

POLYTECHNIC INSTITUTE OF PORTO

School of Hospitality and Tourism

**Public Notice**

**Vacancy for Tenure Track Lecturer position in Information Systems and Technologies**

1 — 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 Order no. 4065/2017, dated 10 April and published in the Portuguese Official Gazette, no. 91, dated 11 May, a selection process to hire an Adjunct Professor is now open. As stated in the Joint Order of the Dean of ESHT, dated 27/08/2024, 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 permanent payroll position in ESHT, as described in the Faculty Policies (Estatuto da Carreira Docente do Ensino Superior Politécnico), as Tenure Track Lecturer for the area of Information Systems and Technologies; the post-holder will be offered an open-ended contract in Civil Service, as described in articles no. 3, 5, 10-B, 15, 15-A, 17 and 29-B of the Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP) - 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, as well as other applicable legislation, namely P. Porto's Regulations and Policies for Faculty Recruitment (Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do Instituto Politécnico do Porto) - Joint Order no. 4807/2011, published in the Portuguese Official Gazette (no. 54, dated 17 March).

2 — Workplace — ESHT, School of Hospitality and Tourism.

3 — Number of vacancies: 1 (one).

4 — Type of employment contract - Open-ended contract in the Civil Service, as described in article 10-B of Decree-Law no. 185/81, dated 1 July, altered by Decree-Law no. 207/2009, dated 31 August and by the Law no. 7/2010, dated 13 May, which ratified the Faculty Policies (ECPDESP).

5 — Job description – A Tenure Track Lecturer is expected to carry out the duties and roles described in article 2-A and in no. 4 of article 3 of ECPDESP.

6 — Job requirements – For the applications to be admitted, the candidates must:

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

b) meet the conditions laid out in article no. 17 of ECPDESP;

c) those candidates whose qualifications/ degrees were acquired in foreign institutions must prove that they have been recognised (or considered equivalent) by a Portuguese institution, as per the applicable legislation;

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 — The applications must be sent to the following address:  
<https://domus.ipp.pt/concursos/esht/docente/>.

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

a) The candidate's full name, date of birth, nationality, no. of ID card and expiry date (or passport), taxpayer number, postal and email addresses and telephone number(s);

b) Reference 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.

8.3 —The application shall be accompanied by the following documentation:

a) The applicant's Curriculum Vitae detailing all relevant information for the application process, organised in accordance with and in the order of the selection and classification criteria referred to in no. 9 of this public notice;

b) Copies of any papers and documents deemed necessary for the assessment determined under no. 9 of this notice. Those should be organised according to the scientific-technical and professional performance, pedagogical skills and any other relevant activities, and according to the parameters described in no. 9.2.1, 9.2.2 and 9.2.3;

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

d) Extract of the applicant's criminal record;

e) Medical certificate of physical and mental fitness, mandatory for the performance of such duties;

f) Updated vaccination record.

8.4 — The documents listed under the previous 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 personal situation concerning each 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 — In the Curriculum Vitae, for each curricular element, the name of the file of the respective work or file that proves the action, included in the application, should be indicated, otherwise, in the absence of this indication, the curricular element will not be considered for the evaluation of the application. Only duly proven elements will be considered.

Failure to present any documents serving as proof to the elements in the applicant's CV implies those elements will not be considered.

8.7 — The 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 — Applications sent via e-mail, or by any means other than those indicated at point 8.1 will not be accepted.

8.9 — The process may be accessed at the Assessoria aos Órgãos da Escola Superior de Hotelaria e Turismo, on working days, from 10:00-12:00 and 14:30-16:30

9 — Selection and classification criteria and methods:

9.1 - 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.

9.2 - 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):

9.2.1 - Candidates' professional and technical-scientific performance (40%)

This component will imply the assessment of the following parameters:

9.2.1.1 – 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 or in congress proceedings) and papers presented at international conferences - 35%

9.2.1.2 – Membership of technical-scientific projects (C12): any project competitively funded governmental entities and/ or companies, including Higher Education Institutions – 20%

9.2.1.3 – Tutoring and examining thesis, project work and work placement reports examined by panels (C13) – 20%

9.2.1.4 – Participation in professional and scientific communities, and in any other activity linked to the technical-scientific performance deemed relevant to ESHT's mission (C14): membership of research centres; review of articles published in journals and presentations in congresses; membership of trade and business associations; panel member for specialist certification; additional educational training – 25%

9.2.2 - Candidates' pedagogical skills (40%)

This component will imply the assessment of the following parameters:

9.2.2.1 – Actual experience supervising and teaching programmes different from those belonging to the area for which this vacancy is being opened (C21): number of years and weekly hours of teaching in Higher Education - 30%

