P12=10%</p>
		<p>C.13 – Supervision of curricular units within different study cycles (in assessing this parameter the number and diversity of the curricular units should be taken into consideration, as well as the respective study cycle);</p>	<p>P13=10%</p>
		<p>C.14 – Authorship and co-authorship of curricular unit programs, within different study cycles, and respective scientific responsibility (in the assessment of this parameter the number and diversity of the curricular units taught should be taken into consideration, as well as the respective study cycle);</p>	<p>P14=10%</p>
		<p>C.15 – Production of pedagogic material for curricular units within different study cycles (in the assessment of this parameter the number and diversity of the curricular units taught should be taken into consideration, as well as the respective study cycle);</p>	<p>P15=10%</p>
		<p>C.16 – Capacity for pedagogical innovation through the promotion and dynamization of pedagogical initiatives aimed at improving the teaching and learning processes, or other teaching activities (in the assessment of this parameter, the number, nature and diversity of the activities, as well as the respective study cycle, should be taken into consideration);</p>	<p>P16=20%</p>
		<p>C.17 – Responsibility/co-responsibility in the preparation of proposals for study cycles and degree or non-degree granting courses, as well as in the assessment and accreditation of degree granting study cycles;</p>	<p>P17=20%</p>

		C.1.8 – Supervision of curricular, extracurricular and Erasmus internships, within degree or non-degree granting study cycles.	P18=10%
Technical-Scientific Activity	P2 = 45%	C.21 – Comprehensiveness and pertinence of the academic background (aggregate title, doctorate, master's degree, licentiate degree) to the scientific area being competed for, taking into account its interdisciplinary relationship, and recognition of the technical and scientific activity through awards, individual scholarships, or other forms of national or international institutional recognition;	P21=20%
		C.22 – Scientific and technical production, under the form of books, chapters in books, articles in scientific journals with and without refereeing and or indexing and in proceedings of meetings of a scientific nature; communications and lectures delivered by invitation, at an entity external to the teaching institution; oral communications, posters or abstracts, in conferences, colloquia, congresses, seminars, and other scientific forums (in the assessment of this parameter the quantity, quality and diversity of the production, as well as the respective degree of internationalization and relevance for the scientific area in which the competition is open, as well as the number of citations/references obtained, and the authorship or co-authorship should be taken into consideration);	P22=20%
		C.23 – Creation, coordination and participation of/in research centers, as a researcher (in the assessment of this parameter, the time dedicated to the coordination of the center; the quantity, quality and diversity of the activities coordinated within the center; the degree of internationalization and impact on the institution and on the area of the competition; the type of involvement of the researcher; the quantity, quality and diversity of the activities developed within the center should be taken into consideration);	P23=20%
		C.24 – Creation, coordination and participation of/in research and innovation projects, with national, international, public, and private funding or no funding, as well as the coordination/participation of/in applications for research and innovation projects to national, international, public or private funding entities/competitive calls	P24=20%

		<p>(in the assessment of this parameter, the quantity, quality and diversity of projects should be taken into consideration; as well as the degree of internationalization; obtainment of funding and impact on the media and community);</p> <p>C.25 – Participation in scientific and editorial committees of conferences and scientific publications, national or international; participation as an internal or external referee in the process of peer review of national or international scientific publications (e.g. conferences, colloquia, journals); coordinator or committee member of events of a technical and scientific nature; participation in national or international scientific networks;</p> <p>C.26 – Supervision and co-supervision of doctoral dissertations, master's theses, projects and internship reports, final degree monographs, and of research fellows, as well as participation as a panel member or examiner in doctoral, master's, title of specialist, and assessment of teaching and technical-scientific skills public examinations (in the assessment of this parameter, the role of examiner or panel member should be differentiated, as well as the exercise of the function in-house or at an external institution. The vocational, technical, and professionalizing mission of the institution for which the present competition is open should also be considered).</p>	<p>P25=10%</p> <p>P26=10%</p>
Organizational Activity	P3 = 20%	<p>C.31 – Participation in the organic structures and management activities of the institution.</p> <p>C.32 – Performing the position of director of department or coordinator of scientific area, director of study cycle, member of scientific committee of study cycle (in the assessment of this parameter, the study cycle should be taken into consideration);</p> <p>C.33 – Presidency of juries of doctoral dissertations, master's theses, projects and internships, final degree monographs, and attribution of research grants (in the assessment of this parameter, the vocational, technical, and professionalizing mission of the institution for which the present competition is open should be considered);</p>	<p>P31=15%</p> <p>P32=15%</p> <p>P33=20%</p>

