

POLITECHNIC INSTITUTE OF VISEU

Notice no. 1844/2022

1 – In accordance with the provisions of articles 3, 5, 10-B, 15, 15-A, 17 and 29-A of the Higher Education Teaching Career Code, approved by Decree-Law no. 185/81, of 1 July, and amended by Decree-Law no. 69/88, of 3 March, amended and republished by Law Decree no. 207/2009, of 31 August, which was itself amended by Law no. 7/2010, of 13 May, in conjunction with the tender Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu, as published in *Diário da República*, 2nd series, no. 189, of 28 September 2010, Regulation no. 754/2010, it is hereby made public that, by the Order of 7 October 2021 of the President of the Polytechnic Institute of Viseu, José dos Santos Costa, following a proposal from the President of the School of Technology and Management of Viseu, a process of recruitment based on qualifications is open, for the period of thirty working days, counting from the date of publication of this notice in *Diário da República*, to fill a vacancy on the Polytechnic of Viseu teaching staff map, in the category of *Professor Adjunto* (Senior Lecturer), within the Polytechnic Higher Education teaching career, under an open-ended public employment contract, in the field of Business Finance, as part of the Department of Management at the School of Technology and Management of the Polytechnic Institute of Viseu.

2 – Expiration date: the public tender offer is valid for the aforementioned job position, and it shall expire when the vacancy is filled.

3 – Workplace: School of Technology and Management of the Polytechnic Institute of Viseu

4 – Functional content: as described in articles 2-A and 3, no. 4 of the Higher Education Teaching Career Code

5 – Admission requirements:

5.1 – General requirements: under the terms of article no. 17 of Law no. 35/2014, of 20 June, in its current amendment, and article no. 12-E of the Higher Education Teaching Career Code, only candidates who meet all the following general requirements, up to the deadline for the submission of applications, may apply:

- a) To be at least 18 years of age or older;
- b) Not to be banned from holding a job in the public sector nor forbidden to perform the intended position;
- c) To be in good health and possess the psychological profile required for the job;
- d) To have complied with the compulsory vaccination requirements.

5.2 – Special requirements: to hold, by the deadline of the applications, the title of Expert or a Ph.D. degree, valid in Portugal, in the scientific field for which the tender offer is open. Candidates who meet the requirements set out in article no. 17 of the Higher Education Teaching Career Code, republished by Decree-Law no. 207/2009, of 31 August, and amended by Law no. 7/2010, of 13 May, may apply to the aforementioned tender offer.

5.3 – Foreign candidates must have a good command of spoken and written Portuguese, and may be subject to specific tests if they do not come from Portuguese-speaking countries.

5.4 – Candidates that apply for the tender offer and hold qualifications obtained abroad must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable law.

6 – Remuneration position (article no. 35(1) of the Higher Education Teaching Career Code): that resulting from the remuneration of career professors working in Polytechnic Higher Education, approved by Decree-Law no. 408/89, of 18 November, in its current version.

7 – Application procedure:

7.1 - The application must be submitted in Portuguese or in English, in digital format.

7.2 - Procedure: Applications are to be submitted by filling in the application form available on the IPV website and sent electronically to the email address ipv@sc.ipv.pt, until midnight on the last day of the deadline for submission of applications, and the candidate must keep the corresponding receipt. Should any of the works mentioned in the Curriculum Vitae contain classified information, which reveals commercial or industrial secret(s), or secret(s) regarding literary, artistic, or scientific property, the candidate shall, when applying, clearly indicate such confidentiality, under penalty of the work(s) under consideration being freely accessed by any of the other candidates, when consulting the dossier.

