

**Instituto Politécnico do Porto**

**Instituto Superior de Contabilidade e Administração do Porto**

**(Porto Accounting and Business School) Public notice**

**Ref. 02 /2023**

**Announcement of Public Tender for the recruitment of two job positions for *Senior Lecturers* in the scientific area of Accounting**

**1** Under the terms of article 17.º, n.º 1, paragraph d) of the statutes of the Porto Accounting and Business School (ISCAP), together with Order (Despacho normativo) n. 15834/2009, published in *Diário da República*, 2.ª Série, n.º 132, dated 10th July of 2009, it is hereby made public, as ordered by the Dean of the Porto Accounting and Business School on 13/01/2023, that, for a period of 30 business days from the publication of the present Notice in the *Diário da República*, a documentary contest (tender) is open for the recruitment of two Senior Lecturers with an employment contract in public functions for undetermined time, in the scientific area of Accounting, under the terms and conditions of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), approved by Decree-Law No. 185/81 of 1st July, in its current wording, together with the Regulation for Applications for the Recruitment of Teaching Staff for the Porto Polytechnic Institute (RCCPCDIPP) approved by Order N. 4807/2011, published in *Diário da República*, 2.ª Serie, nº 57, of 17th March of 2011.

**2 Place of Work** (address): Instituto Superior de Contabilidade e Administração do Porto, Rua Jaime Lopes Amorim, s/n, 4465-004 S. Mamede de Infesta.

**3 Functional content of the category** - As described in paragraph 4 of article 3 of the ECPDESP.

**4 Admission requirements** - Hold the requirements laid down in sub-paragraphs b) to e) of article 17 of the General Labour Law in Public Functions, approved by Law No. 35-A/2014, of 20th June, in its current wording.

**5** Taking into account the provisions of article 17 of the ECPDESP, holders of a PhD degree or of a specialist title may apply for the tender in the area for which it is open or in a related area.

**6** Applicants with qualifications obtained abroad must provide proof of recognition, equivalence or registration of a PhD degree under the applicable law.

**7 Formalising the application:**

**7.1** The application is electronic, at: <https://portal.ipp.pt/concursos/iscap/pessoal> until the deadline for the submission of applications mentioned in point 1 of the present Notice.

**7.2** The application must be presented in Portuguese using the application form for admission to the tender. This document must be dated, signed and should be addressed to the Dean of the Porto Accounting and Business School, containing the following elements:

a) Identification of the applicant by name, date of birth, nationality, civil and tax

- identification number, postal and electronic address, and telephone numbers;
- b) Identification of the tender to which the application refers to;
  - c) Identification of the position and institution where the applicant is presently working, when applicable;
  - d) Identification of degrees and academic qualifications held by the applicant;
  - e) Signed declaration, stating that the elements or facts stated by the applicant in the form are true.

**7.3** The application must include the following documentation in digital format:

- a) Detailed, dated and signed *Curriculum Vitae*;
- b) Digital copies of the work and documents, for the purposes of the evaluation provided for in point 8 of this Notice. These copies must be organized according to pedagogical activity, technical-scientific and professional activity, and organizational activity, as determined by the parameters defined in points 9.1, 9.2 and 9.3 of this Notice;
- c) Certificate proving the title and date of obtaining the degree and titles required for the tender;
- d) Number and validity of identity card or citizen card;
- e) Certificate of criminal record;
- f) Documentary proof of physical robustness and psychological profile, indispensable to the exercise of the functions;
- g) Up-to-date, compulsory vaccination book;
- h) List of documents accompanying the application.

**7.4** The documents referred to in items e), f) and g) of the previous paragraph may be replaced by a declaration in the application form where, under oath and in separate paragraphs, the applicant shall define his/her precise situation regarding the content of each of those items.

**7.5** The process can be consulted at <https://portal.ipp.pt/concursos/iscap/pessoal>.

**7.6** The documents must be submitted in Portuguese, English, French or Spanish.

**7.7** Failure to present the documents required in this Notice or presenting them after the deadline established in no. 1 of this Notice determines the exclusion of the application.

**7.8** Failure to present digital copies of the documents mentioned in the *curriculum vitae* presented by the applicant will result in the non-valuation of the elements that those documents should prove.

**7.9** The presentation of a false document determines the immediate exclusion from the tender and a notification to the competent entity for the purposes of criminal

proceedings.