9.2.2.2 – Pedagogical projects (C22): participating in the creation of new degree programmes or in

the reorganisation of existing ones – 25%

9.2.2.3 – Creation of pedagogical material (C23): both the quantity and quality of the pedagogical material designed by the applicant will be considered – 25%

9.2.2.4 – Other activities linked to the pedagogical component (C24): any pedagogical activity not included in the previous sections, namely participating in international mobility programmes – 20%

9.2.3 — Other activities deemed relevant to ESHT's mission (20%)

This component will imply the assessment of the following parameters:

9.2.3.1 – Holding management positions or participating in governing bodies of HEIs (C31) - 30%

9.2.3.2 – Coordinating degree programmes, departments and other management structures of HEIs (C32) – 20%

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

9.2.3.4 – Effectively participating in committees, examination panels and any other organisational structures for which one has been appointed by the HEI's governing bodies (C34) – 30%

10 — Applicants will be ranked according to the assessment done based on the parameters determined for the selection process and their corresponding weighting factors.

10.1 – Each selection panel member will grade each parameter, on a numerical integer scale from 0 to 100, for each of the applicants.

10.2 – The Final Classification (CF), given by each panel member, on a numerical integer scale from 0 to 100, will result from the following formula:  $CF = 0,40 \cdot DTCP + 0,40 \cdot CP + 0,20 \cdot OAR$ , where

$DTCP = 0,35 \cdot C11 + 0,20 \cdot C12 + 0,20 \cdot C13 + 0,25 \cdot C14$

$CP = 0,30 \cdot C21 + 0,25 \cdot C22 + 0,25 \cdot C23 + 0,20 \cdot C24$

$OAR = 0,30 \cdot C31 + 0,20 \cdot C32 + 0,20 \cdot C33 + 0,30 \cdot C34$

10.3 – Before voting begins, each panel member will put forward a written document (attached to the minutes) where the applicants will be ranked according to the final classification resulting from the formula presented in the previous point.

10.4 – In the different voting moments, each panel member will respect the ranking he/she has presented, and there will be no abstention.

10.5 – The panel will firstly determine whether the applicants present adequate qualifications for tenure.

10.6 – For that to be determined, applicants must have an average mark above 50 points, as determined by no. 10.2.

10.7. For applicants to be considered as having adequate qualifications for tenure, they must get the vote of the absolute majority of panel members.

10.8 – The panel members will use the following voting methodology, to elicit absolute majority in the final ranking of applicants. If the ranking presented by the panel members is identical, the process is considered completed. Otherwise, there will be a vote to determine the first place in the ranking. If an

applicant gets more than half the votes, he/she will be ranked first. If none of the applicants gets more than half the votes, the voting process is repeated after the applicant with the least votes is taken from the list. This process will be repeated as many times as necessary for an applicant to be ranked first. Next, the same methodology will be used to rank an applicant in the second place, and so on until a complete list of applicants with adequate qualifications for tenure is created. If there is a tie during this process, the chair of the panel has a casting vote.

11 - 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.

12 – Interview by the panel members: if interviews are deemed necessary, the applicants will be contacted, preferably, by e-mail, as determined by the Code of Administrative Procedures (Código do Procedimento Administrativo - CPA), with a schedule for the day, hour and place where the interview will be held.

13 — The following are grounds for exclusion from this selection process:

- a) Not being present at the interview, if they are held;
- b) Not being considered as having adequate qualifications for tenure, according to what is stated in no. 10 of this notice.

14 - The minutes resulting from the selection process will be made available to candidates, if they are requested through the platform.

15 - Any false statements are punishable by law.

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

Chair: Fernando Flávio Ribeiro Oliveira Ferreira, Dean of School of Hospitality and Tourism, Polytechnic Institute of Porto

Members of the selection panel:

- Cândida Elisa Pereira da Silva, Full Professor da Escola Superior de Hotelaria e Turismo do Instituto Politécnico do Porto;
- Maria de Fátima Coutinho Rodrigues, Full Professor do Instituto Superior de Engenharia do Porto, do Instituto Politécnico do Porto;
- Isabel Maria Pinto Ramos, Associate Professor da Universidade do Minho;
- Maria Leonilde dos Reis, Full Professor da Escola Superior de Ciências Empresariais do Instituto Politécnico de Setúbal;
- Pedro de Paula Nogueira Ramos, Full Professor do ISCTE - Instituto Universitário de Lisboa;
- Paulo Alexandre Vara Alves, Full Professor da Escola Superior de Tecnologia e Gestão do Instituto

Politécnico de Bragança.

If the Chair is absent or unavailable, he will be replaced by Mónica Pereira de Oliveira, Vice Dean of ESHT.

17 - 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.

18 - 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 the Fundação para a Ciência e a Tecnologia, I.P. website, in Portuguese and English.
- d) on ESHT's website.

August 27, 2024 - The Dean of ESHT, *Flávio Ferreira*.