

## PUBLIC NOTICE

International tender for the position of Assistant Professor, in the subject area of Social and Legal Sciences, specifically the sub-area of Hospitality, of the School of Management, Hospitality and Tourism of the University of Algarve

By ordinance dated February 7, 2023, issued by the Rector of the University of Algarve, an international tender for the position of Assistant Professor, in the subject area of Social and Legal Sciences, sub-area Hospitality, at the School of Management, Hospitality and Tourism of the University of Algarve. The tender will be open, for a period of 30 working days, starting from the working day immediately following the publication of this notice in the *Diário da República* (the Official Portuguese Gazette).

This tender is governed by the provisions of Article 15 and the following articles of the *Estatuto da Carreira Docente do Ensino Superior Politécnico* (Statute of the Lecturing Career of Polytechnic Higher Education), hereinafter referred to as ECDESP, which was approved by Decree-Law no. 185/81, on 1 July, in its current version, as well as the Regulation for the Tendering of Personnel for Lecturing Careers at the University of Algarve, Regulation no. 520/2010, published in *Diário da República*, 2nd series, no. 111, on 9 June 2010.

This tender will be published on the Public Employment Exchange (BEP), within 2 working days, after its publication in the *Diário da República*, pursuant to the terms of Decree-Law no. 78/2003, of 23 April, advertised on the Euraxess Portugal portal at <https://www.euraxess.pt>, and on the University's website, in both Portuguese and English, pursuant to Article 29-B, paragraph 1 of the ECDESP, in its current version.

The purpose of this tender is to fill in one (1) position, in the form of a non-fixed-term contract as a government employee, in accordance with Article 10-B of ECDESP. The tender will end once the position has been filled.

The rector is authorized under Article 92, paragraphs d), e) and q) of Law 62/2007 of 10 September, to cancel the tender in the event of compelling reasons.

In compliance with Article 9, paragraph h) of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a gender policy of equal employment and career progress opportunity, scrupulously taking every possible measure to avoid any kind of discrimination.

### I - Admission requirements

#### 1. Admission requirements:

- a) Hold, under the terms of article 17 of ECDESP, a doctoral degree or the title of specialist in the sub-area of Hospitality
- i) Holders of a doctoral degree obtained outside Portugal must prove the recognition of that degree under the terms of Decree-Law No. 66/2018, of 16 August and other applicable legislation.

ii) Applicants to whom the previous subparagraph applies who do not provide proof of recognition of the degree until the end of the application period, will be excluded from the tender.

b) Applicants must be fluent in the Portuguese language, both spoken and written;

i) Non-native speakers of Portuguese must provide proof of an officially recognized diploma, demonstrating their mastery of the language, or a certificate or diploma of communicative competence in the Portuguese language from the Common European Framework of Reference for Languages of the Council of Europe (proficiency level C1) by the end of the term granted for the contract's signature, when applicable.

c) Meet the general requirements for employment in public functions provided for in Article 17 of the Labor Law in Public Functions, contained in the Annex to Law No. 35/2014, of 20 June, in its current wording, unless exempted by the ECDESP.

2. Applicants will be excluded from the tender procedure if they:

a) Do not hold a doctoral degree or specialist title in an area deemed appropriate for the sub-area of Hospitality;

b) Do not hold a recognized doctoral degree, by the closing date for applications, if their qualification from a foreign institution;

c) Do not submit the required documents or works stipulated in the Public Notice within the designated deadline.

3 - The hiring committee will notify the applicants of any excluded applications by e-mail with delivery, for the purpose of prior hearing.

II – Admission requirements based on absolute merit:

1- Acceptance of applicants on the basis of absolute merit will depend on:

a) Having an overall curriculum that, in the substantiated opinion of the hiring committee, demonstrates scientific merit, research capacity and the value of pedagogical activity already developed, which is compatible with the sub-area for which the tender is open and appropriate to the respective lecturing category.

b) Hold a Bachelor's or Master's degree in Hospitality or Hotel Management or Tourism.