**7.10** Whenever deemed necessary, the jury may request the candidates to submit complementary documentation related to the submitted curriculum.

**8** The curriculum vitae should fit into an international frame of reference, and, according to the structure of the Notice, it should highlight the curricular elements of the different dimensions as well as the balance between the pedagogical, technical-scientific skills and other relevant activities performed by the applicant and their suitability for teaching in the scientific area of Accounting of the Porto Accounting and Business School of the Polytechnic of Porto.

**9 Criteria for selection and ranking of candidates** - In accordance with the provisions of n.15 - A of the ECPDESP and article n. 20 of the RCCPCDIPP, the criteria for ranking and ordering candidates, approved by the Technical-Scientific Council of ISCAP to ascertain the merit of the candidates for the functions to be performed are as follows with the respective weighting:

- a) Pedagogical activity - relative weight of 40%;
- b) Technical and scientific activity - relative weight of 40%;
- c) Organizational activity - relative weight of 20%.

**9.1** Pedagogical activity. In the assessment of pedagogical merit, the following parameters will be taken into consideration:

**9.1.1** Professional experience in the field of the group of disciplines for which the job offer is open (number of academic years);

**9.1.2** Teaching and coordination of courses in the last fifteen years, within different study cycles;

**9.1.3** Publication of lessons and other pedagogical material, authored or co-authored, in the last fifteen years;

**9.1.4** Coordination and participation in pedagogical projects in the last fifteen years, namely the promotion of pedagogical initiatives aimed at improving teaching and learning processes, the development of undergraduate and post-graduate courses, whether degree conferring or not, or of new curricular units and the restructuring of study plans or curricular units;

**9.1.5** Completed supervisions, in the last fifteen years, of dissertations and projects of graduate, master or doctoral thesis;

**9.1.6** Other relevant teaching activities carried out in the last fifteen years.

**9.2 Technical and scientific activity.** In assessing this activity, the following parameters will be taken into consideration:

**9.2.1** Academic qualifications (Ph.D. in Accounting: 100%; Specialist Title in Accounting or PhD/Specialist Title in Related Area 25%);

**9.2.2** Scientific production (books, chapters in books, papers in journals and conference

proceedings) indexed in *Web of Science* and/or *Scopus* (in the assessment of this parameter the impact factor of the publication should be taken into consideration);

**9.2.3** Technical and scientific production (books, chapters in books, papers in journals and conference proceedings) and participation, with presentation of communications in scientific events such as congresses, seminars and colloquia (in the assessment of this parameter the quantity, originality and diversity of the production as well as the degree of internationalisation should be taken into consideration);

**9.2.4** Coordination and participation in research and technological development projects;

**9.2.5** Participation in national or international scientific and editorial committees of conferences, and scientific publications, as well as participation as a reviewer of scientific publications (e.g. conferences, colloquia, journals);

**9.2.6** Participation in research centres (the assessment of this parameter will consider the type of involvement of the researcher, as coordinator, participant, member of an executive or scientific committee, as well as the national or international nature of the centre and the relevance for the scientific and disciplinary areas in which the tender is open) and other national or international research networks in the field of the tender;

**9.2.7** Participation in juries of academic tests, namely master's or doctoral dissertations/projects/reports;

**9.2.8** Other relevant scientific activities.

**9.3** Organisational Activity In assessing this activity, the following parameters relating to the last fifteen years will be taken into consideration:

**9.3.1** Administrative and technical-scientific management positions, namely course coordination, membership of scientific committees of graduate and post-graduate courses and coordination of projects;

**9.3.2** Participation in academic committees, including those for institutional assessment for the creation/accreditation of courses of different study cycles conferring a degree or not;

**9.3.3** Participation in academic bodies, namely the Scientific-Technical Board and the Pedagogical Board;

**9.3.4** Provision of services to public and private entities;

**9.3.5** Other relevant organisational activities.

**9.4** The weights assigned to the dimensions and criteria are indicated in the table 1.

**Table 1 – Weight of each parameter and evaluation criteria**

| Parameters           | Weight | Criteria   | Weight   |
|----------------------|--------|--|----------|
| Pedagogical Activity | P1=0.4 | C.1. .– Professional experience in the field for which the job offer is open (number of academic years). | P11=0.20 |
|                      |        | C.1.2. .– Teaching and coordination of courses, within different study cycles.                           | P12=0.25 |
|                      |        | C.1.3. .– Publication of lessons and other pedagogical material, authored or co-authored                 | P13=0.10 |
|                      |        | C.1.4. .– Coordination and participation in pedagogical projects. Promotion                              | P14=0.20 |

