

Under the Statute of the Teaching Staff Career of the Polytechnic Higher Education (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico, ECPDESP) and the IPC Tender Regulation of Contracting of Teachers (Regulamento de Concursos para Contratação de Professores do IPC, RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2<sup>nd</sup> series, No 104, of 28/05, it is hereby made public, by my Order of 06/10/2021 by the powers invested, that the invitation to the tender hereunder has been issued within 30 business days from the publication of this public notice in the Official Gazette, international competition based on qualifications for the recruitment of one positions of Adjunct Professor for the scientific area of Languages and Secretariat, of the Coimbra Business School (ISCAC), aiming at a public employment legal relationship, celebrated as an employment contract of indefinite duration in public functions, provided for in the teaching staff statement of IPC.

This tender is a competition based on qualifications and is regulated by the provisions of the IPC Tender Regulation of Contracting of Teachers (RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2<sup>nd</sup> series, No 104, of 28/05, as well as by the Statute of the Teaching Staff Career of the Polytechnic Higher Education (ECPDESP).

1 – Tender reference: PRPD/19/2021

2 – Workplace: Coimbra Business School - ISCAC of the Polytechnic Institute of Coimbra.

3 – Functions and remuneration:

The generic functions of polytechnic higher education teachers provided for in Article 2(A) of the ECPDESP, with the rank functions set out in Article 3(5) of the ECPDESP. The rank of Adjunct Professor corresponds to the remuneration provided for in the table attached to Executive Order No 408/89, of 18 November, as amended.

4 – Period of validity of the tender:

The tender shall be valid for the position put for tender, and shall cease with the occupation of the position set out in the publicised notice or when the same cannot be fully occupied, due to the absence or insufficient number of applicants, as well as in the cases referred to in Article 31(2) of the RCCPIPC.

5 – Admission requirements:

5.1 – General requirements: to meet, until the expiry of the deadline for the submission of applications, the admission requirements provided for in Article 17(1) of the General Employment Law in Public Functions (Lei Geral do Trabalho em Funções Públicas, LTFP), namely:

- (a) Portuguese nationality, when not exempted by the Constitution, by international convention or special law;
- (b) 18 years old;
- (c) No disqualification from the practice of public functions or no prohibition of the practice of those which the applicant proposes to perform;
- (d) Physical strength and psychic profile indispensable for the performance of the relevant duties;
- (e) Compliance with mandatory vaccination laws.

5.2 – Special requirements: to hold, until the end of the deadline set for the submission of applications, the degree of doctor or the title of specialist in Secretariat, Direction and Administration or Linguistic Studies.

Applicants with foreign qualifications shall prove the recognition of the doctoral degree in accordance with the applicable legislation.

6 – Submission of Application:

6.1 - The applicants shall access and register on the website <https://www.ipc.pt/bupc/candidatura> to submit the application, selecting the procedure they wish to apply for.

The application submission is done exclusively in digital form, in portable document format (PDF), except for documents with planned submission in other digital formats.

The application is submitted by filling in the sections available at the electronic address mentioned above.

If the application contains a classified document which reveals a commercial or industrial secret, or secrecy concerning literary, artistic or scientific property, when formalising the application, the applicant shall expressly indicate such a reservation, otherwise, the work in question will be freely accessible by any of the other applicants in the course of the procedure consultation.

6.2 Deliverables:

- a) Request for admission to the tender, addressed to the President of the Polytechnic Institute of Coimbra, containing: full name, date and place of birth, identity card/citizen card, number or foreign civil identification document (EU)/passport, residence, telephone number, e-mail address, reference to the relevant tender, with an express indication of the public notice and reference to

the Official Gazette in which it was published, reference of the tender shown in point 1 of this public notice, as well as a list of the documents accompanying the request.

