

## Public Notice N.º 3/2023

### International call for applications for a full professor in Business Sciences

Fernando Manuel dos Santos Ramos, Rector of Universidade Portucalense Infante D. Henrique (UPT), makes it known that, for a period of 30 business days, counted from the date of publication of this Public Notice, an international call for applications, based on qualifications, is open for recruiting 1 (one) full professor in Business Sciences to work full-time in this University.

## I – Competition characterization and administrative admission

### 1. Legal framework

This competition is governed by the rules established in this Public Notice, which respect the provisions contained in UPT's Statute of the University Teaching Career (Estatuto da Carreira Docente da UPT), as amended by the Rectory of UPT in October 2014, and, supplementary, the provisions contained in the Statute of the University Teaching Career (Estatuto da Carreira Docente Universitária (ECDU) approved by Decree-Law no. 448/79, of 13 November, as amended by Decree-Law no. 205/2009, of 31 August, amended by Law no. 8/2010, of 13 May.

### 2. Workplace

The workplace for the selected candidates is Universidade Portucalense Infante D. Henrique, located on Rua Dr. António Bernardino de Almeida, no. 541/619, Porto.

### 3. Admission requirements and procedure

3.1. The following are admission requirements:

3.1.1. At the time of formalisation of the application, candidates must hold a doctoral degree in the area of Business Sciences, or in a related area, obtained more than 5 (five) years ago, and hold a post-doctoral degree (*título de agregado* or equivalent from a foreign institution), in the area of Business Sciences, or in a related area;

3.1.2. Candidates must have sufficient command of the spoken and written Portuguese language, for teaching and communication purposes;

3.1.3. Candidates must have sufficient command of the spoken and written English language, for teaching and communication purposes;

3.2. Regarding the proof of the requirements identified in paragraph 3.1, the following documents are required, at the times and other conditions that are also identified:

3.2.1. For the requirement mentioned in 3.1.1., the doctoral certificate, except when the document is already registered in the respective UPT's records. If the doctorate has been awarded by a foreign higher education institution, a diploma recognised

in Portugal is required, under the terms provided for in the legislation for the applicable purpose, and the recognition formalities must be completed at the time of formalisation of the application;

- 3.2.2. For the requirement mentioned in 3.1.2., and specifically for candidates of foreign nationality, except those from Portuguese Speaking Countries, a certificate or diploma of communicative competence in Portuguese from the Common European Framework of Reference for Languages, of the Council of Europe, demonstrating their mastery of spoken and written Portuguese language, at the common reference level B2;
- 3.2.3. For the requirement mentioned in 3.1.3., IELTS certificate with a minimum score of 7.5, or alternatively, a sworn statement of this proficiency, which may be supplemented by an oral test.
- 3.3. Within 10 (ten) working days of the closing date for the submission of applications, the Rectory shall notify candidates of its decision to admit or refuse them admission to the competition, which will be based on whether or not they fulfil the conditions set out in 3.1, as well as on the absence of any of the documents listed in paragraph 5 above.

#### **4. UPT statement on equal opportunities policy**

- 4.1. Pursuant to subparagraph h) of article 9 of the Portuguese Republic Constitution and with the Order no. 373/2000 of 31 March, issued jointly by the Minister for State Reform and Public Administration and the Minister for Equal Opportunities, the UPT, as employer, “actively promotes a policy of equal opportunities among men and women with regard to employment opportunities and career development, actively seeking to avoid any form of discrimination”.
- 4.2. In accordance with the preceding paragraph, and throughout this Notice, the terms “candidate” and the like are not used in a gender-specific way.

## **II – Formalisation and processing of applications**

### **5. Request and Documentation**

- 5.1. The application process must enclose:
  - 5.1.1. Application request according to the model presented in the annex (ANNEX I);
  - 5.1.2. Document confirming the condition established in 3.1.1.;
  - 5.1.3. Document confirming the condition established in 3.1.2., if applicable;
  - 5.1.4. Document confirming the condition established in 3.1.3.;
  - 5.1.5. *Curriculum vitae*, dated and signed, containing all relevant information for the evaluation of the application, considering the selection and ranking criteria specified in this Notice, which must be organized in accordance with the aspects and criteria of curricular evaluation defined in section 7., and including the candidate's identifier in the SCOPUS and Web of Science scientific publication indexing databases;

- 5.1.6. List of bibliographic references for up to 15 (fifteen) scientific publications that the candidate considers most representative of their work in the area of the competition, for each of which the respective electronic address in an open-access repository must be provided;
- 5.2. Failure to present the documents referred to in 5.1, or their presentation in non-compliance with the required conditions, will result in the candidate's exclusion from the competition.
- 5.3. The documents mentioned in 5.1. should be submitted in digital format (PDF) and uploaded through a specific form available at <https://concursos-docentes.upt.pt/>, and their filenames should facilitate easy identification of their respective contents.
- 5.4. Immediately after the submission of the documents, following the procedure mentioned in 5.3., the candidate will receive a receipt, via their UPT email address, confirming the reception of the submitted files (date, time, and files submitted).

