

**Public notice** - It is hereby made public that, by virtue of my order issued on 17 July 2018, an international documental tender for recruitment is opened, for the time limit of thirty business days counted from the day immediately after that of the publication of the present public notice in *Diário da República*. This recruitment is for a civil service employment contract for an indefinite period for one (1) job in the category of Associate Professor, in the subject area of General Management, at the Department of Marketing, Operations and General Management of ISCTE-IUL.

The tender is open pursuant to the terms of articles 37 to 51 and 62-A of the University Teaching Career Statute, attached to Decree-Law number 205/2009, of 31 August, and amended by Law number 8/2010, of 13 May, hereinafter referred to as ECDU, and all other applicable legislation, in particular the Regulation for Recruitment, Selection and Hiring of Teaching Staff of ISCTE-IUL, published in *Diário da República*, 2nd series, number 193, of 4 October 2010, and is closed with the filling of the job vacancy put out to tender.

The trial period is assessed in conformity with the terms of ISCTE-IUL's Regulation for Teaching Staff Affiliation considering the provisions in ISCTE-IUL's Regulation for Teaching Staff Service and in ISCTE-IUL's Regulation for Teaching Staff Performance Assessment, in force at the time of recruitment.

#### I. Recruitment requirements

1. Have held a doctoral degree for more than 5 (five) years in Management. If the doctorate has been awarded by a foreign higher education institution it must be recognised by a Portuguese higher education institution, under the terms established in Decree-Law number 341/2007, of 12 October.
2. Good command of the Portuguese and English languages, spoken and written.

#### II. Submission of applications

1. Applications should be submitted in person during normal business hours, or sent by registered mail with acknowledgment of receipt, by the end of the deadline, to ISCTE-IUL's Human Resources Unit [Unidade de Recursos Humanos], located at Avenida das Forças Armadas, 1649-026, Lisboa.
2. Applications sent by electronic mail will not be accepted.

#### III. Workplace

ISCTE-Instituto Universitário de Lisboa  
Av. das Forças Armadas  
1649-026 Lisboa, Portugal

#### IV. Instructions for the application

The application must be accompanied by the following documents:

1. Request addressed to the Rector of ISCTE-IUL, asking for the approval of the application, which should include the applicant's full name, name adopted in bibliographic references, number and

expiry date of the identity card or civil identification number, residence or address for contact purposes, electronic address, telephone number and current employment situation. In this request, the applicant should express consent for the communications and notifications related to the tender procedure to take place via electronic mail, indicating the respective address (template available at <https://www.iscte-iul.pt/conteudos/iscte-iul/quem-somos/trabalhar-no-iscte-iul/990/concursos>).

2. Documents confirming fulfilment of the requirements as stipulated in points 1 and 2 of number I of the present public notice.
  - 2.1 Holders of a doctoral degree obtained abroad must submit documentation confirming its recognition by a Portuguese higher education institution, under the terms established in Decree-Law number 341/2007, of 12 October, where any formalities stipulated therein should be complied with by the date of the end of the deadline for applications.
  - 2.2 Applicants must submit a sworn statement of their good command of Portuguese and English, at a level enabling them to lecture in these languages.
3. Two (2) copies in electronic format (pdf) of a curricular and pedagogical plan of a curricular unit of a study cycle of ISCTE-IUL, developed in the subject area for which the tender is opened. This plan should be presented in the form of text (maximum of 20 A4 pages) and cover the following aspects: objectives, skills to be developed, methodology, assessment, bibliography and materials required for each topic of the programme. A copy, in pdf format, of the pedagogical material (slides, tests, solutions of tests, or other pedagogical material considered relevant for the tender in question) relative to the aforesaid curricular unit should be attached to this plan.
4. Two (2) copies in electronic format (pdf) of an original three-year research project covering the following aspects: objectives, methodology and expected results (maximum of 20 A4 pages).
5. One copy in paper format and two copies in non-editable electronic format (pdf) of the applicant's curriculum vitae, indicating the output and work produced and published, as well as the pedagogical activity developed. The applicant should note four items of work and/or output that she/he considers most representative of the activity developed in the subject area of General Management, highlighting the articles that correspond to the requirements stipulated in point V of the present public notice and indicating the respective ISSN or ISBN. The applicants' curriculum vitae must be organised in accordance with the assessment criteria presented in point VI of this public notice.
6. Two copies of each of the works mentioned in the curriculum in non-editable electronic format (pdf) or paper format.
7. Any other relevant elements that illustrate the applicant's aptitude for the position to be filled.
8. Documents confirming possession of the general requirements for constitution of the legal status of civil servant are not required, however the applicant must submit a sworn statement,

