

## **RECRUITMENT AND SELECTION PROCESS OF ONE ASSISTANT PROFESSOR FOR THE SUBJECT AREA OF MANAGEMENT AT THE SCHOOL OF ECONOMICS AND MANAGEMENT OF THE UNIVERSITY OF PORTO**

Doctor José Manuel Castro Lopes, Full Professor at the School of Medicine of the University of Porto, Vice-Rector of the same University, in the use of competence delegated by n<sup>o</sup> 3 of Order n<sup>o</sup> 9493/2022, published in the “Diário da República” (the Portuguese Official Gazette), 2nd series, n.º 148 of August 2, makes public that it is open for a period of 30 working days, counting from the working day immediately following the publication of this notice in “Jornal de Notícias” and on the websites of the School of Economics and Management of the University of Porto and the University of Porto, a recruitment process, in the form of an employment contract for an indefinite period, to select one Assistant Professor under the Labor Code and the Regulation for the Celebration of Employment Contracts for Teaching Personnel of the University of Porto under the Labor Code (Dispatch no. 1567/2013 of January 25, 2013, published in the DR, 2nd series, no. 18, of January 25, 2013), in the disciplinary area of **Management for the Operations and Logistics Section** of the School of Economics and Management of the University of Porto, in the subject area of **Management**.

### **1. Admission process:**

Candidates will be admitted if they hold a doctoral degree.

*If the doctoral degree was awarded by a foreign higher education institution, it must be recognized by a Portuguese higher education institution, under the terms of Decree-Law no. 66/2018, published in the Official Gazette, 1st series, no. 157 of 16 August. This formality must be accomplished by the application deadline, (October 4, 2023).*

### **2. Absolute merit approval criteria**

2.1. The Selection Committee will deliberate on the approval or rejection on absolute merit of all admitted candidates, by justified nominal vote, abstentions not being admitted.

2.2. Candidates receiving a favourable vote by the majority of the voting members of the Selection Committee are approved in absolute merit.

2.3. The approval based on absolute merit of the candidates will depend on their cumulative fulfilment of the following conditions:

- a) The candidate holds a PhD in Management or on an adequate knowledge domain and/or field;
- b) The candidate has a CV whose merit the Selection Committee considers to be of a scientific and pedagogical level, research capacity and developed activity compatible with the disciplinary area and category for which the position is opened;
- c) The candidate demonstrates solid skills in the specific domains of Operations Management and Logistics;
- d) The candidate has, over the last five years (from 2019 inclusive), at least 1 article published or definitively accepted for publication in categories 3 to 4\* of the Academic Journal Guide ranking of the Chartered Association of Business Schools (ABS) or 2 articles published or definitively accepted for publication in scientific

journals indexed in ABS categories 2 to 4\*, or in the first two quartiles of the Journal Citation Reports (JCR) of the Web of Science (WoS), or in the first quartile of the SCImago Journal Rank (SJR).

The journals where these articles are published or definitively accepted for publication must be indexed in the disciplinary area of the public notice, in accordance with the scientific classifications/categories defined by the respective bibliographic base.

The Quartile/Ranking of the journals to be considered is that of the most recent edition of each bibliographic base, regardless of the year of publication of the article.

### **3. Selection Process**

The selection process of candidates admitted to the recruitment process will take place in two phases: Curriculum Assessment (CA) and Interview (I), the first round being for candidates who, despite having been approved on absolute merit, under the terms of point 2, do not meet the conditions required for admission to the interview under the terms of point 3.2.1. below.

#### **3.1. Curriculum Assessment (CA):**

##### **Aspects and evaluation criteria**

In the curriculum evaluation process, pursuant to art. 14, paragraph 2 of the “Regulation for the Celebration of Employment Contracts for Teaching Personnel of the University of Porto under the Labor Code”, takes into consideration the following aspects:

##### Scientific Merit Strand (SMS-60%):

In this regard, scientific research activities in the area of Management will be considered, in the field of Logistics Operations:

- a) Quality and relevance of scientific production, carried out in the last five years, and indexed in the subject area of the public notice according to the categories defined by the relevant bibliographic bases for the journals where the articles were published (70%);
- b) Recognition and impact of research in the scientific community (20%);
- c) Other scientific activities (10%).

##### Pedagogical Merit Strand (PMS-20%)

In this regard, pedagogical activities in the field of the area of Management will be considered, in particular in the field of Logistics Operations:

- a) Teaching activity and pedagogical performance, measured through pedagogical surveys, prizes, other distinctions (80%);
- b) Other educational activities (20%).