|  |               |  |          |
|--|---------------|--|----------|
|  |               | of pedagogical initiatives aimed at improving teaching and learning processes, the development of undergraduate and post-graduate courses, whether degree conferring or not, or of new curricular units and the restructuring of study plans or curricular.  |          |
|  |               | C.1.5.– Completed supervisions of dissertations and projects of graduate, master or doctoral thesis;   | P15=0.20 |
|  |               | C.1.6. - Other relevant pedagogical activities   | P16=0.05 |
| <b>Technical and Scientific Activity</b> | <b>P1=0.4</b> | C.2.1 - Academic Qualifications.   | P21=0.20 |
|  |               | C.2.2. scientific production (books, chapters in books, articles in journals and conference proceedings) indexed in Web of Science and/or Scopus (in the assessment of this parameter the impact factor of the publication should be taken into consideration).  | P24=0.30 |
|  |               | C.2.3. - Technical and scientific production (books, chapters in books, articles in magazines, congress proceedings) and participation, with presentation of communications in scientific events, such as congresses, seminars and colloquiums (in the assessment of this parameter the quantity, originality and diversity of the production, as well as the degree of internationalisation, should be taken into consideration). | P25=0.10 |
|  |               | C.2.4. - Coordination and participation in research and technological development projects.  | P26=0.10 |
|  |               | C.2.5. – Participation in national or international scientific and editorial committees of conferences, and scientific publications, as well as participation as a referee in the peer review process of scientific publications (e.g. conferences, colloquia, journals.)  | P27=0.10 |
|  |               | C.2.6. - Participation in scientific research centres accredited by the Foundation for Science and Technology, as well as the participation in scientific committees, organisations or networks.   | P28=0.05 |
|  |               | C.2.7. – Participation in juries of academic tests, namely master's or doctoral dissertations/projects/reports.  | P29=0.10 |
|  |               | C.2.8. - Other relevant scientific activities.   | P30=0.05 |
| <b>Organisational Activity</b>           | <b>P1=0.2</b> | C.3.1 – Administrative and technical-scientific management positions, namely course coordination, membership of scientific committees of graduate and post-graduate courses and coordination of.   | P31=0.20 |
|  |               | C.3.2– Participation in academic committees, including those for institutional assessment for the creation/accreditation of courses of different study cycles conferring a degree or not.  | P32=0.30 |
|  |               | – Participation in academic and management bodies, namely the Scientific-Technical Board and the Pedagogical Board.  | P33=0.10 |
|  |               | C.3.4 - Provision of services to public and private entities.  | P34=0.30 |
|  |               | C.3.5 - Other relevant organisational activities.  | P35=0.10 |

**9.5** In accordance with n. 3 of Article 20 of the RCCPCDIPP, teachers who hold management positions in their institutions who, by law, are exempt from teaching functions or by decision of the competent bodies should not be biased in the application of the table defined by the jury to the parameter referred to in point 8. of this notice.

## **10 Selection criteria and classification of candidates**

**10.1** The jury shall be governed by what is established in article 12 of the RCCPCDIPP.

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

**10.3** Once the deadline for submission of applications is over, the jury shall meet and deliberate on the admission and exclusion of the applications, under the terms of article 17 of the RCCPCDIPP.

**10.4** The evaluation of the admitted applications will be carried out according to the criteria, parameters, and weightings set out in this Notice.

**10.5** After examining and admitting the applications, the jury shall first decide on the approval of the candidates in absolute merit. Each member of the jury presents the applicants that he/she does not believe to possess the scientific and pedagogical merit that is consistent with the subject area and category for which the tender is open. The exclusion proposals are then voted on and no abstentions are accepted. An application is rejected on absolute merit, if at least one of these proposals obtains a majority of favourable votes from the members of the jury. In this case, no further proposals on the same applicant will be voted on. The final decision on each proposal, as well as the number of votes collected by each of them, and their bases, are an integral part of the minutes.

**10.6** When an application does not receive complete approval, the jury holds a hearing with the excluded candidates, who may contest these results within 10 days.