2 – A vote against admission based on absolute merit shall be based on the following grounds:

a) The applicant's overall curriculum does not demonstrate scientific merit, research capacity and value pedagogical activity, as described in paragraph a) of the previous number;

b) Not holding a Bachelors or Masters degree in Hospitality or Hotel Management or Tourism

3- To assess absolute merit, each member of the hiring committee shall submit a list of the applicants they consider not to meet the requirements referred to in paragraph 1 of point II, by means of reasoned written proposals, and then vote on each proposal, in accordance with the provisions of Article 23, paragraph 1, subparagraph b) of the ECDESP. No abstentions are allowed.

4 – An application will be rejected based on absolute merit if at least one proposal obtains a majority of favorable votes from the hiring committee members present at the meeting. The proposals, votes obtained by each, and the respective substantiations, will be an integral part of the minutes.

5 - The hiring committee will notify applicants of the exclusion of applications based on absolute merit, by means of e-mail with a delivery receipt notification, for the purpose of a preliminary hearing.

### III — Application instructions

1 – The application must be submitted by means of a request addressed to the Rector of the University of Algarve, available on the website of the University of Algarve <https://www.ualg.pt/procedimentos-concursais> . It may be submitted:

a) In person at the Human Resources Department on floor 0 of the Library Building at the Penha Campus of the University of Algarve in Faro; or

b) By registered mail, posted no later than the deadline for submitting applications, addressed to: Serviços de Recursos Humanos, Campus da Penha, Universidade do Algarve, 8005-139 Faro, Portugal.

2 - The application for admission to the tender must be accompanied by the following documents, in Portuguese:

a) Photocopy or scan in PDF format of a valid identification document at the date of application;

b) Certificates proving the holding of all academic degrees or specialist title, photocopied and in PDF electronic format

c) One (1) paper copy and one (1) copy in PDF format of the applicant's curriculum vitae, duly signed and dated, including scientific, pedagogical and other activities relevant to the mission of higher education institutions, carried out by the applicant, including a contents page and numbered appendices, mandatorily respecting the order of the parameters and factors set out in point V of this Notice;

d) One (1) printed or copied copy and one (1) copy in PDF format of each of the works that have been selected by the applicant for the purposes set out in point V a), up to a maximum of three (3).

e) Indication of the results of the "quality assessment" carried out regarding the courses for which the applicant was responsible, where applicable, also for the purposes of Article 23, paragraph 6, subparagraph b) of the ECDESP;

f) Other documents which the applicant considers to be of interest for the hiring committee to fully appreciate his or her scientific performance, pedagogical skills, and other relevant activities that the applicant may have undertaken and that prove the activities mentioned in the curriculum vitae or that constitute a legally-founded reason for preference. However, the hiring committee shall only consider such activities as duly proven if it deems appropriate, photocopied or in PDF format;

g) A criminal clearance certificate attesting to the fact that the applicant is not banned from working in government service or from exercising the professional functions for which the applicant is applying;

h) A statement confirming that the applicant has the physical robustness and mental profile indispensable for the exercise of the functions in question;

i) An up-to-date vaccination certificate.

3 - The documents referred to in paragraphs g) to i) of Section III, may be waived as long as applicants make a declaration of honor in a separate section of their application, stating their current circumstances regarding each of the requirements in question. However these documents will be required in case the applicant fills the vacancy.

4 - The PDF documents required in paragraphs c) to f), must be delivered on a pen-drive. The pen-drive, should allow for document search by numbering the documents in accordance with the parameters and factors set out in point V of this Public Notice. When these documents are available in a freely accessible repository on the Internet, the link must be made available in front of each entry in the curriculum vitae. Clickable links to the web pages of the entities or events referred to in the curriculum vitae, should also be provided, whenever reasonable and relevant, as well as, if possible, to the web pages of subjects for which the applicant has been responsible.

5 – The curriculum vitae and respective appendices must be systematized in the order of the parameters and factors listed in point V of this Notice. Failure to comply with this order may result in information not being considered for evaluation.

6 - According to Article 7, paragraph 2 of the Regulation governing tenders for the contracting of career lecturing personnel for the University of Algarve, the hiring committee may request additional documentation related to the submitted curriculum.

