

**Instituto Superior de Ciências Sociais e Políticas**

**Universidade de Lisboa**

**Public Notice**

The present notice serves the purpose of publicizing the opening of an international documentary recruitment procedure, for 30 working days following the publication of the Portuguese version of the notice in Diário da República, for a position as Professor Auxiliar in the Instituto Superior de Ciências Sociais e Políticas (ISCSP) of the Universidade de Lisboa (ULisboa), in its area of Political Science following the provisions of Articles 37th to 51st, 61st and 62nd-A of the Estatuto de Carreira Docente Universitária (ECDU), republished by Decreto-Lei no. 205/2009, of 31<sup>st</sup> August and other applicable legislation, namely the Regulamento Geral de Concursos para recrutamento de professores catedráticos, associados e auxiliares of Universidade de Lisboa, approved by Despacho of Reitor of 16<sup>th</sup> February 2015 and published by Despacho no.2307/2015, of Diário da República, 2<sup>nd</sup> series, nr. 45, of 5<sup>th</sup> March.

The Despacho conjunto no. 373/2000, of 31<sup>st</sup> March of the Ministro da Reforma do Estado e da Administração Pública and the Ministra para a Igualdade requires that in the notices for admissions of personnel the following statement must be included:

"In compliance with paragraph h) of Article 9 of the Constitution, the Government, as an employer, actively promotes a policy of equal opportunities between men and women for the access to employment and career development, taking every step to prevent each and any form of discrimination".

Likewise, no candidate may be privileged, benefited, harmed or deprived of any right or exempt from any duty on grounds of descent, age, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic background, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and union membership

Following articles 37<sup>th</sup> to 51<sup>st</sup> of ECDU, as well as of other applicable legislation, and following dispositions on Article 8<sup>th</sup> of the Regulamento Geral de Concursos para recrutamento de professores catedráticos, associados e auxiliares of Universidade de Lisboa, the following rules will apply:

**I – Authorization Order**

Despacho 06/12/2019, by the Reitor of Universidade de Lisboa.

**II – Workplace**

Facilities of ISCSP, located at Rua Almerindo Lessa, Campus Universitário da Ajuda, Lisboa, Portugal.

**III – Requirements for application:**

Requirements are as follows:

Candidates must hold a PhD degree;

Candidates must have Portuguese language skills equivalent to Level C2 of the Common European Reference Framework for Languages. Candidates of foreign nationality other than one from a Portuguese speaking country must detain an official diploma that attests the skills in the Portuguese language at that level, both in written and oral performance, which should be presented until the expiry of the deadline for the contract award, if the candidate has been ordered eligible;

Applicants must present all documents mentioned under items IX to X of this notice.

If candidates hold a foreign PhD degree, it must be certified by a Portuguese authority until the expiry of the deadline for the contract award, if the candidate has been ordered eligible.

**IV- Admission criteria based on absolute merit:**

Candidates must hold a PhD degree, a CV in the area of this recruitment procedure, a scientific and pedagogical CV in the area of this recruitment procedure and hold a scientific and pedagogical curriculum befitting the responsibilities of this position.

V. Once the candidates approved in absolute merit are selected, they will be ranked, on relative merit, based on the selection criteria, respective weighing and final valuation system defined below.

A) Curricular activities (AC), organized according to elements referred on no. 6 of article 50<sup>th</sup> of ECDU, with global weighing factor of 60%.

B) Scientific and Pedagogical Project (PPC) in the area of this recruitment procedure, as foreseen on article 5<sup>th</sup> of the Regulamento Geral de Concursos para recrutamento de professores catedráticos, associados e auxiliares of the Universidade de Lisboa, with global weighing factor of 40%.

The evaluation of curricular activities includes the following criteria and factors, whose weighing is as set out in the table below. Applicants should submit their curriculum according to the structure below, notwithstanding the possibility of adding supplementary items deemed relevant.

CRITERIA	Weighing of the Criteria	FACTORS	Weighing of the Factors
1.Teaching Activities (TA)	55%	Coordination and management of pedagogical projects	20%
		Production of pedagogical material	25%
		Teaching activity	50%
		Evaluation of teaching activity by students	5%
2.Scientific Activities (SA)	35%	Scientific production	40%
		Coordination and achievement of research projects	20%
		Participation in research teams	20%
		Intervention in the scientific community	15%
		Promotion of scientific activity	5%
3-University Extension Activities, Science Communication and Knowledge Valuation (UEA)	5%	Normative construction activities	10%
		Provision of services to general community	10%
		Services to the scientific community	50%
		Services to society	25%
		Lifelong educational activities	5%
3- University Management Activities (UMA)	5%	Activities in governing bodies	10%
		Activities in Scientific and Educational Coordination Units	30%
		Activities in Study Centres and Research Institutes	30%
		Activities in Post-Graduate and Specialization Courses	30%

All criteria will be rated on an assessment scale ordered 0 (lowest) to 100 (highest).