**10.7** The jury then assesses those candidates approved according to absolute merit, considering the criteria and parameters of assessment as well as the ranking factors in this notice.

**10.8** Each member of the jury scores, on a scale of 0-100, each criterion or parameter regarding each candidate;

**10.9** The final result is a numerical value (between 0 and 100) that is calculated by weighing each criterion with the corresponding weight, which provides each parameter with a score. The final result (RF) is calculated using the following formula:

$$RF= P1*(C11*P11+C12*P12+C13*P13+C14*P14+C15*P15+C16*P16)+ P2*(C21*P21+C22*P22+C23*P23+C24*P24+C25*P25+C26*P26+ C27*P27+ C28*P28)+P3*(C31*P31+C32*P32+C33*P33+C34*P34+C35*P35)$$

## **11 Voting methodology and ranking:**

**11.1** The applicants shall be ranked by descending order, and each member of the jury shall submit a written document, which shall be attached to the minutes, with the ordering

of the candidates duly justified, considering for this purpose the criteria and evaluation parameters and corresponding weighting factors contained in this notice;

**11.2** On the various votes, each jury member should respect the order presented, no abstentions permitted.

**11.3** The jury will use the following voting method in order to obtain an absolute majority in the final ranking of the candidates: the first vote is intended to determine the applicant that will be put in first place. If an applicant receives more than half the votes of the members of the jury present at the meeting, they will be placed first. If the applicant in first place is not determined, the voting will be repeated, but only among the candidates who received enough votes to be considered for first place, once the applicant least voted in the first round is removed. If there is more than one applicant in the position of least voted, there will be another vote with only these applicants in order to determine who is to be eliminated. For this vote, the members of the jury vote for the applicant who has the lowest number of points in the ranking, the applicant with the most votes is eliminated. If, at this point, there continues to be a tie among two or more applicants, the president of the jury will decide which of them is to be eliminated. Once this elimination is made, the jury returns the attention to the first vote, but only with the remaining candidates. The process is repeated until one applicant receives more than half the votes for first place. The process is repeated for second place and so on until an ordered list of all candidates is complete.

**11.4** A candidate who obtains a Final Result (RF) of less than 50 points is considered non-approved, therefore excluded.

## **12 Participation of interested parties and the decision:**

**12.1** The applicants are notified of the final ranking to enable the hearing of any interested party, in accordance with Article 121 and following of the Code of Administrative Procedure, approved in annex to Decree-Law No. 4/2015 of 7 January, in its current wording, applying, *mutatis mutandis*, the provisions of Articles 17 and 19 of the RCCPCDIPP

**12.2** Once the interested parties have had their hearings, the jury assesses what they have heard and approves the final ranking of the applicants.

## **13 Composition of the jury:**

Chairman:

Manuel Fernando Moreira da Silva, Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto, who, in his absence, will be replaced by Manuela Maria Ribeiro da Silva Patrício, Professora Adjunta and Vice-Dean of the Porto Accounting and Business School of the Polytechnic Institute of Porto.

Members:

Professora Doutora Amélia Cristina Ferreira da Silva – Professora Coordenadora in the the Porto Accounting and Business School, Polytechnic Institute of Porto;

Professora Doutora Ana Maria Alves Bandeira - Professora Coordenadora in the the Porto Accounting and Business School, Polytechnic Institute of Porto;  
- Professora Doutora Graça Maria do Carmo Azevedo, Professora Coordenadora of the Aveiro Institute of Accounting and Administration of Aveiro University  
Professor Doutor Francisco Carreira – Professor Coordenador Principal of the Polytechnic Institute of Setúbal.  
Professor Doutor Luis Lima Santos – Professor Coordenador of the Polytechnic Institute of Leiria.

**14** In compliance with paragraph h) of article 9 of the Constitution, the Porto Accounting and Business School of the Polytechnic Institute of Porto, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional progression, scrupulously taking steps to avoid any form of discrimination.

**15** Under the terms of paragraph b) of no. 4 of article 23 of ECPDESP the jury may promote public hearings, in equal circumstances for all candidates.

**16** Failure to comply with the stipulations of this notice implies the immediate elimination of the applicants.

\_\_\_ of \_\_\_\_\_ of 2023. - The Dean of the Porto Accounting and Business School, of the Polytechnic Institute of Porto, *Manuel Fernando Moreira da Silva*.