

POLYTECHNIC INSTITUTE OF PORTO

School of Hospitality and Tourism

Public Notice

**Vacancy for a Professor promotion in position in the Department of Humanities,
according to a document-based procedure**

According to paragraph d) under no. 1 of article 10 of the Statutes of the School of Hospitality and Tourism (hereinafter ESHT) of the Polytechnic Institute of Porto (hereinafter P.PORTO), which were ratified by the Joint Order no. 4065/2017, dated 10 April and published in the Portuguese Official Gazette, no. 91, dated 11 May, a selection process to hire a professor is now open. As stated in the Joint Order of 30.05.2023, candidates may apply for a period of 30 working days, starting on the day this Public Notice is published in the Portuguese Official Gazette. The vacancy is for a Professor promotion in position in ESHT, as described in the Faculty Policies (Estatuto da Carreira Docente do Ensino Superior Politécnico, hereinafter ECPDESP), for the Department of Humanities; the post-holder will be offered an open-ended contract in Civil Service, as described in the Estatuto da Carreira Docente do Ensino Superior Politécnico, and approved by the Decree-Law no. 185/81, dated 1 July, altered by Decree-Law no. 207/2009, dated 31 August and by the Law nr. 7/2010, dated 13 May, and other applicable legislation, namely P.Porto's Regulations and Policies for Faculty Recruitment, as approved in the Joint Order no. 4807/2011, and published in the Portuguese Official Gazette, no. 54, dated 17 March, and Decree-Law no. 112/2021, dated 14 December, which approves promotions in position for academic and research staff, as well as what may be applicable according to the General Employment Law for Civil Service.

2 - Workplace: School of Hospitality and Tourism.

3 - Number of vacancies: 1 (one).

4 - Type of employment contract: Open-ended contract in Civil Service.

5 - Job description: A professor is expected to carry out the duties and roles described in article 2-A and in no. 5 of article 3 of ECPDESP.

6 - Admission requirements:

As stated by no. 2 of article 3 of Decree-Law no. 112/2021, dated 14 December, and by article 19 of the Faculty Policies, only tenured senior lecturers who fulfil the following requirements may apply:

a) Holding an open-ended contract with ESHT, in the Department of Humanities, even if their probationary period has not been completed;

b) Meeting the conditions laid out in paragraphs b) to e) of article 17 of the General Employment Law for Civil Service (Lei Geral do Trabalho em Funções Públicas - LTFP), ratified by Law no.35/2014, dated 20 June;

- c) Meeting the conditions determined in article 19 of the ECPDESP;
- d) Applicants whose PhDs were acquired in foreign institutions must prove that they have been recognised (or considered equivalent) by a Portuguese institution, as per the applicable legislation;
- e) Meeting the requirements determined by the Faculty Policies (*Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico*), those described in P.Porto's Regulations and Policies for Faculty Recruitment (Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do P.PORTO), and those in article 3 of the Decree-Law no. 112/2021, dated 14 December.

7 - Period of validity of the recruitment process:

7.1 - This recruitment process applies only to the vacancy described, and it expires when a post-holder is chosen or if none is deemed appropriate.

7.2 - The process may also be terminated for a reason substantiated by ESHT's Dean, in accordance with the general principles of the administrative activity, as well as the legal and regulatory limitations.

8 - How to apply:

8.1 - Applications will be sent electronically to the address: <https://domus.ipp.pt/concursos/esht/docente/>

8.2 - The application comprises a written request addressed to the Dean of ESHT and should include the following elements (among others):

- a) The candidate's full name, date of birth, nationality, no. of ID card (or passport) with the respective expiration date, taxpayer number, postal and email addresses and telephone number(s).
- b) References to the vacancy they are applying to, to the Public Notice number and to the Portuguese Official Gazette it was published in;
- c) A reference to the position and institution (if any) where he/she is presently working;
- d) References to degrees and any titles achieved;
- e) A signed sworn statement attesting to the truth of the elements or facts put forward in the application;
- f) A list the documents that comprise the application.

8.4 - The following documents must be attached to the application:

- a) Detailed *Curriculum Vitae* with all the relevant information for the assessment of the application, according to the selection criteria listed under no. 10 of this Notice;
- b) Copies of any papers and documents deemed necessary for the assessment determined under no. 10 of this notice. Those should be organised according to the technical-scientific and professional performance, pedagogical skills and any other

relevant activities, and according to the parameters described in no. 10.2.1, 10.2.2 and 10.2.3;

c) Degree, diplomas or certificates, which must bear the name of the holder as well as the date of completion;

d) Extract of the applicant's criminal record;

e) Certificate of physical and mental fitness, mandatory for the performance of such duties, written by practising physician;

f) Updated vaccination record.

