

Public Notice

It is made known that, by Order No. 57/R/2015 of the Rector of the University of Madeira and for the period of thirty working days, counted immediately from the day this Public Notice is published in the *Diário da República*, a qualification based competition is open for 1 vacancy for Assistant Professor in the field of Operations Management of the Competence Centre of Social Sciences, as determined by articles 37 to 51 of the University Faculty Statutes (Estatuto da Carreira Docente (ECDU)), republished in an annexe to Decree-Law No. 205/2009 of August 31st, further legislation in force, and in accordance with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, Regulation No. 268/2014, published in the *Diário da República*, 2nd Series, No. 122 of June 27, 2014.

This competition will be entered (registered) at the Public Employment Listing (BEP (Bolsa de Emprego Público)), within the period of two working days after it is published in the *Diário da República*, as determined by Decree-Law no. 78/2003, of 23rd April.

The joint order no. 373/2000, of 31 March, of the Minister of State Reform and Public Administration and the Minister for Equality made compulsory the inclusion of the following reference in all civil service recruitment procedure notices: "In compliance with paragraph *b*) of article 9 of the Constitution, the Public Administration, as the employing entity, actively promotes a policy of equality of opportunities between men and women in access to employment and professional development, scrupulously providing for the prevention of any form of discrimination."

I - Admission requirements:

1 - In conformity with the established in article 41 -A° of the ECDU — Decree-Law No. 205/2009 of August 31st, those holding a Doctor's Degree in Management may apply to the competition.

1.1. PhD degrees awarded by a foreign higher education institution have to be acknowledged in Portugal, pursuant to applicable law.

2 – The candidates must meet the general requirements provided for in Law No. 35/2014, of June 20, namely:

- a) Non-inhibition to carry out public duties, or the non-interdiction of carrying out those she/he proposes to perform;
- b) Physical strength and psychological profile required for the exercise of functions;
- c) Compliance with mandatory vaccination laws.

II — Profile for which this positions is open: the vacancy is for the profile: Mixed — ‘M’, in accordance with its characterisation as laid down in the Faculty Workload Allocation of the University of Madeira, and in the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira.

III — Admission Statement Requirements: In conformity with the ECDU, published in an annexe to Decree-Law No. 205/2009 of August 31st and in accordance with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, the admission statement to the competition must include the following information:

- a) Updated version of the *Curriculum vitae*;
- b) Relevant activities for the mission of the University carried out by the candidate;
- c) Previous pedagogical activities deemed by the candidate as being most relevant for the appraisal of his/her capabilities in the field, when applicable;
- d) Scientific performance, including a complete list of publications and/or portfolio, selected by the candidate as being most representative, namely as regards to the development of the disciplinary field of the competition;
- e) Names and contacts of two referrals, one of which should represent the last or current employer or supervisor, when applicable;
- f) Availability for taking up functions on a permanent basis in the Autonomous Region of Madeira;
- g) An email address for receiving communications from the University.
- h) Candidate's statement, under oath, that he/she meets the requirements mentioned in paragraph 2, of item I. The supporting documents shall be submitted by the candidate who fills the vacancy.

IV — The application statements must include the following data:

- a) Complete identification (name, civil state, affiliation, place of birth, date of birth, number and date of identity card or appropriate document legally recognised for that effect, its validity and issuing entity, address, postcode and telephone);
- b) University qualifications;
- c) Category, group or subject she/he belongs to, length of service as a member of faculty staff and university she/he belongs to, if applicable;
- d) Adequate speciality for the field in which the competition was opened, with the indication of length of effective service as a member of the faculty staff, if applicable;

e) Any other elements that the candidate considers may have influence in the appreciation of her/his merit or are reason for legal preference, elements which, however, will be taken into account if duly proven, and if the jury so decides;

f) Competition and category she/he is applying for, referring the *Diário da República* where this Public Notice is published;

g) Date and signature.

The application should be formalised with an admission statement addressed to the Rector of the University of Madeira, which may be handed in personally at the Human Resources Unit, at Colégio dos Jesuítas, Rua dos Ferreiros, 9000-082 Funchal, or sent, by registered surface mail, with stamp dated until the end of the deadline established for the submission of applications.

Opponents to this competition must submit an admission statement by electronic mail to the address recursoshumanos@uma.pt together with the documentation requested in the public notice until the end of the deadline established for the submission of applications.

All documents referred are obligatorily handed in as soft copy – a duly identified DVD –, including the signed documents, which are delivered in portable document format (pdf) with the respective signatures.

V — The Rectory will inform the applicants of the order of admission or non-admission to the competition, which will be based on whether these fulfil the requirements established for such.

VI — Procedures foreseen for the competition: The procedures foreseen for the competition are those laid down for an ordinary process in the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, namely as to the:

a) Pronouncement: the deadline for interested parties to make their views known is ten working days after:

i) The date of the email delivery notification;

ii) The date of the letter, respected the three-day surface mail deadline;

iii) The date of the personal notification.

b) Hearing of candidates:

Conducting public hearings remains at the discretion of the jury, in accordance with subparagraph b) of paragraph 4 of article 50 of the ECDU.

