

# **INSTITUTO POLITÉCNICO DO PORTO**

INSTITUTO SUPERIOR DE CONTABILIDADE E ADMINISTRAÇÃO DO PORTO

## **PROCLAMATION N.º 330/2017**

### **Open of a documentary contest for the recruitment of one Principal Coordinator Professor for the scientific area of management – group of curricular units of international management**

#### **Reference: ISCAP-5/2017**

1 - Under the terms of article 17.º, n.º 1, paragraph d) of the statutes of the Porto Institute of Accounting and Administration (ISCAP), together with Dispatch n.º 15834/2009, published in *Diário da República*, 2.ª Serie, n.º 132, of 10th July of 2009, it is hereby made public, by dispatch of the President of the Porto Institute of Accounting and Administration of 2015/12/14, that, for a period of 30 days from the publication of the present proclamation in the *Diário da República*, it is open documentary contest for the recruitment of one Principal Coordinator Professor, in the modality of employment contract in public functions for indefinite time, for the scientific area of management – group of curricular units of International Management, under the terms and conditions of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), sanctioned by Decree-Law n.º 185/81 of 1st July, changed by Decrees-Law n.º 69/88, of 3rd of March and n.º 207/2009, of 31st August, and by Law n.º 7/2010, of 13th May, together with the Regulation for Applications for the Recruitment of Teaching Staff for the Porto Polytechnic Institute, Dispatch n.º 4807/2011, published in the *Diário da República*, 2.ª Serie, n.º 57, of 17th March of 2011.

2 – Working Place: The working place is the Instituto Superior de Contabilidade e Administração do Porto, Street Jaime Lopes Amorim, s/n, 4465-004 S. Mamede de Infesta.

3 – Number of vacancies to fill: 1

4 - Mode of applicable legal relationship – employment contract in public functions for indefinite time – with an experimental period of one year if the selected candidate does not already own an indefinite time contract as professor of the University or Polytechnic

Teaching Careers or as researcher of the Scientific Research Career under the terms of n.º 6, article 9.º A of the ECPDESP.

5 - Functional content: The principal coordinator professor has to, beyond the functional content included in the n.º 5, of the article 3.º of the Decree-Law n.º 185/81 of 1st July, as described in Decree-Law n.º 207/2009, of 31st of August and the Law n.º 7/2010, of 13rd May (ECPDESP), develop activities of inter-sector coordination.

6 - Admission requirements: the cumulative requirements to be accepted in the contest are:

- a) Fulfill the requirements laid down in article 17.º of the Law 35/2014, of 26th June (General Working Law in Public Functions);
- b) Hold a Ph. D. for more than 5 years and hold the title of *agregado* or legal equivalent title, in the subject area in question or in areas considered germane by the jury.

7 – Application time frame

7.1 - Applications will be considered only for the post as stated, terminating when the post is filled or by lack of candidates.

7.2 – The application could also end by act supported by the President of ISCAP, respected the general principles of the administrative activity, as well as the legal, regulatory and application limits.

8 – Formal applications requirements

8.1 - Formal applications should be submitted, for a period of 30 days from the publication of the present proclamation in the *Diário da República*, in paper support, mandatory through the fulfillment of the application form approved by Dispatch (extract) n.º 11321/2009, of 8th May of 2009, published in *Diário da República*, 2.ª Serie, n.º 89, made available in the website of ISCAP, in the address [www.iscap.ipp.pt](http://www.iscap.ipp.pt), under exclusion penalty, delivered by hand, in the time period between 10.00 – 12.30 and between 14.00 – 16.30, except Wednesday afternoons, or sent by registered mail until the end of the deadline, to the Divisão de Gestão de Pessoas of the Instituto Superior de Contabilidade e Administração do Porto, Rua Jaime Lopes de Amorim, s/n, 4465-004 S. Mamede de Infesta.

8.2 - Submission of the following information is mandatory:

- a) Electronic form of application;

- b) Eight copies of the detailed curriculum vitae, dated and signed, according to the parameters and criteria of selection and sequence stated in point nine of the present proclamation, one in paper and the others in digital format (PDF);
- c) Eight copies of the scientific work (articles) that have been selected by the candidate as the more representative in the curriculum vitae, one in paper and the others in digital format (PDF);
- d) Document that fully made clear the number of citations of the publications mentioned in the previous paragraph, explaining the method used to count, with sufficient detail so the jury could replicate the procedure;
- e) Simple photocopies of the documents proving that the candidate fulfill the requirements of paragraph a) and b), n.º 6, of the present proclamation and for the foreign candidates copy of equivalent documents;

8.3 - Candidates already employed in Porto Institute of Accounting and Administration (ISCAP) are exempt from submitting such documents as already exist in their records. This should be clearly stated in their application.

8.4 - Applications sent by email are not allowed.