in the application or a separate document, on her/his precise situation in relation to the content of each of the following subparagraphs:

- a. Not being disqualified from holding public office or prohibited from holding the position for which she/he is applying;
  - b. Having the physical robustness and psychological profile indispensable to perform the duties and compliance with the laws on mandatory vaccination;
9. The documents substantiating the application should be presented in Portuguese or English.
10. Failure to submit the requested documents under the terms of the present public notice, their submission beyond the stipulated deadline or the submission of false documents will result in the applicant's exclusion from the recruitment process.

#### V. Assessment criterion of absolute merit

When the applications are duly substantiated in conformity with the requirements in the present public notice, the recruitment of the applicants based on absolute merit will depend on their good track record in the subject area of General Management, cumulatively meeting the following minimum requirement: publication of eight scientific texts in the last ten years, in the form of articles, scientific books or chapters of books, where at least four should have been published in scientific journals indexed in WoS or SCOPUS international bases and classified as Q1 or Q2 in the SCIMAGO base in management areas.

#### VI. Method of selection and assessment criteria

1. Applicants approved on the basis of absolute merit will be subject to the curricular assessment method, pursuant to the assessment criteria defined in the following point.

##### 2. Assessment criteria

The order of the applicants in the tender will be substantiated by their scientific and pedagogical merit in the subject area in which the tender is opened, considering the profile defined in the present public notice and the following factors:

##### A – Scientific merit (50%)

The assessment of scientific merit will consider the following items:

A-1) Scientific production (40%) - books, articles in national and international scientific journal, chapters in books and papers presented at conferences and national or international scientific events in the area of general management. The assessment of this criterion should consider the quality, originality, quantity and diversity of the output, the scientific autonomy revealed, the degree of internationalisation and the impact of the scientific production.

A-2) Scientific Projects (5%). Participation in scientific projects with national or international funding (public or private), as well as projects without funding. The assessment of this criterion should consider the quantity, degree of incorporation of the project in national or international networks, the competitive nature of the project in terms of funding, its contribution in terms of assets and resources for the research structures and the type of involvement of the researcher (coordinator or participant). In this

item an assessment will also be made of the quality and relevance of the three-year research project referred to in IV-4.

A-3) Scientific assessment (5%) — Participation in national or international boards for academic examinations and participation in national or international boards for assessment and scientific consulting of scholarships, projects, researchers or research units, participation in committees of scientific events, active collaboration in editing, evaluation and review of national or international scientific publications. The assessment of this parameter should consider the number, the role performed and diversity of the activities.

**B - Pedagogical merit (40%)**

The assessment of pedagogical merit will consider the following items:

B-1) Teaching activity (20%) – experience of lecturing curricular units in the area of general management and respective pedagogical performance. The assessment of this parameter should consider the diversity of the lectured curricular units, namely in the subareas of introduction to management, intercultural management and research in management, as well as the education level (bachelor, master and doctorate).

B-2) Pedagogical Innovation (5%) – promotion of pedagogical initiatives aimed at improving the teaching and learning processes, preparation of new graduate and post-graduate courses or new curricular units, participation in pedagogical structures, promotion and stimulation of processes to improve the pedagogical activity of study cycles or other educational activities. The assessment of this parameter should consider the number, nature and diversity of the activities.

B-3) Supervision (5%) – the assessment of this parameter should consider the number of supervisions, considering those already completed or with published outcome.

