



## UNIVERSIDADE DA BEIRA INTERIOR

Notice - João António de Queiroz Rodrigues Sampaio, Full Professor and Rector of the University of Beira Interior, makes it known that for a period of thirty working days from the day following that on which this Notice is published in the Official Gazette, an international competition based on qualifications is open for recruitment in the form of an employment contract of indefinite duration in public functions, for filling one post of assistant professor in the subject area of Sociology (International Relations) of the teaching staff establishment plan of the University of Beira Interior, with the compensation set forth under the applicable law.

The evaluation of the trial period, if applicable, is made under the Regulation of Academic Career Competitions and Employment and the Regulation of Teaching Performance Evaluation of the University of Beira Interior.

This competition is open in compliance with Articles 37 to 51 and 62-A of the University Teaching Career Statute approved by Decree-Law No. 448/79 of 13 November, republished by Decree-Law No. 205/2009 of 31 August, and amended by Law No. 8/2010 of 13 May, hereinafter referred to as ECDU, and other applicable legislation, including the Regulation of Academic Career Competitions and Employment of the University of Beira Interior, hereinafter referred to as Regulation, published in the Official Gazette, Series II, No. 113, of 14 June 2011, and the Rector's Orders No. 44-A/R/2011, of 28 June, and No. 69/R/2011, of 25 October. This competition is concluded when the post is filled and shall comply with the following provisions:

### 1 - Place of work

The faculty member to be hired will perform his/her duties at the University of Beira Interior.

### 2 - Admission requirements

2.1 - In compliance with the provisions of Articles 37, 38 and 41-A of the ECDU, the candidate is required to hold a Ph.D. degree in a field of knowledge deemed appropriate to the subject area in which the competition was opened.



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2.2 - If the doctoral degree was awarded by a foreign higher education institution, it must be recognized in Portugal, in accordance with the applicable legislation, by the deadline of application.

### 3 - Submission of applications (time, place and manner)

3.1 - Applications must be submitted until the 30<sup>th</sup> working day counted from the date of publication of this Notice in the Series II of the Official Gazette, at the Academic Services at the University of Beira Interior (Academic Competitions and Acts Sector), located in *Rua Marquês d'Ávila e Bolama, Postal Code 6200-001, Covilhã*, either in person, during office hours, Monday, Tuesday, Thursday and Friday, from 9.00 to 15.00, and Wednesdays from 9:00 to 13:00, or by registered post, by the deadline of application.

3.2 - Applications sent by e-mail will not be accepted.

### 4 - Composition of the jury

The jury shall operate in compliance with the provisions of Articles 50 and 51 of the ECDU and of this Notice. In compliance with Article 46 of the ECDU, and paragraph 2 of Article 6 of the Regulation, the jury will have the following composition:

President - Vice-Rector, Ana Paula Coelho Duarte, Ph.D.

Members:

- José Esteves Pereira, Ph.D., Full Professor at the Faculty of Social and Human Sciences, New University of Lisbon
- Armando Luis Gomes Carvalho Homem, Ph.D., Full Professor at the Faculty of Arts, University of Porto
- José Gaspar Carlos Venâncio, Ph.D., Full Professor at the University of Beira Interior
- José Viriato Soromenho Marques, Ph.D., Full Professor at the Faculty of Letters, University of Lisbon
- João Carlos Mosqueira Mendes Espada, Ph.D., Full Professor at the Portuguese Catholic University
- António Maria de Sousa e Vasconcelos Simão de Saldanha, Ph.D., Full Professor at the School of Social and Political Sciences, Technical University of Lisbon



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- Luis Filipe Lobo-Fernandes, Ph.D., Full Professor at the University of Minho
- Luís Manuel Vieira de Andrade, Ph.D., Full Professor at the University of Azores
- José Manuel Marques Silva Pureza, Ph.D., Associate Professor at the Faculty of Economics, University of Coimbra.

### 5 - Method and criteria for selection and ranking:

5.1 - This competition is intended to ascertain the candidates' capacity and performance concerning the different aspects that constitute the set of duties to be performed, in accordance with Article 4 of the ECDU, as a result of their recruitment in case they are hired. According to the aforementioned Article, faculty members are required to:

- a) Carry out scientific research, cultural creation and technological development activities;
- b) Carry out the teaching duties assigned to them and guide and supervise students;
- c) Participate in activities related to university representation, scientific dissemination and economic and social enhancement of knowledge;
- d) Participate in the management of the respective university institutions;
- e) Carry out other duties assigned by the competent bodies in the scope of the regular activities of a faculty member.