		C.34 – Participation in selection and seriation juries of master's degrees, special competitions, prerequisites and scientific awards; the type of involvement of the candidate should be considered;	P34=15%
		C.35 – Participation in juries for hiring teaching staff, in public examinations for entry/progression in the teaching career in higher education and in commissions for assessing teaching performance;	P35=20%
		C.36 – Inter-institutional cooperation in higher education, namely through the establishment of national and international protocols, and coordination of international mobilities in the scope of study cycles.	P36=15%

7.2 In accordance with the provisions of number 3 of Article 20 of the RCCPCDIPP, professors who hold management positions in their respective organic units/institute and who are exempt from teaching duties due to the application of legal or statutory regulations or by determination of the competent bodies should not be affected in the application of the grid defined by the jury to the parameter mentioned in point 7.1 a) of this notice.

8. Functioning of the Jury:

8.1 Candidate points – Each member of the jury makes a reasoned assessment, scoring each of the candidates for each dimension, on a scale of 1 to 100 points, taking into consideration the criteria approved for each dimension (point 7, table 1), with a degree of demand appropriate to the category for which the competition is open.

8.2 Final Result – The final result (RF) of the evaluation of each candidate, by each member of the jury, is the weighted average of the various curricular dimensions, weighted according to the respective criteria, i.e:

$$RF = P1*(C11*P11+C12*P12+C13*P13+C14*P14+C15*P15+C16*P16+C17*P17+C18*P18) + P2*(C21*P21+C22*P22+C23*P23+C24*P24+C25*P25+C26*P26) + P3*(C31*P31+C32*P32+C33*P33+C34*P34+C35*P35+C36*P36).$$

Following their evaluation exercise, each member of the jury draws up a ranked list of assessment of candidates, to be used in the voting leading to the final decision and ranking of the candidates, in accordance with point 8.4.

This evaluation is accompanied by a reasoned qualitative assessment of the candidates, for each dimension and respective criteria, explaining the marks awarded.

8.3 Approval in absolute merit – Candidates who obtain a Final Result (RF) of 50 points or more, on a scale of 0 to 100, are considered as approved in absolute merit.

8.4 Deliberations of the jury – Any deliberation will result from articles 11 and following of the Regulation of Competitions of the Polytechnic University of Porto, applicable by virtue of article 29-A of ECPDESP that determined the approval of the former with a view to the execution of its norms, covering the procedural steps of competitions, namely the evaluation and final classification system.

Consequently, under the terms of article 12, no. 1, paragraph b), of the Regulation of Competitions of the Polytechnic University of Porto, the jury shall deliberate by roll-call vote based on the selection criteria adopted and disclosed for the approval and ranking of candidates, requiring an absolute majority for any deliberation, with no abstentions allowed.

8.5 Methodology for seriation – In the various votes, each member of the jury shall respect their ranking list, observing the following:

- a) The first vote is intended to determine the candidate placed in 1st place, counting the number of votes each candidate obtained for that place;
- b) If a candidate obtains the absolute majority of the votes for 1st place, he/she is placed in the respective position and removed from the ballot, initiating the procedure to choose the candidate that will occupy the 2nd place;
- c) If no candidate obtains an absolute majority of votes for 1st place, a new vote shall be taken, only among those candidates who obtained votes for 1st place, after removing the candidate who received the least votes for that place in the previous vote;
- d) In case there is a tie between two or more candidates in the position of least voted, a tie-breaking vote shall be held only between them, counting the number of first positions relative to each one, and the one with the least votes shall be removed;
- e) In case the tie remains between two or more candidates in the position of less voted, but having been reduced the number of candidates tied in the position of less voted, in relation to the previous voting round, a new tie-breaking vote shall be held only between the candidates tied in the position of less voted, counting the number of first relative positions of each one, and the less voted one shall be removed;
- f) If the tie remains between two or more candidates in the position of least voted, without the number of candidates tied in the position of least voted having been reduced, in relation to the previous voting round, the tie shall be broken by the President's casting vote or by the exercise of the tie-breaking vote, as the case may be, and the candidate voted for by the President shall be chosen to integrate the subsequent voting for the same position;
- g) In case there is a tie when only two or more candidates remain for the 1st place, the tie shall be broken through the President of the jury's casting vote or by the exercise of the tie-breaking casting vote, as the case may be;
- h) Once the candidate for 1st place is chosen, he/she shall leave the voting and the procedure for choosing the candidate to be placed in 2nd place begins, repeating the process referred to in the previous paragraphs for the subsequent places until a single ordered list of all the candidates is obtained.

9. Participation of interested parties and decision:

- a) The final ranking proposal is notified to the candidates, for the purposes of the hearing of interested parties, under the terms of article 121 and following of the Administrative Procedure Code, approved in annex to Decree-Law no. 4/2015, of January 7, in its current wording, applying, with due adaptations, the provisions in article 27 of the Regulation of Competitions of the Polytechnic University of Porto;
- b) Once the hearing of the interested parties has been held, the jury examines the allegations presented and approves the candidates' final ranking list.

10. Final Decision Deadline:

10.1 Without harming the provisions in the following number, the deadline for the jury's pronouncing their final decision cannot be longer than ninety consecutive days, counting from the deadline for the presentation of applications;

10.2 The deadline referred to in the previous number may be extended by the President of the jury when the high number of candidatures and/or the special complexity of the competition justifies so.

11. The final classification evaluation system is included in the first minutes of the jury and is available for consultation by interested parties.

12. By deliberation of the jury of the competition there will be no public hearings.

13. The documentation submitted by the candidates is destroyed if its return is not requested within a maximum period of one year after the end of the competition.

14. False statements will be punished under the terms of the law.

15. The composition of the jury is as follows:

President: Professor PhD Manuel Fernando Moreira da Silva, President of ISCAP. In case of absence or impediment, he shall be replaced by Professor PhD Manuela Maria Ribeiro da Silva Patrício, Vice-President of ISCAP.

Members:

Professor PhD Álvaro Barbosa – Cathedric Professor and Vice-Rector for Strategic Development and Internationalisation of the University of Saint Joseph, Macau/China.

Professor PhD Ana Margarida Ramos – Cathedric Professor at the Department of Languages and Cultures of the University of Aveiro.

Professor PhD Carlos Manuel da Rocha Borges de Azevedo – Retired Cathedric Professor at the Faculty of Letters of the University of Porto.

Professor PhD Maria Helena Costa Carvalho Sousa – Cathedric Professor at the University of Minho.

Professor PhD Maria Manuel Rocha Teixeira Baptista – Cathedratric Professor at the Department of Languages and Cultures of the University of Aveiro.

Professor PhD Rui Torres – Cathedratric Professor at Fernando Pessoa University.

16. Constraints to recruitment – Candidates who are placed in a position eligible for hiring in the final approved ranking shall be hired under the terms and conditions that allow compliance with the provisions of article 24 of Law no. 24-D/2022, of 30th December (State Budget for 2023).

17. The present announcement will be published under the following terms:

a) In the 2nd series of “Diário da República”;

b) In ISCAP's Internet site, www.iscap.ipp.pt (<https://www.iscap.ipp.pt/documentos-publicos/procedimentos-concursais/a-decorrer/a-decorrer>).

São Mamede de Infesta, in 24 of May of 2023 – The President of the School of Accounting and Administration of Porto, Professor PhD Manuel Moreira da Silva