- b) Detailed, dated and signed curriculum vitae;
- c) Duly completed application form, specifically designed for this tender (available at <https://www.ipc.pt/bupc/candidatura>), including score grid, and also delivered in Excel format (xls or xlsx).
- d) Sworn statement declaring compliance with the requirements for the establishment of a public employment relationship as set out in point 5.1;
- e) Sworn statement declaring that all information and documentation included in the application is authentic, without prejudice to the actual proof, when requested;
- f) Qualification certificates;
- g) All works mentioned in the curriculum vitae, in PDF or ZIP format.
- h) Document indicating the most representative works in the applicant's curriculum vitae, up to a maximum of five;

6.3 – *The curriculum vitae* shall contain:

- a) Preamble containing the academic degrees and corresponding grade, professional category and, where applicable, the position currently held;
- b) Detailed and contextualised description of the curricular elements, organised in accordance with the structure of the selection criteria and methods as indicated in Annex I, in order to allow a better assessment of the data presented in said form, clause c) of point 6.3 of this public notice.

6.4 – All application documents indicated in point 6.2 shall be submitted in Portuguese or English.

6.5 – Failure to submit the supporting documents for the curriculum presented by the applicant implies not to validate the elements that should be proven, unless the jury chooses to use the option provided for in Article 27 of the RCCPIP.

6.6 - Applications that are not properly submitted or that do not fulfil the formal criteria for admission to the tender shall not be admitted in accordance with the terms laid down in the current legislation and in this public notice. The submission of any required documentation beyond the expiry of the relevant period also determines the rejection of the admission to the tender.

6.7 – No applications submitted by post or electronic mail shall be accepted.

7– Public hearings:

7.1 - If the jury considers it necessary to promote public hearings focusing on the curriculum vitae of the applicants, they shall be held in the first meeting of the jury. The dates of the public hearings shall be published at the institutional website and the eligible applicants shall be notified, under Article 9 of the RCCPIPC.

8 – Criteria, method of evaluation, methodology of classification and ranking of applicants:

8.1 – The assessment of the applications shall be performed in accordance with Article 25 of the RCCPIPC;

8.2 - The weighting to be assigned to the assessment parameters as well as to the selection criteria and ranking criteria, agreed at the meeting of the Scientific Technical Council of the Coimbra Business School (ISCAC) of 07/06/2021 is laid down in Annex I of this public notice.

8.3 - The grade shall be expressed on a scale of 0 to 100 points; applicants with a grade below 50 points shall not be approved and applicants with a grade of 50 points or more shall be approved.

9 – Notification of the applicants:

9.1 - The notification of the applicants is made in accordance with Article 9 of the RCCPIPC;

9.2 - The lists of non-approved applicants, the ranked list of approved applicants based on absolute merit and the act of approval shall be communicated to the applicants in accordance with Articles 29 and 30 of the RCCPIPC.

9.3. The full procedure of the tender may be consulted by the applicants, subject to prior scheduling during opening hours, at the location and time referred to in point 5 of this Public Notice.

10 – Composition of the jury:

President: Jorge Manuel dos Santos Conde, President of the Polytechnic Institute of Coimbra

Full members:

Maria Teresa Geraldo Carvalho, Professora Associada com Agregação da Universidade de Aveiro

Augusta da Conceição Santos Ferreira, Professora Coordenadora da Universidade de Aveiro

Isabel Maria Loureiro Pais Esteves Martins, Professora Coordenadora do Instituto Politécnico de Viseu,

Maria Teresa Marques Salgado Lameiras, Professora Coordenadora do Instituto Politécnico de Coimbra

Maria da Conceição da Costa Marques, Professora Coordenadora do Instituto Politécnico de Coimbra

Alternate members:

Amândio Pereira Baía, Professor Coordenador do Instituto Politécnico da Guarda

Eurico Cirne de Lima Basto, Professor Coordenador Aposentado do Instituto Politécnico do Porto.