5.2 - The selection will be made through the use of the curriculum evaluation method, meaning that the selection shall be determined by the scientific and teaching capacity of each candidate, as evidenced by the concrete achievements expressed in the supporting documents.

5.3 - Having regard to the faculty members' general and specific duties, under Articles 4 and 5 of the ECDU, respectively, the weighting of the evaluation criteria and the parameters to be evaluated in the curriculum will be quantified according to the best



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and most demanding current practices in Portuguese and European universities. Thus, the jury's reasoned assessment will focus on the following areas:

- a) The candidate's scientific performance, based on the analysis of the works listed in the curriculum, particularly those that the candidate has selected as the most representative, taking into account their contribution to the development and evolution of the subject or subject area;
- b) The candidate's teaching capacity, having particular regard to the analysis of his/her previous teaching practice, where applicable;
- c) Other activities relevant to the University's mission that the candidate may have carried out;
- d) Performance reporting of scientific, educational and other activities relevant to the University's mission;

#### 5.4 - Scientific Performance - Weighting 55%

The scientific performance evaluation includes the fields of scientific research, cultural creation or technological development and notably comprises the following assessment parameters and corresponding densification:

- a) Scientific, cultural or technological production and its relevance, as measured by internationally accepted standards:

Patents, books, book chapters, papers in scientific journals indexed in the ISI Web of Knowledge database, papers in scientific journals indexed in the SCOPUS database, other scientific papers indexed in international databases specific to the subjects area, in proceedings of international conferences, taking into account the nature, the impact factor and the number of citations, and whether the candidate holds the title of "Agregado";



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b) Coordination of and participation in scientific, cultural, and technological development projects:

Participation in and/or coordination of scientific projects subject to competitive tendering, taking into account the classification assigned by the funding entity and the amount of funding or other benefits conferred on the institution;

c) Recognition by the scientific community:

Scientific merit awards, editorial work in scientific journals, participation in bodies of reviewers of scientific journals, coordination of and/or participation in programme committees of scientific meetings, evaluation activities in scientific projects, invited lectures at scientific meetings, artistic and literary creation, notably linked to public access exhibition areas for a minimum of 5 days and within the fields of Architecture, Cinema, Design and Urban Planning.

### 5.5 - Teaching Performance - Weighting 25%

The evaluation of the teaching performance notably comprises the following assessment parameters and corresponding densification:

Teaching activity (amount of hours taught, amount of different course units and amount of students):

a) Amount of course units coordinated and taught by the faculty member, taking into account the amount of hours taught, the diversity of subjects taught, the amount of students and the analysis of the candidate's teaching practice;

b) Production of teaching material and its relevance:

Textbooks with ISBN and other educational texts, taking into account their impact on the national and international community;

c) Innovation and development relevant to teaching:

Capacity demonstrated by the faculty member to promote new educational initiatives. For instance: (i) duly approved proposals for new course units or for the redesign of



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existing ones, (ii) creation or strengthening of laboratory infrastructure of experimental and/or computer support to teaching (where applicable), (iii) creation or restructuring of groups of course units or curricula, and (iv) participation in teacher training courses;

### d) Monitoring and supervision of master and doctoral students:

Supervision of doctoral and master students, considering the quality, especially distinguishing the awards and international recognition through the publication of papers in international journals with peer review indexed in international databases, participation in juries of public hearings in other higher education institutions;

### e) Participation in educational projects in other institutions:

Relevant academic work performed within the subject area under consideration, at the invitation of other higher education institutions.

## 5.6 - Other activities relevant to the University's mission - Weighting 10%

Assessment of other activities relevant to the mission of the institution, taking into account:

5.6.1 - Transfer of Knowledge and Technology, which includes the areas of university representation, scientific dissemination, and economic and social enhancement of knowledge and notably consists of the following assessment parameters and corresponding densification:

### a) Knowledge enhancement and transfer, including authoring and co-authoring of patents:

Authoring and co-authoring of patents transferred to businesses, taking into account their nature, territorial coverage and technological level; participation in activities involving the public and private sectors, taking into account the type of participation, the amounts of funding, the social impact, the technological intensity and the innovation, and the diversity;

### b) Scientific, cultural or technological dissemination activities:



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Participation in and coordination of scientific and technological dissemination initiatives to the scientific community (e.g., organisation of congresses and conferences), the media, businesses and general public, taking into account their nature and the results achieved;

### c) Scientific, cultural or technological publications:

Authoring and co-authoring of technical publications of scientific and technological dissemination; participation in the development of technical standards, taking into account the territorial coverage.

### d) Vocational training, directed outwards:

Participation and coordination of courses aimed at the private and public sector, taking into account the relevance of the course.