9 - Parameters and criteria for selecting the candidates

9.1 - In compliance with the terms of article 15º-A of the ECPDESP and Dispatch nº 4807/2011, of 9th February, published in the *Diário da República*, 2.ª Serie, nº 54 of 17th March, which sanctioned the Regulations for Applications for the Recruitment of Teaching Staff for the IPP, the method of selection is the curricular evaluation, through which the jury assesses the academic, technical and scientific and professional performance, as well as the pedagogical capacity and the performance in other relevant activities to the mission of higher education institutions.

9.2 – The jury proceeds to a supported analysis, in written, in documents or evaluation tools made and approved by the jury, and integrated in minute n.º 1.

9.3 – The technical, scientific and professional performance of the candidate is based on the analysis of the works and activities described in the curriculum and selected by the candidate, as the most representative ones.

9.4 – The pedagogical capacity of the candidate, considering, namely, the analysis of the quality and extension of their previously pedagogical activity.

9.5 – The other relevant activities for the mission of the higher education institution that has been developed by the candidate.

9.6 – Considering the aspects mentioned in the previous numbers, the jury should elaborate an ordered list of the candidates, accordingly the weighted mean of the quantitative classifications obtained in each of the evaluation parameters defined in a scale of 0 to 100 points.

a) The technical, scientific and professional performance (DTCP) has a relative weight of 35%, considering the inclusion in this evaluation parameter of:

- Scientific articles, published in domestic or international journals, or book chapters and conference proceedings, with referee, representing the scientific production of the candidate, up to twenty;
- Participation in projects of a scientific nature, orientation, participation and the presidency of juries on dissertations and thesis, and the intervention in the professional and scientific community, in the last 5 years (2012-2016).

b) Pedagogical capacity (CP) has a relative weight of 40%, considering the inclusion in this evaluation parameter of:

- Diversity of the curricular units lectured (content and study cycles), in the last 5 years (2012-2016);
- Effective experience of teaching;
- Coordination of curricular units and quality of the pedagogical material published or presented to the students, in the last 5 years (2012-2016);
- Coordination, participation and dynamism of pedagogical projects (creation of new study cycles, and study programs, reformulation of existent projects, evaluation of study cycles, etc.), in the last 5 years (2012-2016).

c) Other relevant activities (OA) for the mission of the higher education institution have a weight of 25%, considering the inclusion in this evaluation parameter of:

- Participation in organs and the activities of management of the institution (President/Director, Presidency of Technical and Scientific/Pedagogical Council, Vice-President, Director of Scientific area or Department, Director of Research Unit), in the last 5 years (2012-2016);
- Member of organs and participation in units, groups or institutional work commissions, in the last 5 years (2012-2016).

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

Table 1 – Weights assigned to the dimensions and criteria of evaluation

Dimensions	Weights	Criteria	Weights
Technical-Scientific and professional Performance	P1 = 0,35	- Scientific production (C11) - Participation in scientific projects (C12) - Supervision, examination and presidency of panels of academic works (C13) - Interventions in the professional and scientific community (C14)	P11 = 0,60 P12 = 0,10 P13 = 0,10 P14 = 0,20
Pedagogical ability	P2 = 0,40	- Diversity of the curricular units lectured (C21) - Effective experience of teaching (C22) - Coordination of curricular units (C23) - Produced teaching/learning material (C24) - Coordination, participation and dynamism of pedagogical projects (C25)	P21 = 0,20 P22 = 0,30 P23 = 0,20 P24 = 0,20 P25 = 0,10
Other relevant activities for the mission of the institution	P3 = 0,25	- Participation in the organs and activities of the management of the institution (C31) - Member of organs and participation in units, groups and commissions of institutional works (C32)	P31 = 0,60 P32 = 0,4

## 10 - Selection criteria and classification of candidates

10.1 - The applications period having expired, the jury meets to consider the admission and to proceed to the assessment and classification of the candidates in accordance with the criteria and parameters stated in the present proclamation.

10.2 - Decisions are taken by majority of the members' votes, with no abstentions.

10.3 - The jury will decide first on approval of candidates in absolute merit. It is absolute merit, the one that is explicitly based on a written document, that the candidate has, supported on a qualitative analysis of the documents submitted with the application, an appropriate capacity and performance for the functions of Principal Coordinator Professor, either on the pedagogical and scientific area, and other activities regarded as relevant to the mission of the ISCAP.

10.4 - The vote against the approval in merit should be supported on the fact that the candidate has a final classification below 50 points, measured according to the evaluation

grid that states the criteria. The resolution of not approved in absolute merit and hence the exclusion is taken by an absolute majority, and each member of the jury should present a document with the fundamentals of their vote.

10.5 - The jury proceeds, then, to elaborate a list of candidates who have been approved in absolute merit, sorted by alphabetical order.