The candidates ordering method is provided in the article 20<sup>th</sup> of the Regulamento.

#### VI - Preferred Parameters

- Teaching experience in the subjects in which the procedure has been opened, such as: Intervention Models in Social Service, Social Service with Groups, Community Development, Organizations and Social Responsibility.
- Relevant curriculum in teaching experience; producing pedagogical material; attending students, researching and publishing, especially in the field of Intervention Models in Social Service, Social Service with Groups, Community Development, Organizations and Social Responsibility.
- Teaching experience in postgraduate programs in educational project areas and internationalization of the higher education. Supervisory experience of masters and doctoral students in Social Sciences areas, with emphasis on Social Policy and Social Service.
- The Preferred Parameters will only be used in case of tied on the candidates ordination, of each member of the Selection Panel individual, presented to vote.

#### VII – Public hearings

The panel of jurors may promote public hearings, in case of equal circumstances, to candidates admitted under absolute merit requirements. In such case, hearings will take place within a period of time starting on the 15<sup>th</sup> and ending on 30<sup>th</sup> working day after the end of the process of application following absolute merit requirements.

#### VIII - Application Process

Applications must be handed in person, or sent by registered mail to: Expediente do Instituto Superior de Ciências Sociais e Políticas, Rua Almerindo Lessa, Campus Universitário do Alto da Ajuda, 1300-663 Lisboa, Portugal, until the last day set for the reception of documents. If sent by mail, the postmark must be set no later than the application deadline above mentioned.

#### IX – Documents required

The application must contain the following elements:

- Form provided in ISCSP's website;
- Statement affirming that the application fulfils all requirements foreseen by law and the present notice, contemplating admissibility to this recruitment procedure, provided in ISCSP's website;
- Ten copies in paper of the candidate's curriculum vitae, where all scientific, pedagogical and other activities relevant to the mission of higher education institutions performed by the candidate are referred. This listing must obey the selection, ranking criteria and preferential parameters outlined on items V and VI of this notice;
- One copy in non-editable format (pdf) of the candidate's curriculum vitae, where all scientific, pedagogical and other activities relevant to the mission of higher education institutions performed by the candidate are referred. This listing must obey the selection, ranking criteria and preferential parameters outlined on items V and VI of this notice, presented in a "pen-drive";
- One copy in non-editable (pdf) format of the publications mentioned in the CV of scientific, pedagogical, technical or other nature, presented in a "pen-drive";
- Ten copies in paper, of the Scientific and Pedagogical Project (PPC), with a maximum length of 40 pages, on the field of Social Service and Policy, which must be presented in 1.5 spacing, Times New Roman size 12, or Arial Size 10;
- One copy in non-editable format (pdf) of the Scientific and Pedagogical Project (PPC), with a maximum length of 40 pages, on the field of Social Service and Policy, which must be presented in 1.5 spacing, Times New Roman size 12, or Arial Size 10, presented in a "pen-drive".

If the candidate wishes to do so, she/he may indicate in the curriculum vitae those works that she/he considers most representative, namely in matters that contribute to the development and evolution of the disciplinary area and subjects in question;

- One copy in non-editable (pdf) format of the list of all the publications mentioned in the CV of scientific, pedagogical, technical or other nature, presented in a "pen-drive".

#### X - Language

All documents used in the application, must be submitted in Portuguese, Spanish, French or English.

#### XI – Members of the Selection Panel

The selection panel of this recruitment is composed of the Reitor, who presides, and the following members:

- Doutor Hermano Duarte de Almeida e Carmo, Professor Catedrático do Instituto Superior de Ciências Sociais e Políticas da Universidade de Lisboa;
- Douto Luís António Vicente Baptista, Professor Catedrático da Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa;
- Doutor Fernando Humberto Santos Serra, Professor Associado do Instituto Superior de Ciências Sociais e Políticas da Universidade de Lisboa;
- Doutor Rogério Roque Amaro, Professor Associado do ISCTE – Instituto Universitário de Lisboa;
- Doutora Maria Engrácia Leandro, Professora Catedrática Aposentada da Universidade do Minho.

Instituto Superior de Ciências Sociais e Políticas, 12 December 2019.

The President

Manuel Meirinho