B-4) International Experience (5%). Experience of teaching in foreign universities, which should consider the duration of the activity and extent of the position.

B-5) Curricular and pedagogical plan referred to in point IV-3 of the present notice (5%) – in the assessment of this parameter, plans presented in the subareas of introduction to management, intercultural management and research in management will be valued at 100%.

**C - Other relevant activities (10%).**

C-1) University outreach (5%) – the assessment of participation in university outreach tasks will consider the provision of services aimed at enhancing the economic and social value of knowledge, programmes of continuous training, exchange of experiences, courses and seminars for the purpose of disseminating knowledge, and other relevant activities for research, namely service to the community in the context of organisation, services of cooperation and consulting to other institutions.

C-2) Academic management (5%) – the assessment of the academic management parameter will consider participation in university management bodies, management of courses, coordination of curricular units and holding of activities promoting the institution, *ad hoc* commissions, recruitment of new students and any other activities for the regular functioning of the institution.

### 3. Voting order and methods

The decision is taken by absolute majority, i.e. by half plus one of the votes of the members of the selection panel attending the meeting. To this end, before voting begins, each member of the selection panel will present a written document, subsequently to be included in the minutes, proposing the order of the applicants, if applicable. This order must be duly substantiated on the assessment criteria indicated in number 2, with the member classifying the applicants on a scale of whole numbers from 0 to 100 for each assessment indicator.

In the various voting rounds, each member of the selection panel should respect the ordering that she/he presented, with abstentions not being permitted. The first round of voting aims to determine the applicant positioned in first place. If an applicant obtains more than half the votes of the members of the selection panel attending the meeting, she/he will be positioned in first place immediately.

If this does not occur, voting will be repeated after removal of the applicant who received the least votes in the first round. If there is a tie between two or more applicants in the least voted position, then a vote will be taken to break this tie, and if the tie persists, the chairperson of the selection panel will decide on the applicant to be removed. The process will be repeated until an applicant obtains absolute majority to be classified in first place. This same process is repeated to obtain the applicant classified in second place, and so on successively until an ordered list of all the applicants is obtained.

Whenever a tie occurs in the voting on any applicants, the chairperson of the selection panel has the casting vote, pursuant to article 12 of the Regulation for Recruitment, Selection and Hiring of Teaching Staff of ISCTE-IUL.

4. The selection panel decides on the need to conduct public hearings of the recruited applicants, which, should they take place, will follow the rules established in articles 8, number 2, and 20 of the Regulation for Recruitment, Selection and Hiring of Teaching Staff of ISCTE-IUL.

## VI. Constitution of the Selection Panel

The selection panel is chaired, by delegation of the Rector, by Dr Elizabeth de Azevedo Reis, Full Professor and Vice-Rector of ISCTE-IUL, and is composed of the following professors who, in the opinion of the Scientific Council of ISCTE-IUL, belong to the subject area for which the tender is opened:

Dr José Joaquim Borges Gouveia, Full Professor at Universidade de Aveiro;

Dr Mário Lino Barata Raposo, Full Professor at Universidade da Beira Interior;

Dr Zélia Maria da Silva Serrasqueiro Teixeira, Full Professor at Universidade da Beira Interior;

Dr Nelson José dos Santos António, Full Professor at ISCTE-Instituto Universitário de Lisboa;

Dr António da Silva Robalo, Full Professor at ISCTE-Instituto Universitário de Lisboa

VII. The interested parties shall be informed by notification sent to their electronic address of the lists of recruited and excluded applicants as well as the list of final classification and ordering of the applicants.

The tender process can be consulted by the applicants at the Human Resources Unit, under the terms indicated in the notification referred to in the previous point.

VIII. In compliance with subparagraph h) of article 9 of the Constitution, the Public Administration, as an employer, promotes a policy of equal opportunities between men and women in access to employment and professional progression, scrupulously taking measures to prevent all and any form of discrimination.

ISCTE-IUL, 30 January 2019, The Rector, Maria de Lurdes Rodrigues