## **6. Criteria for the evaluation of absolute merit.**

- 6.1. The criteria for the approval of candidates based on absolute merit are as follows:
  - 6.1.1. To demonstrate a scientific and pedagogical curriculum appropriate to the scientific area and category for which the competition is open;
  - 6.1.2. To demonstrate being the author/co-author of at least 10 (ten) scientific publications in the last 5 (five) years, referenced in the SCOPUS or Web of Science databases, in the scientific area of the competition.

## **7. Criteria for the evaluation of relative merit and for ranking**

- 7.1. The evaluation criteria, their respective weighting, the final valuation system, and the ranking specified in this Public Notice will be adopted, which have as reference the general functions of the teaching staff and the operation mode of the examination boards provided for in UPT's Statute of the University Teaching Career, respectively in its articles 6, 22, and 23, as well as, and supplementary, the functions foreseen in articles 5 and 6 and the operation mode of the examination boards provided for in article 50 of Decree Law no. 205/2009, of 31 August (ECDU).
- 7.2. Aspects and criteria of curriculum evaluation
  - 7.2.1. The evaluation of candidates focuses on the following aspects, and should highlight the curricular aspects in the subject area for which the competition was opened:
    - a) Scientific Merit (SM) - scientific research and/or technological development activities;
    - b) Pedagogical Experience and Merit (PEM) - teaching activity, and monitoring and orientation of students' internships, projects, and dissertations;
    - c) Tasks of Knowledge Extension and Valorisation (KEV) - university extension activities, scientific dissemination, and social and economic valorisation of knowledge;

- d) Tasks of Academic Management (AM) - management in higher education institutions and other tasks assigned by the competent management bodies and which fall within the scope of university teaching activities.

7.2.1.1. Criteria for the evaluation of the 'Scientific Merit' aspect:

- SM1 - Scientific production, measured in number and quality of scientific publications indexed in SCOPUS and/or Web of Science;
- SM2 - Scientific production, measured by the impact of publications on their respective scientific community, using metrics of citations in SCOPUS and/or Web of Science;
- SM3 - Design, coordination, and participation in scientific research projects, considering their national or international nature, as well as the amount of competitive financing from which they have benefited;
- SM4 - Supervision of doctoral students, researchers involved in scientific research projects, and post-doctoral internships;
- SM5 - Intervention and promotion in the scientific community, evaluation of science, and organization and promotion of scientific dissemination.

7.2.1.2. Criteria for the evaluation of the 'Pedagogical Experience and Merit' aspect:

- PEM1- Teaching activity, including pedagogical survey results from students, authorship/co-authorship of publications, and pedagogical materials;
- PEM2 - Design and/or coordination of pedagogical projects;
- PEM3 - Supervision of master's dissertations and/or internships.

7.2.1.3. Criteria for the evaluation of the 'Knowledge Extension and Valorisation' aspect:

- KEV1 - Knowledge transfer to companies and institutions, including consulting activities, and the organization and teaching of non-degree programmes;
- KEV2 - Technical and scientific dissemination, including organization of scientific events.

7.2.1.4. Criteria for the evaluation of the 'Academic Management' aspect:

- AM1 - Participation in academic bodies and/or holding academic management positions;
- AM2 - Participation in the preparation of accreditation/re-accreditation proposals for degree-granting study programmes;
- AM3 - Participation in examination boards of exams and academic competitions in higher education institutions.

7.2.2. In weighing the evaluation criteria established in 7.2.1., the values defined in the table included in ANNEX II of this Notice will be adopted.

### 7.3. Mode of Evaluation

7.3.1. Each member of the examination board conducts their individual evaluation, which they must justify in a written opinion. They will indicate the score assigned to each candidate regarding the criteria associated with each aspect, using a scale of 0 to 100 points as specified in the table provided in ANNEX II of this Notice. They will record their assessment in the corresponding Excel table, which will be supplied by UPT.

7.3.2. The final evaluation result (FR) for each candidate by each member of the examination board is automatically calculated in the Excel table provided to each member of the examination board, according to the following formula for weighting the various curricular aspects:

$$FR = 0.40*SM + 0.40*PEM + 0.10*KEV + 0.10*AM.$$

## III – Operation of the examination board

### 8. Meetings

8.1. The examination board meetings will be face-to-face and will take place in the facilities of Universidade Portucalense. The Chair of the examination board can authorize the board members to participate in the first meeting, to decide on the admissibility of candidates based on absolute merit, through video conference;

8.2. Minutes of the examination board's meetings will be recorded, describing the procedures and decisions made, as well as any occurrence worthy of record. They will be signed, digitally or in person, by all the members of the examination board.

### 9. Deliberations of the examination board

9.1. Admission of candidates on absolute merit

9.1.1. In compliance with the criteria expressed in paragraph 6 and within the deadlines established by the legislation in force, the examination board deliberates on the admission of the candidates on absolute merit;

9.1.2. In case of non-approval based on absolute merit, the examination board proceeds with a prior hearing of the excluded candidates who, if they so wish, may make their statements within 10 (ten) days.

