

ISCTE-Instituto Universitário de Lisboa

Public notice - It is hereby made public that, by virtue of my order issued on 17 July 2018, an international documental tender for recruitment is opened, for the time limit of thirty business days counted from the business day immediately after that of the publication of this Public Notice in *Diário da República*. This recruitment is for civil service employment contracts for an indefinite period for one position of the category of Associate Professor, in the subject area of Human Resources at the Department of Human Resources and Organisational Behaviour of ISCTE-IUL.

The tender is open pursuant to articles 37 to 51 and 62-A of the University Teaching Career Statute, attached to Decree-Law number 205/2009, of 31 August, and amended by Law number 8/2010, of 13 May, hereinafter referred to as ECDU, and all other applicable legislation, in particular the Regulation for Recruitment, Selection and Hiring of Teaching Staff of ISCTE-IUL, published in *Diário da República*, 2nd series, number 193, of 4 October 2010, and is closed with the filling of the job vacancies put out to tender.

The trial period is assessed in conformity with ISCTE-IUL's Regulation for Teaching Staff Affiliation considering the provisions in ISCTE-IUL's Regulation for Teaching Staff Service and in ISCTE-IUL's Regulation for Teaching Staff Performance Assessment, in force at the time of recruitment.

I — Recruitment requirements

1 — Possession of a doctoral degree for at least five years in the areas of Organisational Psychology, Occupational Psychology, Organisational Behaviour, Human Resources Management, or in specialities considered suitable by the selection panel. If the doctorate has been awarded by a foreign higher education institution, it must be recognised in Portugal, under the terms established in the legislation for the applicable effect.

2 — Good command of the Portuguese and English languages, spoken and written.

II — Submission of applications

1 — Applications should be submitted in person during normal business hours, or sent by registered mail with acknowledgment of receipt, by the deadline, to ISCTE-IUL's Human Resources Unit [Unidade de Recursos Humanos], located at Avenida das Forças Armadas, 1649-026 Lisboa.

2 — Applications sent by electronic mail will not be accepted.

III — Workplace

ISCTE – Instituto Universitário de Lisboa, Av. das Forças Armadas 1649-026

IV — Instructions for the application

The application must be accompanied by the following documents:

1 — Request addressed to the Rector of ISCTE-IUL, asking for approval of the application, containing the applicant's full name and name adopted in bibliographic references, number and expiry date of the identity card or civil identification number, residence or address for

contact purposes, telephone number and current employment situation. In this request, the applicant should express consent for the communications and notifications related to the tender procedure to take place via electronic mail, indicating the respective address (see standard document at <https://www.iscte-iul.pt/conteudos/iscteul/quem-somos/trabalhar-no-iscteul/990/concursos>).

2 — Document confirming the title of doctoral degree. If the doctoral degree was conferred by a foreign higher education establishment, the applicant must submit documentation confirming its recognition or equivalence, where any formalities should be completed by the deadline for applications.

3 — Sworn statement of the applicant's good command of Portuguese and English, at a level enabling lecturing in these languages, in conformity with the template available at <https://www.iscte-iul.pt/conteudos/iscteul/quem-somos/trabalhar-no-iscteul/990/concursos>.

4 — A printed copy and two copies in non-editable electronic format (pdf) of the applicant's curriculum vitae, indicating a) output and work produced and published; b) teaching activity developed; c) positions held; d) master's and doctoral supervision. The curriculum should follow a structure identical to the assessment parameters, presented in points V and VI of this public notice, with explicit classification of the articles in accordance with the ABS criteria (2018) and quartiles in accordance with Thomson Reuters Web of Knowledge (JCR - 2018). Applicants should highlight five items of work and/or output that they consider most representative of their research activity or at least one of the "Researcher ID" and "Scopus Author ID" identifications that enable identifying the publications and corresponding number of citations of the applicant, according to Thomson Reuters Web of Knowledge and Scopus, respectively. Explicit indication should be given of aspects that illustrate the level of command of the Portuguese and English language for assessment of the issues mentioned in point 1.4 and point 1.5.

5 — Two copies in non-editable electronic format (pdf) of each of the works mentioned in the curriculum.