7.3 - The application is presented along with an admission request addressed to the President of the Polytechnic Institute of Viseu, and must include, *inter alia*, the following information:

7.3.1 – The candidate's identification: name, date of birth, nationality, ID number and tax identification number, postal and electronic address and telephone numbers;

7.3.2 - Identification of the tender offer to which the candidate is applying, number of the notice with mention to the *Diário da República* in which it was published;

7.3.3 - Indication of candidate's academic ranks and institution where s/he currently works as a professor, when applicable, and the position s/he currently holds;

7.3.4 - Indication of the degrees and academic titles held by the candidate;

7.3.5 - Statement signed by the candidate declaring that the information or facts contained in the application are correct and accurate;

7.4 - The application must be submitted together with the following documents:

i) Copy of 10 works, theses, or publications that the candidate considers best represent his/her most significant contributions in the scientific field for which the tender offer is open;

ii) A copy of a detailed and updated *curriculum vitae*, duly dated and signed, organised in accordance with the selection and seriation criteria and the evaluation and final classification system mentioned in no. 9 of this notice;

iii) A copy of the Doctoral dissertation that proves the existence of the appropriate degree required in the tender offer, or expert work conducted with the same purpose;

- iv) Copies of papers and documents for the purposes of the evaluation provided for in no. 10.2. of the present notice, organised according to the criteria of scientific activity, teaching ability, other relevant activities, and the parameters provided for in nos. 10.4.1.1., 10.4.1.2. and 10.4.1.3.
- v) Certificate proving the ownership and date of the degree and titles required for the tender offer;
- vi) Criminal record certificate;
- vii) Document proving physical robustness and psychological profile, indispensable to the exercise of the functions;
- viii) Up-to-date compulsory vaccination certificate.

7.4.1 - The documents referred to in paragraphs v), vi), vii) and viii), of the previous number may be replaced by a declaration, under oath, in the application form, where, in separate paragraphs, the candidate shall define his/her precise situation in regard to the content of each of those paragraphs.

7.4.2 - The documents required in the notice must be original or certified copies, and must be presented in Portuguese or English. Exceptionally, they may be presented in another language, upon the jury's deliberation. In such case, said jury may require the official translation of those documents.

7.5 - Failure to comply with the submission of the application within the deadline, as well as failure to submit the mandatory documents referred to in no. 7.4 of this notice, or their belated submission, will lead to the candidate's exclusion.

7.6 - The process can be consulted at Avenida Coronel José Maria Vale de Andrade, Campus Politécnico, within office hours.

7.7 - The documents submitted by the candidates shall be returned to them, upon request, one year after the end of the present application, except if the application procedure has been subject to judicial review. In such a situation, the return of the requested documents can only take place after a final judicial decision has been enforced.

8 – Members of the Jury.

8.1 – The tender jury shall comprise the following members:

8.1.1 - President of the Jury: Eduardo Miguel Teixeira Mendonça Gouveia (PhD), appointed by the President of the Polytechnic Institute of Viseu, Order no. 7/2022.

8.1.2 – Effective members:

8.1.2.1 – Elisabete Fátima Simões Vieira, Full Professor with Tenure, Institute of Accounting and Administration of the University of Aveiro.

8.1.2.2 – Luís Fernandes Rodrigues, Full Professor, Polytechnic Institute of Viseu.

8.1.2.3 – Rute Maria Gomes Abreu, Full Professor, Polytechnic Institute of Guarda.

8.1.2.4 – Maria Georgina da Costa Tamborino Morais, Full Professor, Institute of Accounting and Administration of Coimbra, Polytechnic Institute of Coimbra.

8.1.2.5 – Augusta da Conceição Santos Ferreira, Full Professor, Institute of Accounting and Administration of the University of Aveiro.

8.2 – Substitute members:

8.2.1 – Bruno José Machado de Almeida, Full Professor with Tenure, Institute of Accounting and Administration of Coimbra, Polytechnic Institute of Coimbra.

8.2.2 - Isabel Maria Loureiro Pais Esteves Martins, Full Professor, Polytechnic Institute of Viseu.

8.3 – Jury’s resolutions:

8.3.1 – The jury can only take decisions when at least two thirds of its members are present and when the majority of the members are external to the institution.

8.3.2 - All decisions shall be taken through a roll call vote of the jury members present at the meeting, and no abstentions shall be allowed.

8.4 - Whenever deemed necessary, the jury may request the applicants to submit additional documentation related to the submitted curriculum vitae, in full accordance with the terms and conditions laid down in article no. 26 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

9 - Admission and exclusion of applications: The admission and exclusion of candidates’ applications and the notification of their exclusion, in accordance with the terms and for the purposes set out in article no. 121 of the Code of Administrative Procedure, shall be carried out according to the provisions of article no. 22 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

10 - Selection methods and criteria:

10.1 - The selection method is based on the assessment of the candidate’s curriculum, a procedure that will assess the candidates’ scientific performance, their pedagogical capacity, and their performance in other activities deemed relevant to the mission of the Polytechnic Institute of Viseu.