5.6.2 - University Management that includes the areas of university management and coordination and notably comprises the following parameters and corresponding densification:

### a) Positions in bodies in higher education institutions and their Organic Units;

b) Participation in organic subunits of higher education institutions and coordination of study cycles;

### c) Temporary positions and assignments:

Participation in temporary positions and duties that were assigned by the relevant bodies, taking into account their nature, the scope of action and the period in which they were carried out, notably the participation in selection juries and the consideration of reports related to the ECDU and their evaluation.

5.7 - Reporting the performance of scientific, educational and other relevant activities  
- Weighting 10%

The candidate's analysis of the works and elements of the curriculum vitae that he/she considers the most relevant in terms of scientific performance, teaching capacity and



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other activities relevant to the University's mission, particularly with regard to their contribution to the scientific development and evolution of the subject area in which the competition is open.

### 5.8 - Assessment of applications

5.8.1 - After the deadline for applications and after the Rector has issued the corresponding orders of admission or non-admission, in compliance with paragraph 7.7.2 of this Notice, the jury meets to proceed to the candidates' assessment and ranking.

5.8.2 - Before proceeding to the final ranking of the admitted candidates, the jury will deliberate on their approval or rejection on absolute merit, through justified nominal voting, abstentions not being allowed.

5.8.3 - A candidate who receives the favourable votes of at least half plus one of the voting members of the jury is considered approved on absolute merit.

5.8.4 - A vote is considered in favour of a candidate's absolute merit approval when from the accompanying written reasoning clearly results that, based on a qualitative analysis of the supporting documents reported to the subject area in which this competition was opened, the candidate's capacity and performance are considered minimally adequate to perform the duties of Assistant Professor either scientifically, or in relation to other activities taken as relevant to the mission of the University of Beira Interior.

5.8.5 - When a vote is not in favour of a candidate's absolute merit approval, it must be based on one or more of the following circumstances:

a) The branch of knowledge or expertise in which the degree of doctor was conferred upon the candidate is not considered as suitable for the minimally adequate performance of teaching functions in the subject area in which the competition was opened and such lack is not considered as compensated for by any other training held by the candidate.





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b) The candidate's curriculum vitae fails to demonstrate the capacity and performance requirements for the minimally adequate performance of the functions of Assistant Professor, with regard to the various parameters of the scientific performance criterion defined in paragraph 5.4. If, before having appreciated the candidates' Curricula Vitae, the jury considers that this circumstance can be used as a sufficient basis for not voting in favour of an admitted candidate's absolute merit approval, then the jury must pre-density this criterion, identifying for each of its parameters the minimum thresholds that if not met imply rejection.

5.8.6 - In case that, according to the aforementioned reasons, there are candidates who do not obtain absolute merit approval, the jury proceeds to their preliminary hearing in compliance with Article 100 and following Articles of the Code of Administrative Procedure, granting them a period of 10 days to present a written statement refuting the grounds for their rejection.

5.8.7 - After having examined the allegations of the candidates excluded in absolute merit, the jury deliberates in maintaining or in reviewing the decision in agreement with the candidates. Once the absolute merit approved candidates have been finally identified, each member of the jury will rank them on their relative merit, through the assessment of their merit for each criterion, parameter and weighting factor listed in this Notice and then proceeds to the candidates' final valuation and ranking, as follows:

- a) Calculation of the candidates' classification in each criterion, taking into account the criterion-specific evaluation parameters and the duly justified reference standards;
- b) Calculation of the candidates' final classification through the combination of the classification with the weighting assigned to each criterion;
- c) Drawing up of a ranking list of candidates, in which ex-aequo classifications are not allowed, based on which the individual and justified voting takes place that leads to the candidates' final ranking, in compliance with paragraph 5.10.1 of this Notice;



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d) In case there is a draw between candidates during the compilation of the aforementioned list, preferential parameters may be used;

e) At the first meeting, the jury may decide which preferential parameters each member can resort to for drawing up the respective ranking list of candidates in situations where the application of the criteria results in a draw between candidates;

f) The candidates' final classification is given on a numerical scale from 0 to 100.

### 5.9 - Ranking

5.9.1 - When ranking the candidates in competitions for faculty member recruitment, each member of the jury will place the candidates in descending order of scores.