10.6 - Each member of the jury valued on a scale from 0 to 100, each criterion or component for each candidate.

10.7 – The final result is expressed in a numerical scale from 0 to 100, and is calculated weighted each criteria with the corresponding weight which gives the score of the dimension which, in turn, will be used as an assigned weight for the calculation of the final score. Expressed as a formula, the final result (FR) is calculated as follows:

$$FR = P1*(C11*P11 + C12*P12 + C13*P13 + C14*P14) + P2*(C21*P21+ C22*P22 + C23*P23 + C24*P24 + C25*P25) + P3*(C31*P31 + C32*P32)$$

11 - Sorting and voting method

11.1 - The ranking of candidates should be supported on the assessment made and based on the criteria and evaluation parameters and corresponding weighting factors listed in this proclamation.

11.2 - Before the start of the voting, each member of the jury presents a written document that will be attached to the minute, with the ranking of the candidates duly justified, considering the preceding paragraph.

11.3 - In various polls, each member of the jury must respect the order presented, and no abstentions are allowed.

11.4 - The final classification is assigned as follows: each member of the jury makes its classification based on the criteria included in the assessment grid. Given the individual grid it will develop a unique grid that result from the average of each criterion. The final classification of each candidate is assigned by summing the average scores obtained in the respective evaluation grid.

11.5 - If there is a tie - up a new pool takes place, and if the tie still persists the President of the jury will have the quality vote.

12 - Participation of candidates and decision

12.1 - The project of the final ordered list is notified to candidates for the purpose of hearing the parties concerned, in accordance with Article 100.º and following of the Code of Administrative Procedure, applying, mutatis mutandis, the provisions of Article 27.º of the Regulations for the Employment of the Teaching Career of the Polytechnic Institute of Porto, Dispatch 4807/2011, published in the *Diário da República*, 2.ª Series, n.º 54, of 17th March of 2011.

12.2 - After hearing the candidates, the jury assesses the arguments offered and approves the final ranking list of candidates.

13 - Deadline for final decision

13.1 - Without prejudice to the following paragraph, the deadline for delivery of the final decision of the jury cannot be more than ninety consecutive days counted from the date of the application submission.

13.2 - The deadline mentioned above may be extended when the high number of applications and or the complexity of the contest are justified.

14 - The system of evaluation of final classification must be contained in the first minute of the jury and is available for consultation of the candidates.

15 – Whenever deemed necessary the jury may decide to promote public hearings, on equal terms for all the candidates.

16 – The minutes of the jury are provided to candidates whenever required.

17 - The documents submitted by the candidates will be destroyed if not requested for refund within one year after the termination of the contest.

18 - False declarations are punishable under the law.

19 – The composition of the jury is:

President – Professor Olímpio de Jesus Pereira Sousa Castilho, President of the Institute of Accounting and Administration of Porto.

Effective Members:

- Professor José António Cadima Ribeiro, Full Professor at the School of Economics and Management, Minho University.

- Professor Nelson José dos Santos António, Full Professor at ISCTE – Business School, Lisbon University Institute.

- Professor Doutor Rui Manuel Estanco Junqueira Lopes, Full Professor at the School of Social Sciences, Évora University;

- Professor Joaquim José Borges Gouveia, Full Professor, retired, Department of Economics, Management and Industrial Engineering, Aveiro University.

- Professor Maria José Fernandes, Principal Coordinator Professor, at the School of Management, Polytechnic Institute of Cávado and Ave.

Surrogate Member:

- Professor Isabel Suárez González, Full Professor at the Department of Administration and Economy, Faculty of Economy and Management, Salamanca University.

In case of absence or impediment of the President, he will be replaced by Anabela Mesquita Teixeira Sarmiento, Vice-president of ISCAP.

20 – Constrains to recruitment – The candidates who have been ordered in an eligible position on the approved final ranking to be recruited and have no ties to the Public Administration with a contract for indefinitely time, will only be hired if at the date of authorization are met the requirements of the Budget Act for 2016.

21 - In compliance with paragraph h) of Article 9.º of the Portuguese Constitution, the Government, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and career development, providing scrupulously to avoid any form of discrimination.

22 - This proclamation will be published in the following terms:

a) On the 2.<sup>a</sup> Serie of *Diário da República*;

b) The Bolsa de Emprego Público in [www.bep.gov.pt](http://www.bep.gov.pt) in the 1st working day following its publication in *Diário da República*;

c) On the website of the Foundation for Science and Technology (FCT), I. P., in Portuguese and English;

d) On the website of ISCAP, [www.iscap.ipp.pt](http://www.iscap.ipp.pt)., in Portuguese and English.

Porto, 3rd may 2017 - The President of the Porto Institute of Accounting and Administration, Professor Olímpio de Jesus Pereira Sousa Castilho.