10.2 - In the curriculum assessment, the following criteria must be taken into account and appropriately weighed, according to the duties required by the category to which the present tender refers:

10.2.1 - Technical and scientific performance of the candidate;

10.2.2 - Pedagogical capacity of the candidate;

10.2.3 - Performance in other relevant activities, deemed relevant for the mission of the Polytechnic Institute of Viseu, that have been developed by the candidate.

10.3 - The criteria set out in the previous paragraph are assigned the following weighting factors:

10.3.1 – Technical and scientific performance: 40%;

10.3.2 – Pedagogical capacity: 50%;

10.3.3 – Other activities deemed relevant to the mission of the School of Technology and Management of Viseu: 10%.

10.4 - Evaluation and scoring parameters:

10.4.1 - In applying the criteria referred to in the previous article, the following parameters will be assessed:

10.4.1.1 – Technical and scientific performance:

10.4.1.1.1 - Academic Qualifications (up to a maximum of **20 points**)

10 points: Expert Title in the scientific field of Finance and or a Doctoral degree with a dissertation in Business Finance;

7.5 points: Master's degree with a thesis, project or internship in the scientific field of Business Finance and 2.5 points in a related field, considering as related fields the following: Accounting, Management or Economics;

2.5 points: Bachelor's degree in Finance, Economics, Management, Accounting.

10.4.1.1.2 - Publication of articles, books, and book chapters, over the last 5 years (up to a maximum of 50 points).

5 points per article, book or book chapter indexed in Scopus or Web of Science, published or accepted for publication, in the field of Finance, up to a maximum of 10 publications;

2 points per non-indexed article, book or book chapter in the field of Finance, up to a maximum of 2 books.

10.4.1.1.3 – Other activities deemed relevant, such as the candidate's participation in scientific research centres, in the assessment of research and development projects, in the review of scientific publications, their actions as members of scientific committees of conferences/conventions/seminars, participation in national and international scientific organisations, their role in the organisation of conventions, conferences, and seminars, over the last 5 years (up to a maximum of **10 points**).

Member of an R&D unit, covered by the FCT multi-annual funding programme, classified with a minimum score of 'Good': 1 point/year;

Evaluation of a research and development project: 2 points/project;

Participation in scientific committees of national/international scientific and technical conferences/seminars: 2 points/participation, if international; 1 point/participation, if national;

Participation in national or international scientific meetings as guest speaker: 1 point/participation, if international; 0.5 point/participation, if national;

Scientific award bestowed by a scientific committee or recognition by a scientific society: 3 points/per award/per recognition;

Reviewer of scientific papers (in refereed journals or conferences): 0.25 point/article;

Participation in the editorial board of peer-reviewed scientific journals: 1 point/journal and per year;

Editor or co-editor of scientific publication: 4 points/journal indexed in Scopus or Web of Science and 2 points/book or other journals;

Management positions in scientific and professional societies of reference: 1 point/year;

Other activities deemed relevant by the Jury: 2 points/activity.

10.4.1.1.4 – Participation in research and development projects over the last 5 years (up to a maximum of **10 points**).

Participation in an international research and development project funded by an external entity or by a research centre recognised by FCT: 6 points/project, if the principal (PI) or co-co-principal investigator; 3 points/project, if a researcher;

Participation in a national research and development project funded by an external entity or by a research centre recognised by FCT: 4 points/project, if the principal (PI) or co-principal investigator; 2 points/project, if a researcher.

Participation in other research projects: 1 point/project, if the principal or co-principal investigator; 0.5 point/project, if a researcher.

10.4.1.1.5 – Supervision or joint supervision of Master's and Doctoral dissertations/projects/internships over the last 5 years (up to a maximum of 7 points).

Supervision or joint supervision of Doctoral dissertation: 5 points;

Supervision or joint supervision of Master's thesis/project/internship: 2 points.