5.9.2 - The jury's decision is taken by simple majority, i.e., half plus one of the votes of the members present at the meeting. For this purpose, before the voting takes place, each member of the jury presents a written document that will be annexed to the minutes, with a full reasoned ranking of the candidates, taking into account the criteria of the preceding paragraphs. In each voting, each member of the jury shall abide by the order presented in the aforementioned document, and the following provisions are to be observed:

a) The first voting is intended to determine the candidate placed first, by counting the number of votes each candidate has for 1<sup>st</sup> place;

b) A candidate who obtains an absolute majority of votes for 1<sup>st</sup> place wins the competition and is removed from the list, giving way to another voting to select the candidate who will take the 2<sup>nd</sup> place;

c) If no candidate obtains an absolute majority of votes for 1<sup>st</sup> place, a new voting takes place only among the candidates who obtained votes for 1<sup>st</sup> place, after the least voted candidate for the same place in the previous voting has been removed from the list;



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d) In case of a draw between two or more candidates in the least voted position, a new voting takes place only between them, by counting the number of first relative positions of each one, with the least voted being removed from the list;

e) If a draw remains between two or more candidates in the least voted position, but the number of candidates tied in the least voted position has been reduced in relation to the previous round, a new voting will take place only between the candidates tied in the least voted position, by counting the number of first relative positions of each one, with the least voted being removed;

f) If a draw remains between two or more candidates in the least voted position, without the number of candidates tied in the least voted position having been reduced in relation to previous voting, the draw is broken by the casting vote of the President of the jury or by holding another voting, as appropriate, with the candidate voted by the President being chosen to join the subsequent voting for the same place;

g) If there is a draw when only two candidates remain for the 1<sup>st</sup> place, the draw is broken by the casting vote of the President of the jury or by another voting, as appropriate;

h) After the candidate for the 1<sup>st</sup> place has been selected, he/she leaves the voting and then starts the procedure to select the candidate for the 2<sup>nd</sup> place, the whole process referred to in the preceding paragraphs is repeated for the subsequent places until a single ranking list of all the candidates is obtained.

### 5.10 - Candidates' final ranking and notification

5.10.1 - The final ranking of absolute merit approved candidates results from the ranking criteria defined in paragraph 5.9.

5.10.2 - The final ranking list of candidates is unitary and will be posted in the department of the relevant subject area and in the Academic Services (Academic Competitions and Acts Sector).



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5.10.3 - The final ranking list of candidates is notified to the candidates to allow for the hearing of the parties concerned according to which the candidates may state their reasons in writing, for a period of no less than ten working days, in compliance with Article 100 and following Articles of the Code of Administrative Procedure.

5.10.4 - The notification includes the final ranking list and the reasons of the jury, also indicating the time and place where the procedure may be consulted.

5.10.5 - After the hearing of the parties concerned has been held, the jury assesses the issues raised within ten working days and approves the final ranking list of candidates, to be subject to the Rector's approval.

## 5.11 - Recruitment

5.11.1 - After the final ranking list has been approved and the candidates have been informed of it, the recruitment takes place in accordance with the University Teaching Career Statute.

5.11.2 - The candidate(s) positioned in place(s) of the final ranking unitary list that qualifies(y) them to fill the post(s) must submit at the University of Beira Interior, as follows from the declaration on true statement, the supporting documents that make proof of the fact that they fulfil the legal requirements for the establishment of an employment contract of indefinite duration in public functions with the former, in compliance with the provisions of the Code of Administrative Procedure, within a non-extendable period of 10 working days from the date of notification of approval of the final ranking unitary list.

5.11.3 - There cannot be recruited candidates who, despite being approved and ranked in the final unitary list, fall under the following situations:

a) Refuse recruitment;

b) Produce inadequate, false or invalid documents that fail to demonstrate the necessary conditions for the establishment of a public employment legal relationship;



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c) Submit the required documents out of time;

d) Fail to attend the award of the contract or its acceptance, within the statutory period, for reasons for which they are responsible.

5.11.4 - The candidates who fall under the conditions referred to in the preceding paragraph are removed from the final ranking list.

### 6 - Public Hearings and supplementary documentation

6.1 - At the first meeting, the jury will deliberate on the need to hold public hearings for the candidates who obtain absolute merit approval, with the exclusive aim of clarifying the information contained in the candidates' Curriculum Vitae.

6.2 - If it is necessary to hold these public hearings, they will take place between the 30<sup>th</sup> and the 70<sup>th</sup> day as of the deadline of applications, and all the candidates will be informed, at least 5 days in advance, of when and where these public hearings will take place.

6.3 - Also in order to better clarify what is listed in the CV presented by a given candidate, the Jury may decide to request candidates for additional documents, in compliance with subparagraph a) of paragraph 4 of Article 50 of the ECDU.

### 7 - Supporting documents

7.1 - Those interested must request admission to the competition, through a request/form, namely stating the full name, filiation, number and expiration date of the legally accepted identification document and date of birth (documentary evidence required), place of birth, marital status, occupation, residence, or contact address, including email address and telephone number.