#### IV – Public Hearings

1- The hiring committee may decide to hold public hearings, on an equal footing for all applicants and pursuant to the terms of Article 23, paragraph 4, subparagraph b) of the ECDESP and pursuant to Article 7, paragraph 2, of the Regulation governing tenders for the contracting of career lecturing personnel for the University of Algarve.

2- In the event that the hiring committee for the tender decides to hold the hearings referred to in the previous paragraph, the conditions and scheduling of the hearing shall be announced to the applicants at least eight (8) days in advance.

#### V - Evaluation parameters and seriation in relative merit, respective weighting and final valuation system

The assessment and seriation in relative merit is based on the following seriation criteria and their weighting, resulting in the ordering of the weighted average of the quantitative scores obtained in each of the assessment parameters, within a scale of 0-100 points:

Curriculum evaluation (100%) - The Curricular Evaluation focuses on the activities developed by the applicants, in the field and disciplinary sub-area of the tender and its adequacy to the category of Assistant Professor, considering the following parameters:

A. Technical-Scientific and Professional Performance (35%);

B. Pedagogical Capacity (45%);

C. Other activities relevant to the University's mission (20%);

The above-mentioned components are evaluated according to the following parameters and respective factors:

A) Technical-scientific and professional performance (35%)

i) Technical-scientific production in the subarea for which the tender is open, namely (18%):

- publications indexed in Scopus or WoS;
- publications indexed in other indexes (eg EHR, Latindex, Scielo);
- publications in non-indexed international journals;
- publications in proceedings of international conferences;
- publications in proceedings of national conferences;
- books;
- chapters in a collective work;
- other publications.

ii) Participation in completed scientific projects in the sub-area for which the tender is open, namely (5%):

- project coordinator with external funding concluded;
- project member with external financing concluded;
- coordinator of a concluded service provision project;
- member of a completed service provision project;
- other relevant projects.

iii) Supervision of academic and professional work, namely (3%):

- completed doctoral thesis;
- completed master's thesis;
- final course work (pre-Bologna);
- other relevant guidelines.

iv) Intervention in scientific and professional communities, namely (9%):

- international conference communication by invitation;
- international peer-reviewed conference communication;
- review of articles or chapters in international publications indexed in WoS or Scopus;
- review of scientific articles or chapters in other publications;
- (co-)editor of a scientific journal;
- integrated member of the research unit;
- professional experience in relevant activities outside academia.

B) Pedagogical Capacity (45%).

i) Production of pedagogic material, namely (10%):

- lecturing support books with ISBN;
- production of printed and digital notes and exercise books and other lecturing aids, duly identified and dated.

ii) Experience and dedication to lecturing, namely (30%):

- years of lecturing in higher education;
- different curricular units taught;
- supervision of curricular internships;
- lecturing of short non-degree courses;
- organization of educational events;
- attendance of pedagogical training actions;
- conception or restructuring of proposed curriculum plans.

iii) Participation in juries of academic examinations, namely (5%):

- participation in a doctoral thesis viva panel as an examiner;
- participation in a master's dissertation viva panel as an examiner.

C) Other activities relevant to the University's mission (20%).

i) Exercise of management positions in bodies of the lecturing unit or Higher Education Institution and Direction/Coordination of course or department, namely (11%):

- member of statutory bodies (eg Technical-Scientific Council, Pedagogical Council);
- course coordinator/director;
- department coordinator/director;
- Deputy Coordinator/Deputy Course Director;
- deputy coordinator/sub-department director;
- appointment to management positions by the management of the Institution or Organic Unit;
- other relevant management positions.

ii) Participation in hiring committees or panels, namely (3%):

- public administration career tenders (lecturing and non-lecturing staff, research scholarship holders);
  - member of the hiring committee or commission for ranking candidates for master's degrees, special tenders, over 23s, professional higher technical courses and others;
- other participations in relevant panels and committees.

iii) Other management positions of recognized public interest in one of the tender areas, namely (6%):

- member of the organizing committee of congresses and conferences in the area for which the tender is open;
- services provided abroad that generate own revenues;
- other relevant activity.