10.4.1.1.6 - Participation in juries of Master's or Doctoral degrees examinations over the last 5 years (up to a maximum of **3 points**)

Participation in juries of doctoral academic examinations: 2 points;

Participation in juries of academic examinations of Master's thesis/project/internship: 0.5 points.

10.4.1.2 - Pedagogical capacity:

10.4.1.2.1 - The candidates' teaching career in Higher Education institutions over the last 5 years (up to a maximum of **10 points**);

2 points per year of full-time service in higher education;

1.25 points per year of part-time service in higher education.

10.4.1.2.2 - Course units taught in Technological Specialisation Courses (CET), Higher Professional Technical Courses (CTeSP), Bachelor's Degrees, Master's, or Doctoral Degrees over the last 5 years (up to a maximum of **40 points**)

8 points per course unit taught, in **Master's or Doctoral courses**, in the scientific field of Business Finance or Accounting;

5 points per course unit taught, in **Bachelor's courses** in the scientific field of Business Finance or Accounting;

2 points per course unit taught, in **CET or CTeSP** courses, up to a maximum of **4 points**.

10.4.1.2.3 – Responsible lecturer for CET, CTeSP, Bachelor's, Master's or Doctoral degrees over the last 5 years (up to a maximum of **20 points**).

2.5 points per course unit that the candidate has been responsible for, in Bachelor's or Master's degree courses, in the scientific field of Business Finance or Accounting, up to a maximum of 20 points;

2 points per course unit the candidate has been responsible for, in a CET or CTeSP course, in the scientific field of Business Finance or Accounting, up to a maximum of 15 points.

10.4.1.2.4 – Monitoring and guidance of projects conducted by students attending Bachelor’s Courses, Technological Specialisation Courses, and Higher Professional Technical Courses completed over the last 5 years, and that involved companies (up to a maximum of **20 points**).

2 points per participation (Bachelor’s Degrees).

1 point per participation (Technological Specialisation Courses, and Higher Professional Technical Courses).

10.4.1.2.5 – Participation in juries of Bachelor’s Degrees, CET and CTeSP Degrees academic examinations over the last 5 years (up to a maximum of **10 points**).

1 point per participation (Bachelor’s Degrees).

0.5 point per participation (Technological Specialisation Courses, and Higher Professional Technical Courses).

10.4.1.3 - Other activities deemed relevant to the mission of the School of Technology and Management over the last 5 years:

10.4.1.3.1 Participation in representation and dissemination events (up to a maximum of **30 points**)

Member of the organising committee of technical-scientific and technical-professional conventions/seminars: 5 points/convention; 2 points/seminar;

Participation in internationalisation programmes (mobility, teaching of a course unit in a foreign language, participation in international meetings as a representative of a higher education institution or of an Organic Unit): 4 points/participation;

Coordination, implementation and development of projects or activities involving practical work carried out in the socio-professional, artistic and cultural environment, and other activities relevant to the institution: 4 points/different project/activity regardless of the number;

Participation in community liaison activities and promotion of a scientific culture: 2 points/activity;

Organisation of courses and lectures (lasting less than 10 hours/ between 10 and 20 hours/ over 20 hours): 2/3/4 points/action, respectively, according to the duration;

Other activities deemed relevant by the jury: 2 points/activity.

10.4.1.3.2 - Relevant work experience in Business Finance or in Accounting over the last 5 years (up to a maximum of **70 points**)

14 points per year of relevant work experience. Teaching activity will not be taken into consideration.

11 – It is the jury’s responsibility to define and implement the candidates’ assessment parameters within the criteria and assessment items defined in the previous point of this notice.

12 - The jury shall act in accordance with the provisions of articles 22 to 25 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu and article no. 23 of the Higher Education Teaching Career Code.

13 – Assessment and selection:

13.1 Once the admission period is closed, the jury shall begin to examine the applications, taking into account the criteria, parameters and weighting published in this tender notice, to draw up a list of the candidates approved on absolute merit.

13.2 Final classification (FC), on a scale of 0 to 100 points, will be obtained considering the criteria and evaluation parameters as well as the weighting factors, as set out in the present tender notice, considering as not approved those candidates who obtain a final classification of less than 50 points. Candidates who obtain a final classification of 50 points or higher will be approved on absolute merit, and who, in addition, have at least 3 scientific articles, published or accepted for publication over the last 5 years, and these publications should be classified in the field of 'Business Finance' or 'Accounting' indexed in Scopus or Web of Science.