7.2 - The paper application form is accompanied by:



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- a) Documents supporting the fulfilment of conditions laid down in paragraph 2 of this Notice;
- b) A certificate proving the years of service, including fellowships abroad, where applicable;
- c) Twelve paper copies of the candidate's curriculum vitae, dated and signed, indicating the works and papers carried out and published, stating those considered the most relevant, as well as the teaching activities developed, one of which must be replaced with a version in electronic format PDF, or optionally all the copies be delivered in digital support (CD or DVD). The curriculum vitae must also be delivered in a structured version in electronic format (Excel), taking into account the subject area in which the competition is open, according to the model provided for this purpose.
- d) A copy of the works mentioned in the curriculum vitae, preferably accompanied by a version in electronic format PDF, in digital support (CD or DVD), or optionally only the latter;
- e) Twelve copies of the Report referred to in paragraph 5.7, one of which may be replaced by a version in electronic format PDF, in digital support (CD or DVD) or optionally all the copies be delivered in that format in CD or DVD support;
- f) Photocopy of Identity Card/Citizen's Card or legally equivalent document;
- g) Criminal record certificate, showing evidence of the candidate being neither inhibited from holding public office nor forbidden to perform the duties that he/she is applying for;
- h) A self-declaration by the candidate stating to have the physical strength and psychological profile to perform the essential job functions that he/she is applying for;
- i) Proof of mandatory vaccination (anti-tetanus)



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7.3 - The candidates are given the possibility of delivering in digital support (CD or DVD) other than the elements referred to in subparagraphs c), d) and e) of paragraph 7.2, all other elements referred to in the remaining subparagraphs of that paragraph, whose parts must be properly identified independent files.

7.4 - It is not required to show evidence of compliance with the general requirements for the provision of public functions referred to in subparagraphs g) to i) of paragraph 7.2, simply a declaration by the candidate on true statement, made either on the actual request or on a separate document, stating the accurate situation he/she is in relation to the content of each one.

7.5 - The documents referred to in paragraph 7.2 may be written in Portuguese or English, and the documents mentioned in subparagraph d) of paragraph 7.2 must be delivered in the language of the original wording.

7.6 - Instructions, appropriate forms and support files for the submission of applications are available on the Internet at: <http://www.academicos.ubi.pt> - Faculty member recruitment section.

### 7.7 - Formal assessment of applications

7.7.1 - Candidates who fail to deliver all documents required under paragraph 7.2 of this Notice, by the deadline of application, concerning the place and manner laid out in paragraph 3 of this Notice, will be immediately disqualified.

7.7.2 - Following the verification that the applications comply with the requirements specified in this Notice, the Rector shall inform the candidates, within five working days after the deadline of application, of the order of admission or non-admission to the competition, which will be based on whether they comply with the conditions laid out herein.

7.7.3 - The disqualified candidates are excluded and notified to an hearing to state their reasons in writing, within ten working days from the notification and according to its form, in compliance with the Code of Administrative Procedure.



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7.7.4 - After the hearing of the candidates, the president of the jury deliberates on the issues raised, within ten working days.

7.7.5 - Notwithstanding their approval and inclusion in the final ranking unitary list of candidates in a position that enables their selection for the post(s), candidates will be disqualified if, when required, in compliance with paragraph 5.11.2, they fail to submit the supporting documents that make proof of the fact that they fulfil the legal requirements for the establishment of an employment contract of indefinite duration in public functions with the University of Beira Interior, or unjustifiably fail to meet the deadline for their submission, or when submitted, the documents prove to be inadequate, false or invalid.

7.7.6 - When a candidate is excluded by order of the Rector of the University of Beira Interior, based on the grounds referred to in the preceding paragraph, the candidate who is ranked immediately after the disqualified candidate in the final ranking unitary list will be required to submit the supporting document that makes proof of the fact that they fulfil the conditions legally required to establish an employment contract of indefinite duration in public functions with the University of Beira Interior.

7.7.7 - The hearing of the candidates who are disqualified, according to the provisions laid down in paragraph 7.7.5., will be held and the candidates will be granted a period of ten days to refute the grounds for their disqualification.

8 - In compliance with the joint order No. 373/2000, of 1 March, published in the Official Gazette, Series II, No. 77, of 31 March 2000, it is stated for the record that: "In compliance with paragraph h) of Article 9 of the Constitution, the Public Administration, as employing entity, actively promotes a policy of equal opportunity between men and women in access to employment and professional development, scrupulously providing to avoid any form of discrimination".

25-10-2011.- The Rector, João António Sampaio Rodrigues Queiroz