##### Scientific-pedagogical project (20%)

A project detailing what the candidate proposes to develop in the scientific and the pedagogical domains, highlighting the innovative contributions to the disciplinary area in which the competition is open, in particular to the field of Logistics Operations, and/or to the University's mission.

This project should highlight the candidate's areas of research interest, as well as the candidate's research plans for the next 5 years, and how this research can be related to and have impact on teaching and other activities that are relevant to the development of FEP. The project should not exceed 4000 words, leaving its format and organization at the discretion of the candidate.

### **3.2. Interview (I):**

3.2.1. The interview takes place in the second phase of the process, in addition to the curricular evaluation, and is only carried out for candidates ranked in the top three positions of the curricular evaluation.

3.2.2. In the interview evaluation, each member of the Selection Committee performs his/her evaluation exercise, scoring each candidate in relation to each criterion, on a scale of 0 to 100 points. The final interview score is calculated as a weighted sum considering the weights provided below.

3.2.3. Evaluation criteria and respective weighting.

In evaluating the interview, the following criteria and respective weights will be considered:

- i) Organization (10%) – the structure of the presentation and compliance with time will be evaluated.
- ii) Exposure (20%) – the candidate's posture and effectiveness will be evaluated (at ease, voice placement, presentation cadence, raising the audience's interest, etc.).
- iii) Presentation aids (10%) – presentation support materials (slides, videos, etc.) will be evaluated. The “readability” of the sequence of text and figures or graphics (including graphic composition, subtitling, etc.) will be evaluated.
- iv) Content (30%) – the scientific level of the information presented will be evaluated, as well as the quality of its discussion.
- v) Answers (30%) – posture, confidence and ease, and topic knowledge demonstrated during the discussion period will be evaluated.

3.2.4. Operating mode

The Selection Committee has the possibility to decide whether the interviews take place in person or online.

- a) The decision on the date of the interviews and the place, if the interviews are face-to-face, must be notified to the candidates, by email, at least five working days in advance;
- b) The interview of each candidate has a maximum duration of one hour, and may, by decision of the President of the Selection Committee, be extended for another half hour;
- c) The President of the Selection Committee will conduct the interview; nevertheless, the other members of the Selection Committee may be allowed to interact with the candidate.

d) The interview consists of the presentation, with a maximum duration of 30 minutes, in English, of a scientific article published or in the process of being submitted/published (co)authored by the candidate, followed by a discussion, in Portuguese, of the work presented;

e) If the candidate or any member of the Selection Committee does not speak Portuguese, the entire interview will take place in English;

f) Failure to attend the previously scheduled interview is grounds for exclusion from the competition.

3.3. The Selection Committee will calculate the final evaluation of the candidates admitted to the interview phase as a weighted sum of the curriculum and the interview evaluations; the weights being 70% and 30%, respectively.

#### **4. Deliberations of the Selection Committee**

4.1. The Selection Committee will decide on the approval and ranking of candidates by means of a reasoned roll-call vote, based on the selection criteria adopted and the scores awarded for each.

4.2. The Selection Committee's decisions are approved by an absolute majority of its members, with no abstentions allowed.

4.3 In the event of a tie, the President of the Selection Committee casts the deciding vote.

#### **5. Duties to be performed:**

The duties to be performed are described in Annex I of the Regulations for the Conclusion of Employment Contracts for Teaching Staff at the University of Porto under the Labor Code (Order no. 1567/2013 of January 25, 2013, published in the Official Gazette, 2nd series, no. 18, of January 25, 2013), which includes the general requirements to be met by candidates:

"The assistant professor is responsible for teaching practical and theoretical-practical classes and providing services in laboratory or field work, in curricular units of the various cycles of study and non-degree programs or courses, as well as teaching curricular units of these cycles of study and programs or courses. They are also responsible for guiding and carrying out research work, in accordance with the general guidelines previously established at the level of the organizational unit in which they are integrated. They are also responsible for carrying out university outreach, scientific dissemination and the economic and social valorization of knowledge, as well as participating in university management and carrying out other tasks assigned by the competent management bodies and which fall within the scope of university teaching. Assistant professors may be assigned the same teaching duties as associate professors if they have five years' effective service as a university teacher or researcher."

#### **6. Applications:**

6.1. Applications must be submitted exclusively on the FEP website, at the following address: [https://sigarra.up.pt/fep/pt/cnt\\_cand\\_geral.concursos\\_list](https://sigarra.up.pt/fep/pt/cnt_cand_geral.concursos_list), by the deadline (October 4, 2023).

