

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 23/05/2024 by the powers invested by Order no 6711/2023, published in the Official Gazette, 2<sup>nd</sup> series, No 119, of 21/06, 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 two positions of Adjunct Professor for the disciplinary area of Management, Finance and Business Organisation and Management, in the Business Organisation and Management Disciplinary Group, 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/5/2024

2 – Workplace: Coimbra Business School

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(4) 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 the positions, and shall cease with the occupation of the positions set out in the publicised notices 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 – Candidates must master the Portuguese language (spoken and written) at a level that allows the assignment of teaching service, without any communication limitations in this language.

5.3 – 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 the disciplinary area or area related to that for which the competition is open.

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/concursos/form/concursos\\_docentes](https://www.ipc.pt/bupc/concursos/form/concursos_docentes) 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) and portable document format (pdf);
- 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) A scientific and pedagogical project in the field of Business Organisation and Management. This project should highlight the candidate's areas of research interest as well as their research plans for the next 5 years and how they hope to relate this research to their teaching activities. This project must not exceed 2000 words and its format and organisation are left to the candidate's discretion.
- h) All works mentioned in the curriculum vitae, in PDF or ZIP format.

6.3 – When submitting the application, the candidate must provide the information strictly necessary for this purpose, under the terms of this public notice, and must hide personal information that may exist in the documentation delivered, otherwise these information may be freely accessed by any of the other candidates.

6.4 – *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 contextualized description of the curricular elements, organized according to the scoring grid, as per annex 1, in order to allow a better appreciation of the data presented in the form referred to in subparagraph c) of point 6.2 of this notice.

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

6.6 – 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 26 of the RCCPIPC.

6.7 - 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.

6.8 – 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 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.

8.4 - In the case of a tie, the following tiebreaker criteria shall be considered:

The optimal classification is determined by the sum of all grid elements, without any weighting or limitation.

9 – Notification of the applicants:

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

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 RCCPIP.

9.3. The full procedure of the tender may be consulted by the applicants, subject to prior scheduling during opening hours, from 9 a.m. to 5 p.m. at the Polytechnic Institute of Coimbra (Instituto Politécnico de Coimbra, Rua da Misericórdia, Lagar dos Cortiços - S. Martinho do Bispo, 3045-093 Coimbra).

10 – Composition of the jury:

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

Full members:

António Pedro Martins Soares Pinto, Coordinator Professor of the Higher School of Technology and Management of the Polytechnic Institute of Viseu;

2- Paula Odete Fernandes, Coordinator Professor of the Higher School of Technology and Management of the Polytechnic Institute of Bragança;

3- José Luís Mendes Loureiro Abrantes, Coordinator Professor of the Higher School of Technology and Management of the Polytechnic Institute of Viseu;

4- Luísa Margarida Cagica Carvalho, Coordinator Professor of the Higher School of Business Sciences at the Polytechnic Institute of Setúbal;

5- Ana Paula Carvalho do Monte, Coordinator Professor of the Higher School of Technology and Management of the Polytechnic Institute of Bragança

Alternate members:

Neusa Manuel Pereira Ribeiro, Coordinating Professor of the Higher School of Technology and Management of the Polytechnic Institute of Leiria;

Jorge José Martins Rodrigues, Coordinating Professor at the Higher Institute of Accounting and Administration of Lisbon.

The Vice-President of the Polytechnic Institute of Coimbra, Daniel Jorge Roque Martins Gomes