The Vice-President of the Polytechnic Institute of Coimbra, José de Jesus Gaspar

**ANNEX I**

**Technical-scientific and professional component – 40%**

1.1 Academic degrees and titles	20,0	PhD and thesis directly related to the subject area the candidate is applying for or the title of specialist in the same area	15	-	15
		PhD and thesis indirectly related to the subject area the candidate is applying for or the title of specialist	8	-	8
		Master's and dissertation directly related to the subject area the candidate is applying for	5	-	5
		Master's and dissertation indirectly related to the subject area the candidate is applying for	3	-	3
1.2 Post- Graduations and technical-scientific specialization courses	10,0	MBA and postgraduate courses from Universities or Polytechnic Institutes directly related to the subject area the candidate is applying for	5	p/ course	5
		MBA and postgraduate courses from Universities or Polytechnic Institutes indirectly related to the subject area the candidate is applying for	3	p/ course	3
		Technical-scientific refresher courses provided by Professional Orders or passive participation in congresses directly related to the subject area the candidate is applying for in the last 5 years	1	p/ course	5
		Technical-scientific refresher courses provided by Professional Orders or passive participation in congresses indirectly related to the subject area the candidate is applying for in the last 5 years	0,5	p/ course	4
1.3 Research and Development Projects in the area of Languages and Secretariat	5,0	Collaborator in research projects (completed/ ongoing)		2.0 p/ project completed	4
				1.0 for ongoing projects	2
		Effective Member of Research Centers accredited by the FCT	5	-	5

1.4 Publications and participation in technical-scientific congresses in the area of Languages and Secretariat	80,0	Author or co-author of a technical-scientific book	2	p/ book	6
		Publication of articles in an international scientific journal indexed in ISI/SCOPUS or equivalent	5	p/ article	25
		Publication of technical-scientific articles in other refereed journals or book chapters	3	p/ article	30
		Publication of technical-scientific articles in other journals	2	p/ article	20
		Publication of technical-scientific articles in international conference proceedings with referee	2	p/ article	20
		Publication of technical-scientific articles in national conference proceedings with referee	1	p/ article	10
		Quotes from books and use of books in the curricular unit of undergraduate or master's degrees of higher education courses in other higher education schools	0,25	p/ quote	2,5
		Independent article quotes	0,25	p/ quote	10
		Communications presented at international congresses indexed in ISI/SCOPUS or equivalent	5	p/ communication	25
		Communications presented at international congresses with referee	3	p/ com.	30
		Communications presented at national congresses with referee	3	p/ com.	15
		International communications by invitation	2	p/ com.	6
		National communications by invitation	1	p/ com.	3
1.5 Organization and other technical-scientific activities	20,0	Member of scientific commissions of international congresses/seminars	4	p/ congress	12
		Member of scientific commissions of national congresses/seminars	1	p/ congress	3
		Discussant/chairman in international congresses	2	p/ congress	10
		Member of the editorial board of scientific journals	2	p/ journal	6
		Referee for articles in refereed scientific journals	1	p/ article	10
		Participation in selection boards for teaching staff	1	p/ juri	6
		Participation in mobility programs	2	p/ participation	10
		Evaluation of polytechnic higher education courses		p/ commission	2

1.6 Orientation of theses/dissertations/end-of-course assignments in the area of Languages and Secretariat	20,0	Supervision of Doctoral Theses (completed)	5	p/ supervision	5
		Joint supervision of Doctoral Theses (completed)	4	p/ superv.	12
		Supervision of Pre-Bologna Master's Dissertations (completed)	2	p/ superv.	10
		Joint supervision of Pre-Bologna Master's Dissertations (completed)	1,5	p/ superv.	7,5
		Supervision of Dissertation/Project/Master's Internship (Bologna) (completed)	1,5	p/ superv.	15
		Joint supervision of Dissertation/Project/Master's Internship (Bologna) (completed)	1	p/ superv.	10
		Supervision of end of course work (completed)	0,25	p/ superv.	2,5
1.7 Participation in academic examination boards in the field of Languages and Secretariat	20,0	Doctoral thesis discussant	2	p/ discussion	4
		Member of the jury of doctoral thesis	1,5	p/ participation	6
		Dissertation/project/internship or final course work discussant	1	p/ discussion	10
		Member of the jury of dissertation/project/internship or final course work	0,5	p/ participation	10
1.8 Professional activities with relevance to the area of Languages and Secretariat	25,0	Services, studies/projects or opinions provided externally prepared within the scope of ISCAC	7,5	p/ service	15
		Professional experience in activity outside the academic environment related to the subject area of the competition, as per annex A.			20