13.3 – In case the final classification of all candidates in this tender process is below 50 points, the jury may review the minimum pass mark on absolute merit. All results are presented using one decimal place.

13.4 – For approval on absolute merit, each candidate must obtain the favourable vote of the absolute majority of the members of the jury.

13.5 – The non-approval decision on absolute merit and the consequent exclusion of the candidate shall be taken by the absolute majority (half plus one of the votes of the members present at the meeting). Each member of the jury shall present a document with the reasons that support his/her vote.

13.6 – In the event of a non-approval on absolute merit situation, the jury shall proceed to a prior hearing of the excluded candidates who, if they wish, may contest the decision within ten days, as specified in article no. 28 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

13.7 – The jury will then prepare a list of the candidates who have passed on absolute merit, sorted in alphabetical order.

13.8 – Should the jury consider it necessary, public hearings on the candidates' *curriculum vitae* may be held.

14 – Candidates' ranking and voting method:

14.1 – The candidates' ranking shall be based on the assessment criteria and parameters and on corresponding weighting factors contained in this notice.

14.2 – Before the voting begins, each member of the jury shall present a written document, which shall be attached to the meeting minutes, including a score from 0 to 100 and the position of the candidates in the overall ranking, duly substantiated, and taking into account the information referred to in the previous paragraph.

14.3 – In the different voting sessions, each member of the jury must respect the ranking he/she has presented. No abstentions are allowed.

14.4 – The jury will use the following voting method to reach absolute majority in the final ranking of candidates. The first voting is meant to determine which candidate will be placed first. If a candidate obtains more than half of the votes of the jury members present at the meeting, s/he will be ranked first. Should this not be the case, the voting process shall be repeated, only among those

candidates who obtained enough votes to be ranked first, after excluding the candidate who received the least votes in the first voting. If there is a tie between two or more candidates with the fewest votes, a vote is taken on them to break the tie, and if the tie still persists the President of the jury decides which candidate should be excluded. The process shall be repeated until one candidate obtains an absolute majority to be ranked first. Once that candidate is removed from the list, the same procedure is repeated to obtain the candidate ranked second, and so on until a sorted list of all the admitted candidates is obtained.

15 – Stakeholder participation and decision:

15.1 – The final ranking list is notified to the candidates so that interested parties may be given a public hearing, as defined in articles no. 121 and subsequent of the Administrative Procedure Code and the provisions of article no. 28 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

15.2 – After the hearing of the interested parties, the jury shall assess the allegations made and shall approve the final ranking list of candidates.

16 – Deadline for final decision:

16.1 – Notwithstanding the provisions in the following paragraph, the deadline for the jury's final decision cannot exceed ninety consecutive days, starting from the deadline for the submission of applications.

16.2 – The deadline referred to in the previous paragraph may be extended when justified by the high number of candidates and/or when the particular complexity of the tender so justifies it.

17 - Termination of the tender procedure:

17.1 – The tender procedure ceases once the position offered in the present public notice is filled or when it cannot be fully filled due to the lack of candidates or when the number of candidates is insufficient.

17.2 – The tender procedure may also cease following a duly substantiated act issued by the President of the Polytechnic of Viseu, in compliance with the general principles of administrative activity as well as legal, regulatory, and tendering boundaries.

18 – The contract will be signed and take effect on the first day of the beginning of the following academic semester or before this day following a duly substantiated act issued by the President of the Polytechnic of Viseu.

19 - Publication of the tender notice:

19.1 – In addition to the publication in the 2nd series of *Diário da República*, this notice is also published:

19.1.1 - On the public employment website at <http://www.bep.gov.pt>;

19.1.2 – On the Foundation for Science and Technology website, in Portuguese and in English;

19.1.3 – On the website of the Polytechnic Institute of Viseu, in Portuguese and in English.

20 – In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, the Government, as the employing entity, actively promotes a policy of equal opportunities between men

and women in access to employment and professional advancement, scrupulously taking measures to avoid any form of discrimination.

17 november 2022 – The President of the Polytechnic Institute of Viseu, José dos Santos Costa.