ANNEX I

Parameter	Points (max)	Items	Points (max)	Subitems	Valuation		
					PTS	Unit	Max
Technical-Scientific and Professional (40%)	200	1.1 Academic degrees and titles	10,0	PhD and/or thesis in Business Organisation and Management or specialist qualification in the same disciplinary group	10	-	10
				PhD and/or thesis indirectly related to Business Organisation and Management or specialist qualification.	8	-	8
		1.2 Postgraduate studies and technical-scientific specialization	5,0	MBA and postgraduate courses from Universities or Polytechnic Institutes directly related to Business Organisation and Management	5	p/ course	5
				MBA and postgraduate courses from Universities or Polytechnic Institutes indirectly related to Business Organisation and Management	3	p/ course	3
		1.3 Research and development projects	5,0	Effective Member of Research Centers accredited by the Portuguese Foundation for Science and Technology (FCT)	5	-	5
		1.4 Publications and participation in technical-scientific congresses on Business Organisation and Management	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	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
				Communications of scientific/technical-scientific articles presented at international congress proceedings	2	p/ article	20
				Communications of scientific/technical-scientific articles presented at national congress proceedings	1	p/ article	10
		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 of articles in refereed scientific journals	1	p/ article	10

		1.6 Thesis/dissertation/end-of-course work supervision in Business Organisation and Management	20,0	Supervision of Doctoral Thesis (completed)	5	p/ supervision	5
				Joint supervision of Doctoral Thesis (completed)	4	p/ supervision	12
				Supervision of Dissertation/Project/Master's Internship (completed)	1,5	p/ supervision	15
				Joint supervision of Dissertation/Project/Master's Internship (completed)	1	p/ supervision	10
				Supervision of end-of-course work (completed)	0,25	p/ supervision	2,5
		1.7 Participation in panels of academic examinations in Business Organisation and Management	10,0	Member of doctoral thesis panel (not cumulative with item 1.6)	2	p/ discussion	4
				Member of graduate internship reports' panel (not cumulative with item 1.6)	0,5	p/ participation	6
				Member of Dissertation/Project/Master's Internship panel (not cumulative with item 1.6)	1	p/ participation	10
		1.8 Professional activities relevant to Business Organisation and Management	20,0	Professional experience in activities outside academia related to Business Organisation and Management , as listed in Annex A.			20
		1.9 Scientific-pedagogical project in the field of Business Organisation and Management	30,0	Evaluation of a document submitted for scientific and pedagogical development in the field of Business Organisation and Management This project should highlight the candidate's areas of research interest as well as their research plans for the next 5 years and how they hope to relate this research to their teaching activities. This project must not exceed 2000 words and its format and organisation are left to the candidate's discretion.			30
<b>Pedagogical (40%)</b>	200	2.1 Teaching experience and dedication in the field of Business Organisation and Management	120,0	Business Organisation and Management teaching experience in higher education per year or fraction thereof	10	-	100
				Responsible for a number of course units in Business Organisation and Management .	5	p/ course unit	25
				The number of distinct course units in the field of Business Organisation and Management , exclusive of any cumulative totals from the preceding point.	3	p/ course unit	15
		2.2 Preparation of manuals in the field of Business Organisation and Management	40,0	The preparation of teaching support manuals in the fields of Business Organisation and Management is required, with the manuals covering at least 75% of the subject matter of the course. The manuals must be created for both T and TP classes, with no more than one element per course.	8	p/ manual	40

		2.3 Teaching Quality, Pedagogical Organization and other pedagogical items	40,0	The institution's approach to teaching performance evaluation over the past five years. (6 pts: Excellent; 4 pts: Very Good; 2 pts: Good)	total points sum	p/ year	30
				Training or refresher courses of a minimum of six hours' duration completed within the last five years.	2,5	p/ action	10
Organizational (other activities with relevance to the Coimbra Polytechnic Institute (20%))	200	3.1 Collegial bodies management and participation and Academic responsibility	140,0	President of School statutory bodies	20	per year/fraction	80
				Member of School statutory bodies	6	per year/fraction	24
				Member of Degree Coordination Committee	2	per year/fraction	8
				Postgraduate Coordinator and/or Course Director	15	per year/fraction	30
				Member of Ctesp Coordination Committee	5	per year/fraction	20
		3.2 Other activities	60,0	Member of Congress Organizing Committee	7	event	21
				Award Ceremony	6	event	18
				Seminar Organization	3	event	9
		Participation in non-scientific panels	3	participation	12		