## 9.2. Ranking of the candidates approved on absolute merit

9.2.1. Candidates approved on absolute merit will be ranked according to the following methodology, having as a reference justification for the vote the final quantitative score of each candidate, expressed in the evaluation map of each member of the examination board:

9.2.1.1. Successive voting will take place for the various places, from the first to the penultimate;

9.2.1.2. For each place, and in the event of a tie, the voting for the most voted candidates is repeated;

9.2.1.3. If the tie remains, the Chair of the examination board is responsible for the tiebreaking decision, using their casting vote.

9.2.1.4. The results of the competition will be made known to the candidates within the legal deadlines, for the due legal effects.

## 9.3. Final minutes of the competition

9.3.1. The individual curricular assessment tables mentioned in 7.3.1., together with the corresponding individual supporting opinion, will be an integral part of the minutes of the meeting for ranking the candidates.

## **IV – Composition of the examination board**

### **10. Composition of the examination board**

The examination board, approved by the Scientific Council of Universidade Portucalense on 26 July 2023, is chaired by the Rector of Universidade Portucalense Infante D. Henrique, Professor Fernando Manuel dos Santos Ramos, PhD, with the following members:

Professor Sérgio Pereira dos Santos, PhD, Full Professor at the University of Algarve;

Professor Helena Maria Baptista Alves, PhD, Full Professor at the University of Beira Interior;

Professor Mário António Gomes Augusto, PhD, Full Professor at the Faculty of Economics of the University of Coimbra;

Professor Maria da Conceição Andrade e Silva, PhD, Full Professor at Universidade Católica do Porto;

Professor Maria Céu Ribeiro Cortez, PhD, Full Professor at the School of Economics and Management of the University of Minho.

Rectory of Universidade Portucalense, September 11, 2023

Fernando Manuel dos Santos Ramos, Rector

## **Annex I: Request form for application submission**

Hon. Rector of Universidade Portucalense Infante D. Henrique,

[*name*] is hereby asking you to accept his/her application to the international competition for the recruitment of 1 (one) Full Professor in Business Sciences, according to Public Notice n.º 3/2023 published on the internet portal of Universidade Portucalense.

For the purposes of presenting the application, informs and declares:

1. Information on personal data

- a) Full name;
- b) Date of birth;
- c) Nationality;
- d) Type and number of civil identification document;
- e) Expiration date of the identification document;
- f) Tax Identification Number;
- g) Official contact address;
- h) Email address for communication;
- i) Contact cell phone number.

2. Information on documentation associated with the application

This request is associated with the documents contained in paragraph 5.1 of the competition's Public Notice.

3. Statement

- a) Declares that the elements or facts contained in this request are true;
- b) Declares that he or she agrees to receive communications and notifications resulting from the competition based on qualifications by email, via the address provided in paragraph 1(h).
- c) Further declares that he or she consents that the personal data described above be collected and used by Universidade Portucalense Infante D. Henrique for the purpose of managing the administrative procedures necessary for the analysis and publication of the results of the application, instruction of requests submitted by the candidate to Universidade Portucalense Infante D. Henrique, internal administrative procedures of a financial nature, creation of personal electronic identity, and preparation of statistical reports.

*(place and date)*

*(signature)*

## Annex II: Aspects, criteria, and weights to be used in the evaluation

Aspect	Weight	Criterion	Weight
Scientific Merit (SM)	0.40	SM1 - Scientific production, measured in number and quality of scientific publications indexed in SCOPUS and/or Web of Science	0.40
		SM2 - Scientific production, measured by the impact of publications on their respective scientific community, using metrics of citations in SCOPUS and/or Web of Science	0.20
		SM3 - Design, coordination, and participation in scientific research projects, considering their national or international nature, as well as the amount of competitive financing from which they have benefited	0.15
		SM4 - Supervision of doctoral students, researchers involved in scientific research projects, and post-doctoral internships	0.15
		SM5 - Intervention and promotion in the scientific community, evaluation of science, and organization and promotion of scientific dissemination	0.10
Pedagogical Experience and Merit (PEM)	0.40	PEM1 - Teaching activity, including pedagogical survey results from students, authorship/co-authorship of publications, and pedagogical materials	0.45
		PEM2 - Design or coordination of pedagogical projects	0.25
		PEM3 - Supervision of master's dissertations and/or internships	0.30
Tasks of knowledge extension, and social and economic valorisation (KEV)	0.10	KEV1 - Knowledge transfer to companies and institutions, including consulting activities, and the organization and teaching of non-degree programmes	0.70
		KEV2 - Technical and scientific dissemination, including organization of scientific events	0.30
Academic Management (AM)	0.10	AM1 - Participation in academic boards and/or holding academic management positions	0.50
		AM2 - Participation in the preparation of accreditation/re-accreditation proposals for degree-granting study programmes	0.30
		AM3 - Participation in examination boards of exams and academic competitions in higher education institutions	0.20