6 — One copy in electronic format (pdf) of a curricular and teaching plan of a curricular unit of the subject area of Human Resources of the 1st or 2nd education cycles assigned to the Department of Human Resources and Organisational Behaviour of ISCTE-IUL. This plan should be presented in the form of text (maximum of 20 A4 pages written in Times New Roman 12 with one and a half line spacing) and cover the following aspects: objectives, knowledge and skills to be developed, methodology, assessment, bibliography and materials required for each topic of the programme. A copy, in pdf format, of the teaching material (slides, tests, solutions of tests, or other teaching material considered relevant for the tender in question) relative to the aforesaid curricular unit should be attached to this teaching plan.

7 — Two copies in electronic format (pdf) of an original three-year research project covering the following aspects: objectives, methodology and expected results (maximum of 20 A4 pages written in Times New Roman 12 with one and a half line spacing).

8 — Any other relevant elements that illustrate the applicant's aptitude for the position to be filled.

9 — Documents confirming possession of the general requirements for constitution of the legal status of civil servant are not required; however, applicants must submit a sworn statement, in the application or in a separate document, on their precise situation in relation to the content of each of the following subparagraphs:

a) Not being disqualified from holding public office or prohibited from holding the position being applied for;

b) Having the physical robustness and psychological profile indispensable to perform the duties and compliance with the laws on mandatory vaccination.

10 — The documents substantiating the application should be presented in Portuguese or English.

11 — Failure to submit the requested documents under the terms of this public notice, their submission beyond the stipulated deadline or the submission of false documents will result in exclusion from the recruitment procedure.

V — Assessment criterion of absolute merit

When the applications are duly substantiated in conformity with the requirements in this public notice, recruitment based on absolute merit will depend on the applicant having a scientific and teaching curriculum compatible with the category, subject area and educational area accredited by the AACSB for which the applicant is applying, cumulatively with the submission of at least 8 (eight) scientific articles as author or co-author in journals indexed based on Thomson Reuters Web of Knowledge (JCR) since 2014 (inclusively), and among which at least 4 (four) should be classified in the categories of "Human Resource Management and Employment Studies" or "Organisational Studies" as defined in the Academic Journal Guide 2018 of the Chartered Association of Business Schools (ABS classification).

VI — Method of selection and assessment criteria

1 - Applicants approved on the basis of absolute merit will be subject to the curricular assessment selection method, pursuant to the assessment criteria defined below.

2 — The applicant's assessment will be substantiated by their scientific and pedagogical merit in the area of Human Resources, considering the profile defined in this public notice and the following factors:

A — Scientific merit (45%).

The assessment of scientific merit will consider the following items:

A-1) Publication in top and prestigious scientific journals in the area for which the tender is opened (MCRT–10%). Top journals are defined as those included in the FT 50 and of level 4*, 4 or 3 in the area of “Human Resource Management and Employment Studies” or “Organisation Studies”, in the ABS list. Prestigious journals are defined as level 3 journals in the same area in the ABS list.

A-2) Other relevant scientific production (MCRR – 15%) — articles in international scientific journals, indexed in the area de “Management” in Thomson Reuters Web of Knowledge (JCR) bases, or articles published in level 2 and 1 journals included in the ABS list (2018) in the areas of “Human Resource Management and Employment Studies” or “Organisational Studies”;

A-3) Other scientific production (MCOP – 10%) — articles in international scientific journals, indexed in Thomson Reuters Web of Knowledge or SCIMAGO bases, book edition, books and chapters in books; active participation in reference international scientific congresses in the area of the tender.

A-4) The research project referred to in point IV.7 of this public notice (MCPI – 10%) — the assessment of the project will take into account its overall scientific quality, its alignment with the research lines of the Organizational Behavior and Human Resources (OBRH) research group at BRU-IUL (http://bru-unide.iscte-iul.pt/?pt=grupos&SEARCH_GROUP=8#tabs-1) and its contribution to ISCTE-IUL's strategic goals, namely those associated to Axis 2 — Developing Research of Excellence.

A — Pedagogical merit (45%)

The assessment of pedagogical merit will consider the following items:

B-1) Lecturing activity (MPAL – 15 %) — experience of coordination and lecturing of curricular units in the subject area of Human Resources, corresponding pedagogical performance, involvement in the management of curricular units (lecturer or coordinator). The assessment of this parameter will consider the number and diversity of the lectured curricular units and the education level (bachelor, master's and doctorate).