8.4 - The documents listed under paragraphs d), e) and f) may be replaced by a sworn statement attached to the request, where under separate paragraphs, the candidate must explicitly describe his/her personal situation concerning all of those items;

8.5 - If the deadline for the submission of the application is not respected, or if any of the documents listed in paragraphs a) to c) in no. 8.3 are not attached or are sent past the deadline determined for this public notice, the application will not be accepted.

8.6 - Each teaching item inserted in the Curriculum Vitae will be accompanied by the file name where the item is to be found or of the file proving its existence, which is to be included in the application. If that indication is missing, the teaching element will not be considered as part of the application.

8.7 - Applicants are exempt from providing any documents that have already been included in their personal files held at ESHT's Personnel department. In case they opt for not sending such documents, they must clearly state so in the application form.

8.8 - Only applications sent to the address stated in 8.1 will be considered. No other means will be accepted.

8.9 - The process may be accessed at the *Assessoria aos Órgãos da ESHT*, during office hours.

9 - Full merit approval:

9.1 - To attain full merit approval, the applicant must meet the requirements determined for the three dimensions, technical-scientific, pedagogical and organisational, as follows:

9.1.1 - Technical-scientific performance:

The applicant must fulfil at least two of these requirements:

a) Having authored or co-authored at least 2 articles, published in peer-reviewed journals, indexed either to WoS (Web of Science) or Scopus, and which are relevant to ESHT's subject areas;

b) Having authored or co-authored at least 5 books, book chapters or articles published in conference proceedings, indexed either to WoS (Web of Science) or Scopus, and which are relevant to ESHT's subject areas;

c) Having published at least 10 peer-reviewed chapters, scientific papers in journals or in conference proceedings, which are relevant to ESHT's subject areas;

d) Participating in at least 2 projects funded by public institutions or by companies/ organisations, including Higher Education Institutions, which are relevant for ESHT's subject areas;

9.1.2 - Pedagogical Skills:

Scoring at least 50 points in this dimension, as a result of the assessment in the selection criteria, as determined by no. 10 of this notice.

9.1.3 - Performance in other activities relevant for ESHT's mission:

The applicant must fulfil at least two of these requirements:

a) Having been department or course coordinator;

b) Having been a member of the Pedagogical Council, the Technical-Scientific Council or of the Quality and Assessment Council;

c) Having participated in institutional activities, under appointment by the Dean or of ESHT's governing bodies.

9.2 - For full merit approval, the applicants must meet the above requirements and being given an average mark above 50 points by the members of the selection panel, as determined by 11.2 in this notice.

9.3 - For determining full merit, each member of the selection panel must put forward a written proposal accepting or rejecting each application. The proposals will substantiate the compliance or non-compliance with the requirements laid down in 9.1 and 9.2, followed by voting each of the proposals, as determined by paragraph b) in no. 1 of article 23 of ECPDESP, with not abstentions allowed.

9.4 - An application is rejected on absolute merit if it obtains a majority of votes favourable to at least one rejection proposal from the members of the jury present at the meeting. The proposals, the votes and their justification have to be integrated in the minutes.

10 - Selection criteria and method (relative merit):

10.1 - The selection method rests on the assessment of the candidates' curricula, specifically the evaluation of their professional and technical-scientific performance, their pedagogical skills and any other activities deemed relevant to ESHT's mission.

10.2 - The assessment of the candidates' curricula will focus on and scrutinise the following scoring and assessment parameters (according to the requirements that are part of the job description):

10.2.1 - Professional and technical-scientific performance (35%)

Under this heading the following elements will be evaluated:

10.2.1.1 - Scientific output (C11): the quantity and quality of the scientific output in the knowledge area for which the position is available and/or core areas of ESHT's degrees, including publications (books and book chapters, articles in journals and in conference proceedings) and oral presentations in conferences - 35%

10.2.1.2 - Participating in technical-scientific projects (C12): projects funded by public institutions or by companies/ organisations, including Higher Education Institutions will be considered - 20%

10.2.1.3 - Supervising and examining dissertations, projects and work placement reports, presented publicly (C13) - 20%

10.2.1.4 - Participating in professional and scientific associations and any other activities related to the technical-scientific performance, which are relevant to ESHT's mission (C14). The following are to be considered: participating in research centres, reviewing articles to be published in journals and oral presentations in conferences, participating in governing bodies from professional associations, participating in panels awarding specialist titles; further education - 25%

10.2.2 - Pedagogical Skills (35%)

Under this heading the following elements will be evaluated:

10.2.2.1 - Actual experience in teaching and supervising different subjects. Under this heading the following elements will be evaluated (C21): the number and years and weekly teaching hours in higher education should be considered - 30%

10.2.2.2 - Pedagogical projects (C22): participating in the creation of new higher education degrees or in the reorganisation of existing ones should be considered - 25%

10.2.2.3 - Producing pedagogical materials (C23): the quality and quantity of materials designed by the applicants should be taken into consideration - 25%

10.2.2.4 - Other activities related to pedagogical skills (C24): all other pedagogical activities not included in the previous points should be considered here, including international teaching mobilities - 20%

10.2.3 - Involvement in other activities relevant for ESHT's mission (30%)

Under this heading the following elements will be evaluated:

10.2.3.1 - Holding office or participating in the governing bodies of HEI (C31) - 30%

10.2.3.2 - Coordinating courses, departments and other structures in HEIs (C32) - 20%

10.2.3.3 - Organising technical-scientific and pedagogical events (C33) - 20%

10.2.3.4 - Effectively participating in committees, selection panels and other structures under appointment of HEI governing bodies (C34) - 30%

11- Sorting the applicants should be based on the assessment resulting from the selection criteria and the corresponding weighting factors.

11.1 - Each panel member grades, from 0 to 100, each parameter for each applicant.

11.2 - The Final Classification (CF) given by each panel member, in a scale from 0 to 100, will result from the following formula: $CF = 0.35*DTCP + 0.35*CP + 0.30*OAR$, where

$$DTCP = 0.35*C11+0.20*C12+0.20*C13+0.25*C14$$

$$CP = 0.30*C21+0.25*C22+0.25*C23+0.20*C24$$

$$OAR = 0.30*C31+0.20*C32+0.20*C33+0.30*C34$$

11.3 - Before voting, each panel member puts forward a written document (attached to the minutes) where applicants are sorted, based on the final classification resulting from what is described in the previous point.

11.4 - During voting each panel member must respect the sorting he/she put forward and no one can abstain from voting.

11.5 - The panel members will use the following voting methodology to reach absolute majority in the final sorting of the applicants: If the sorting of all panel members is identical, the process will be considered completed. Otherwise, a vote will be held to determine the first place holder. If an applicant gets more than half the votes, he/she will be the first place holder. If none gets half the votes, the voting process is repeated after the applicant with fewer votes from the previous round is taken out. The process will be repeated as many times as necessary until an applicant gets half the votes, thus becoming the first place holder. Then, the same method is used to classify the second place holder, and so forth until there is a sorted list of all the applicants with full merit. In case of a draw during this process, the panel president has the casting vote.

12 - According to paragraph b) under number 4 of article 23 of ECDESP (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico) and to paragraph b) under number 4 of article 12 of the *Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do P.PORTO*, the members of the selection panel may ask for interviews with the candidates, who shall be interviewed on equal terms.

13 - Interviewing applicants: if there is the need to interview applicants, they will be contacted preferably by email, according to the Administrative Procedure Act (CPA), where the date, time and place for the interview will be stated.

14 - The following are grounds for exclusion:

a) missing the interview, if one is scheduled;

b) not getting full merit, as described in no. 9 of this Notice.

15 - The minutes resulting from the selection process will be made available to candidates, on request, via the application platform.

16 - Any false statements are punishable by law.

17 - The members of the selection panel are as follows:

President: Fernando Flávio Ribeiro Oliveira Ferreira, ESHT's Dean.

Members of the selection panel:

Raúl Manuel das Roucas Filipe, Professor at the School of Hospitality and Tourism of Estoril;

Sílvia Moreno de Jesus e Quinteiro, Professor at the School of Management, Hospitality and Tourism of the University of Algarve;

Rui Carvalho Homem, Full Professor at the Faculty of Letters, University of Porto;

Maria Margarida Afonso de Passos Morgado, Professor at the Polytechnic Institute of Castelo Branco;

Filipa Perdigão Alexandre Ribeiro, Professor at the School of Management, Hospitality and Tourism of the University of Algarve.

In case the Dean cannot be present, he will be represented by Mónica Pereira de Oliveira, ESHT's Deputy Dean.

18 - In conformity with paragraph h) of article 9 of the Constitution of the Portuguese Republic, Public Service, as an employment entity, actively promotes a gender equal opportunities policy for those seeking employment and career development, carefully ensuring that no discrimination shall take place.

19 - This Public Notice will be made public as follows:

- a) in the 2nd Series of the Portuguese Official Gazette;
- b) in the public employment pool (*Bolsa de Emprego Público*);
- c) on ESHT's website, in Portuguese and English.

May 30, 2023 — Dean of ESHT, *Flávio Ferreira*.