**Pedagogical component – 40%**

	Teaching experience in polytechnic higher education in the area of Languages and Secretariat > 15 years	60	-	60
	Teaching experience in polytechnic higher education in the area of Languages and Secretariat >5 years - <= 15 years	40	-	40

2.1 Experience and Dedication to teaching	120,0	Teaching experience in other polytechnic teaching institutions in the area of Languages and Secretariat	6	Year/fraction	18
		Teaching experience in university higher education in the area of Languages and Secretariat	4	Year/fraction	12
		Responsible for different curricular units in the area of Languages and Secretariat	5	per cu	25
		Number of curricular units, distinct, taught in the area of Languages and Secretariat	3	per cu	15
		Speaker in Pedagogical Actions, outside the scope of DSD	0,5	por action	2
		Pedagogical and research courses	1	por action	4
2.2 Preparation of manuals	40,0	Preparation of teaching support manuals, in the area of Languages and Secretariat covering at least 75% of the subject of the CU (T and TP classes, maximum 1 element per CU)	7,5	p/ manual	37,5
		Preparation of workbooks, in the area of Languages and Secretariat, covering at least 75% of the subject of the CU (maximum 1 element per CU)	6	p/ manual	30
2.3 Teacher Quality, Pedagogical Organization and Others	40,0	Monitoring of internship students in the field of Languages and Secretariat	0,5	p/ student	2,5
		Faculty assessment of faculty performance by the institution in the last 5 years	6 pts Excellent; 4 pts Very Good; 2 pts Good	p/ year	30
		Survey on students in the last 5 years	2 pts Excellent; 1,5 pts Very Good; 1 Good	p/year	10
		Training or refresher courses, with a minimum of 6 hours, in the last 5 years	2,5	p/ action	7,5
		Other curricular activities	2,5	p/ action	5



**Organizational component – 20%**

3.1 Management and participation in Collegiate Bodies and Academic Responsibility	140,0	School President	30	per year/fraction	60
		School Vice-President	25	per year/fraction	50
		President of the statutory bodies of the School	25	per year/fraction	50
		Vice-President of the statutory bodies of the School	12	per year/fraction	24
		Secretary of the statutory bodies of the School	6	per year/fraction	12
				per year/fraction	
		Member of the statutory bodies of the School	6		12
		Positions at the Polytechnic Institute (PI) (vice president, pro- president, administrator)	15	per year/fraction	30
		Member of PI bodies	3	per year/fraction	6
		Subject Area Sector Coordinator	20	per year/fraction	40
		Disciplinary Area Coordinator	18	per year/fraction	36
		Disciplinary Group Coordinator	16	per year/fraction	32
Master's Coordinator	18	per year/fraction	36		
		per year/fraction			
		Degree coordinator	18	per year/fraction	36

		Member of the Course Coordination Committee	2	per year/fraction	4
		Postgraduation Coordinator	15	per year/fraction	30
		CET's Coordinator	5	per year/fraction	10
		Ctesp Coordinator	5	per year/fraction	10
		Member of the performance review section of teaching staff	7,5	per year/fraction	15
		Member of ad-hoc committees of bodies	2	commission	4
3.2 Other activities	60,0	President of Congress Organizing Committee	4,5	event	13,5
		Member of Congress Organizing Committee	4	event	12
		Organization of seminars	2	event	8
		Participation in non-scientific juries	3	participation	12
		SIGQ Collaborator	4	per year/fraction	8
		Collaboration with secondary schools and dissemination of school courses	1	event	3
		Head of Department (International Relations, Public Relations, BS, etc.)	6	per year/fraction	12
		Member of Department (International Relations, Public Relations, BS, etc.)	3	per year/fraction	6