#### VI - Selection process in relative merit

The methodology of selection in relative merit is as follows:

a) During the meeting, each member of the hiring committee submits a written document, which will be attached to the minutes, stating their own ordering of the applicants, of the applicants' scientific performance, pedagogical skills and other relevant activities, and showing their respective weights. At each ballot, every member of the hiring committee will always abide by the ordering they submitted. Abstentions are not permitted.

b) The first ballot is intended to determine which applicant shall be placed at the top of the ordered list.

c) If an applicant obtains more than half of the votes, the applicant shall be placed first on the ordered list;

d) If two applicants obtain exactly half of the votes each, the hiring committee's chairperson shall have the casting vote, choosing the one that is placed first on the ordered list. The hiring committee's chairperson will use the highest score in the dimension «Pedagogical Capacity» as a tiebreaker; if the tie remains, the tie will be broken by the dimension «Technical-Scientific and Professional Performance», and finally, if necessary, by the dimension «Other activities relevant to the mission of the University»;

e) If none of the situations provided for in paragraphs c) and d) above are met,

a new ballot will take place after applicants who obtained no votes in the previous ballot have been eliminated as well as the applicant who obtained fewest votes but who obtained at least one vote;

f) If there is a draw between two or more applicants for the position of least-voted, another ballot shall be held to determine which of the least-voted applicants shall be eliminated. At this ballot, the hiring committee members vote obligatorily for the applicant who is lowest-placed on their own seriation;

g) If there is still a draw between two or more applicants, the hiring committee's chairperson decides which applicant shall be eliminated. The hiring committee's chairperson will use the lowest score in the dimension «Pedagogical Capacity» as a tiebreaker; if the tie remains, the tie will be broken by the dimension «Technical-Scientific and Professional Performance», and finally, if necessary, by the dimension «Other activities relevant to the mission of the University». The applicant with the lowest score will be eliminated.

h) After this applicant has been eliminated along with the applicants who received no votes in the first ballot, another ballot will be held to decide which applicant shall be placed at the top

of the ordered list, continuing to use the same procedure until one applicant obtains more than half the votes for first place.

i) Once an applicant has been placed first on the ordered list, his or her name shall be removed from the voting and the process will be repeated to find the second-placed applicant, and so on until all the applicants have been placed on the ordered list.

#### VII - Composition of the hiring committee

President: Doctor Ana Maria de Melo Sampaio de Freitas, Vice-Rector of the University of Algarve - with delegated competence.

Committee members:

Doctor Maria Manuela Mendes Guerra, Coordinating Professor at the Estoril Higher School of Hospitality and Tourism;

Doctor Adília Cabral de Carvalho, Coordinating Professor at the Higher School of Education of the Polytechnic Institute of Coimbra;

Doctor Carlos de Oliveira Fernandes, Coordinating Professor at the School of Technology and Management at the Polytechnic Institute of Viana do Castelo;

Doctor Paulo Jorge dos Santos Almeida, Coordinating Professor with aggregation of the Superior School of Tourism and Sea Technology of the Polytechnic Institute of Leiria;

Doctor Fernando Pereira Antunes Perna, Coordinating Professor at the School of Management, Hospitality and Tourism of the University of Algarve.

Alternative committee members:

Doctor Luís Filipe Marinho Lima Santos, Coordinating Professor at the Peniche School of Tourism and Sea Technologies of the Leiria Polytechnic Institute;

Doctor Nuno Silva Gustavo, Coordinating Professor at the Estoril Higher School of Hospitality and Tourism.

#### VIII – Access to the tender procedure

The tender procedure can be accessed by appointment at the Human Resources Department of the University of Algarve, located on floor 0 of the Administration Building at the Penha Campus of the University of Algarve in Faro. The department is available for appointments from 9:30 am to noon and from 2.30pm to 4.30pm.

March 24, 2023. - The Vice-Rector, Prof. Dr. Ana Maria de Melo Sampaio de Freitas.