6.2. application instructions

The application must be accompanied by the following documents, under penalty of exclusion from the competition:

a) Application form (personal data and statements), fully completed, dated and signed, in accordance with the mandatory form, available at: [https://sigarra.up.pt/up/pt/conteudos\\_geral.ver?pct\\_pag\\_id=1004282](https://sigarra.up.pt/up/pt/conteudos_geral.ver?pct_pag_id=1004282);

b) Doctoral certificate, except for cases corresponding to obtaining a doctoral degree at the University of Porto;

c) Proof of recognition of the Doctorate awarded by a foreign higher education institution, by a Portuguese higher education institution (if applicable), for more information, go to <https://www.dges.gov.pt/recon/formulario>.

d) Curriculum Vitae which must include:

The teaching and research activities considered relevant to this public tender procedure, in accordance with the evaluation criteria set out in point 3 of this public notice. The candidate's curriculum vitae must be organized in accordance with the evaluation criteria set out in point 3 of this notice and must contain a preamble that demonstrates that the candidate meets the absolute merit assessment criteria set out in point 2 of this notice.

e) All works mentioned in the Curriculum Vitae.

f) Article to be presented in the interview.

g) Scientific-pedagogical project that the candidate proposes to develop with the aim of promoting teaching and research activities in the disciplinary area in which the competition is opened, in accordance with the criteria presented in point 3.1 of this announcement.

h) Candidates of foreign nationality, who are not native speakers of Portuguese or English, must declare under oath that they have language skills at level C1 of the Common European Framework of Reference for Languages (CEFR) in at least one of the languages.

i) Candidates who, at the time of their application, do not master the Portuguese language, must declare under oath that, in the event of being recruited, they undertake to immediately start the respective learning process, with a view to guaranteeing their ability to teach in Portuguese within a time horizon of up to two years, with mastery of the Portuguese language at level C1 of the CEFR an essential requirement for its subsequent approval in the experimental period.

6.3. Each of the documents indicated in paragraph d) of point 6.2. of the Tender Notice must be submitted in an individual file and in full in the Sigarra system. Documents can be integrated into folders in compressed format (zip, rar, 7z) but it is necessary to consider the system limit for upload, which is set at a maximum of 720MB per file or compressed folder. Each application can submit several zipped files or folders, each with a limit of 720 MB, with no limitation on the total number of zipped files/folders submitted.

## **7. Notifications and hearing of interested parties**

7.1. The Human Resources Service of the Center for Common Resources and Services of the University of Porto will notify candidates of the orders issued within the scope of the tender procedure.

7.2. All candidates are notified of approval of the final decision by the Selection Committee.

7.3. Notifications are made by email, pursuant to articles 112.º, n.º 1, al. c) and 113, no. 5, of the CPA.

The deadline for candidates to request, justifying, a review of the decision, in writing, is ten working days.

## **8. Selection committee:**

### **PRESIDENT:**

Óscar João Atanázio Afonso, Full Professor and Dean of the School of Economics and Management, University of Porto.

### **MEMBERS:**

João Paulo Faria Oliveira e Costa, Full Professor at the Faculty of Economics, University of Coimbra;

António Palma dos Reis, Full Professor at ISEG, Lisbon School of Economics and Management, University of Lisbon;

Mónica Duarte Oliveira, Full Professor at Instituto Superior Técnico, University of Lisbon;

Cláudia Sofia Sarrico Ferreira da Silva, Full Professor at the School of Economics and Management, University of Minho;

João Manuel de Frias Viegas Proença, Full Professor at the School of Economics and Management, University of Porto;

Dalila Benedita Machado Martins Fontes, Full Professor at the School of Economics and Management, University of Porto.

9. The assistant professor will be hired for an indefinite period with a five-year trial period.

10. Joint Order n.º. 373/2000, of March 31, by the Minister for State Reform and Public Administration and the Minister for Equality, determines that the following mention must be made in competitions for entry and access: “In compliance with paragraph h) of article 9 of the Constitution, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional progression, scrupulously providing for the avoidance of any form of discrimination”. In this sense, the terms “candidate(s)”, “teacher(s)” and similar terms are not used in this public notice to refer to the gender of people. Likewise, no candidate may be privileged, benefited, harmed or deprived of any right or exempt from any duty due to, in particular, ancestry, age, sexual orientation, marital status, family situation, economic situation, education, origin or condition social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and trade union affiliation.

The Vice-Rector, Professor José Manuel Castro Lopes