B-2) Supervision of students (MPOE – 10%) — the assessment of this parameter will consider the number and diversity of doctoral and master's supervision, considering those already completed or with published outcome.

B-3) Teaching curricular plan referred to in point IV.6 of this public notice (MPPC – 20%) — the assessment of this curricular plan will take into account its overall scientific and pedagogical quality.

C — Academic Management and University Outreach activities (AGAEU – 10%)

The assessment of participation in university bodies will consider the duration and diversity of positions held, involving: management or administration at the university, faculty, schools or departments; management of courses with more than 10 ECTS; members of

university, faculty, school or departmental advisory or deliberative bodies; participation in ad hoc committees; diversity of university outreach activities.

3 — The Final Grade (PC) assigned by each member of the selection panel to each applicant will be obtained through the following formula:

$$PF = 0.10 \times MCRT + 0.15 \times MCRR + 0.10 \times MCOP + 0.10 \times MCPI + 0.15 \times MPAL + 0.10 \times MPOE + 0.20 \times MPPC + 0.10 \times AGAEU$$

The applicant's final grade calculated according to this formula is expressed on a numeric scale of 0 to 100.

VII — Order and methods of voting

1 — The decision is taken by absolute majority, i.e. by half plus one of the votes of the members of the selection panel attending the meeting. To this end, before voting begins, each member of the selection panel will present a written document, subsequently to be included in the minutes, proposing the order of the applicants, if applicable. This order must be duly substantiated by the assessment criteria indicated above. In the various voting rounds, each member of the selection panel should respect the ordering that she/he presented, with abstentions not being permitted. The first round of voting aims to determine the applicant positioned in first place. If an applicant obtains more than half the votes of the selection panel members attending the meeting, she/he will be immediately positioned in first place. If this does not occur, voting will be repeated after removal of the applicant who received the least votes in the first round. If there is a tie between two or more applicants in the least voted position, then a vote will be held to break this tie, and if the tie persists, the chairperson of the selection panel will decide on the applicant to be removed. The process will be repeated until an applicant obtains absolute majority to be classified in first place. This same process is repeated to obtain the applicant classified in second place, and so on successively until an ordered list of all the applicants is obtained. Whenever a tie occurs in the voting on any applicant, the chairperson of the selection panel has the casting vote, pursuant to article 12 of the Regulation for Recruitment, Selection and Hiring of Teaching Staff of ISCTE-IUL.

2 — The selection panel decides on the need to conduct public hearings of the recruited applicants, which, should they take place, will follow the rules established in articles 8, number 2, and 20 of the Regulation for Recruitment, Selection and Hiring of Teaching Staff of ISCTE-IUL.

VII — Constitution of the selection panel

The selection panel is chaired by Dr Maria Luísa Soares Almeida Pedroso de Lima, full professor at ISCTE-IUL, and composed of the following professors who, in the opinion of the Scientific Council of ISCTE-IUL, belong to the subject area for which the tender is opened.

Dr Carlos José Cabral Cardoso, Full Professor at Universidade do Porto;

Dr Avelino Miguel da Mota de Pina e Cunha, Nova School of Business & Economics, Universidade Nova de Lisboa;

Dr José Arménio Belo da Silva Rego, Invited Full Professor at Católica Porto Business School;

Dr António Caetano, Full Professor at ISCTE – Instituto Universitário de Lisboa;

Dr Helena Oliveira Isidro, Full Professor at ISCTE-IUL.

IX — The interested parties will be informed by electronic notification of the list of accepted and excluded applicants as well as the list of final classification and ordering of the applicants. The tender procedure can be consulted by the applicants at the Human Resources Unit, under the terms indicated in the aforesaid notification.

X — In compliance with subparagraph h) of article 9 of the Constitution, the Public Administration, as an employer, promotes a policy of equal opportunities between men and women in access to employment and professional progression, scrupulously taking measures to prevent all and any form of discrimination.

ISCTE-IUL, 18 June 2018, The Rector, Maria de Lurdes Rodrigues