VII — Calendar of the Competition: the indicative calendar for the competition is as follows:

a) Period for the reception of submissions

Time limit established by the Public Notice: 30 working days after the opening of the competition has been published.

b) Possible request for extra documentation

Indicative deadline: At any time after the deadline established for the receipt of applications, until the date of the decision of selection and ordering of admitted candidates, by the jury.

c) Publicizing of the list of admitted candidates

Indicative deadline: 30 days maximum after the end of the period for the submission of applications.

d) Public hearings

Indicative deadline for its promotion: 15 days maximum after the list of admitted candidates is made public;

Indicative deadline for its achievement: It shall be convened at least 10 days in advance and be held up to 30 consecutive days after the date of its promotion, if it is so determined.

e) Selection process of the candidates and pronouncement of the final decision, publicizing of the minutes and the ordered list of the candidates

Indicative deadline: 90 days maximum after the deadline for the admission of applications.

f) Remittance of the competition documentation to the Rector

Indicative deadline: 10 days maximum after the final decision of made known.

g) Homologation of the results of the competition and its minutes by the Rector and pronouncement of the results

Indicative deadline: 10 days maximum after the final decision of made known.

VIII — Composition of the Jury: The Jury consists of the following members:

President:

Rector of the University of Madeira

Voting Members:

Doutor Josep F. Valls Giménez, Professor Catedrático da Escuela Superior de Administración y Dirección de Empresas de Barcelona,

Doutor António Maria Palma dos Reis, Professor Catedrático, Instituto Superior de Economia e Gestão, Universidade de Lisboa;

Doutor Rui Alberto Ferreira dos Santos Alves, Professor Catedrático, Faculdade de Economia, Universidade do Porto;

Doutor José Luís Mexia Fraústo Crespo de Carvalho, Professor Catedrático, do ISCTE — Instituto Universitário de Lisboa;

Doutor Mário José Batista Romão, Professor Associado, Instituto Superior de Economia e Gestão, Universidade de Lisboa.

IX— Criteria for the selection and seriation of the candidates.

1 — The criteria for the selection and seriation of the candidates take the following aspects of the performance of faculty staff into account:

- a) Teaching Activity: 55% of the final classification of the candidate;
- b) Research Activity and knowledge valorisation: 35% of the final classification of the candidate;
- c) Academic service activities and university management: 10% of the final classification of the candidate.

2 — In each of these criteria it should be considered the following parameters:

a) Teaching Activity: Assessment in this component will take into account the following criteria and specific parameters:

- i) Teaching at the level of graduate and post-graduate courses within the field of management (55%);
- ii) Supervision of graduate students, namely masters and doctoral (25%);
- iii) Development of teaching material (20%);

b) Research Activity — Assessment in this component will take into account the following criteria and specific parameters:

- i) Scientific production conducted and published namely its impact and acknowledgment by the community (50%);
- ii) National and International recognition for the participation in national and international research networks (30%);
- iii) Ability to propose and participate in scientific project teams (10%);
- iv) Commitment and involvement in Research Units (10%).

c) Academic service activities and university management — Assessment in this component will take into account the following criteria and specific parameters:

- i) Participation in university management bodies (60%);
- ii) Participation in other tasks assigned by the management bodies, falling within the scope of activity of university faculty (30%);
- iii) Participation in university extension tasks, such as scientific dissemination and economic and social valorisation of knowledge (10%).

3 — The criteria for untying candidates are the following, by order of priority:

- i) The higher punctuation obtained in Teaching Activity;
- ii) The higher punctuation obtained in Research;
- iii) The higher punctuation obtained in Other Components.

X — Final ordering of candidates — The jury will use the following voting method in order to obtain an absolute majority in the final ranking of candidates:

The first voting is intended to determine the candidate to be put in first place. If a candidate receives more than half of the votes of the members of the jury present at the meeting, he/ she will be placed in first place. If the applicant in first place is not determined, the voting will be repeated, but only among the candidates who received enough votes to be considered for first place, once the applicant least voted in the first round is removed. If there is more than one candidate in the position of least voted there will be another voting with only these candidates in order to determine who is to be eliminated. If the tie persists in relation to the same set of candidates the President of the jury will decide which candidate is to be eliminated. If at this point there continues to be a tie among two or more applicants, the president of the jury will decide which of them is to be eliminated. Once this elimination is made, the jury returns their attention to the first vote, but only with the remaining candidates. The process is repeated until one applicant receives more than half the votes for first place. The process is repeated for second place and so on until an ordered list of all candidates is complete.

XI — The competition, in accordance with the established in article 38 of the ECDU, serves to ascertain the capacity and performance of the candidates to carry out the duties, for which he/she is applying, relevant for the mission of the University of Madeira, in accordance with the established in its Regulation for the Recruitment and Selection of Faculty Staff, for the profile Mixed — 'M'.

This Public Notice was written and will be posted at the relevant places.

Funchal and Universidade da Madeira, 09th March 2015.

The Rector



Doctor Doutor José Carmo