

## DOCUMENTOS ANEXOS À ATA

Reunião do dia \_\_\_\_/\_\_\_\_/\_\_\_\_

**Presidente**

Assinatura

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Assinatura

Documento nº \_\_\_\_\_

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**DOCUMENTARY TENDER FOR ADJUNCT PROFESSOR IN THE SCIENTIFIC AREA OF BUSINESS SCIENCES –  
FDISCIPLINAR AREA OF ACCOUNTING and FINANCE**

**CRITERIA FOR THE SELECTION AND SERIATION OF APPLICANTS**

**GENERAL PROVISIONS**

- 1) Evaluation based on three parameters criteria. Each parameter and corresponding weighting are displayed in a grid to be taken into a consideration in the applicants' evaluation, as shown below:

|   |     |
|---|-----|
| 1 – Technical–scientific performance of the candidate (DTC) | 45% |
| 2 – Pedagogical capacity of the candidate (CP)              | 35% |
| 3 – Other activities relevant to ESTG P.PORTO (OAR)         | 20% |

- 2) The subdivisions for each parameter are detailed further, subsequently, in this document;
- 3) Only elements for which objective proof can be presented are considered;
- 4) In parameters where there is a comparative analysis of the evaluation elements presented by the applicants, the Jury may not attribute the maximum score if the available elements are clearly insufficient;
- 5) Every action or attribute of each applicant can only be used in just one of the grid parameters;
- 6) In the event of a tie, applicants will be ranked taking into consideration: first, the percentage obtained in parameter one of the Grid (Technical–scientific performance of the candidate); second, the percentage obtained in parameter two of the grid (Pedagogical capacity of the candidate); third, the percentage obtained in parameter three of the grid (Other activities relevant to ESTG|P.PORTO).
- 7) Both the Curriculum vitae and the supporting documentation must be organised in line with the grid presented in this document, or the jury may not take these elements into consideration for the assessment.

**1 – Technical–scientific performance of the candidate (DTC)**

The scoring of the Technical–scientific performance of the candidate will be made taking into consideration three parameters to which the following maximum scorings will be given:

|  |    |
|--|----|
| 1.1 – Scientific publications  | 30 |
| 1.2 – Participation in R&D activities and projects                       | 15 |
| 1.3 – Supervision of academic works                                      | 15 |
| 1.4. Participation in juries aiming at gaining and academic degree/title | 10 |
| 1.5. Business activity relevant to the disciplinary area                 | 30 |

The score for the different components of the Technical–scientific performance will be based on the comparative analysis of the corresponding curriculum elements presented by the candidates and referring to the last ten years, always limited by the above–mentioned scores.

### **1.1 – Scientific publications**

As long as there is correspondence with the domain of the disciplinary area of the tender, the following scores will be awarded:

|        |  |    |
|--------|--|----|
| 1.1.1. | For each complete technical–scientific book or patent  | 40 |
| 1.1.2. | For each journal article published in Quartiles 1 and 2 of Journal Citation Reports              | 35 |
| 1.1.3. | For each article published in WoS or Scopus indexed journal (not included in the previous point) | 25 |
| 1.1.4. | For each article published in a journal (not included in the previous points)                    | 10 |
| 1.1.5. | For each book chapter  | 10 |
| 1.1.6. | For each full paper published in conference or conference proceedings                            | 8  |
| 1.1.7. | For each communication / publication not included in the previous points                         | 5  |

For the scientific publications' component, a maximum of 20 works, selected by the candidate, will be accounted.

For accounting purposes, each occurrence will be multiplied by its score.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded 30 points and the remaining awarded points in proportion.

### **1.2 – Participation in R&D activities and projects**

As long as there is correspondence with the domain of the disciplinary area of the tender, the following scores will be awarded:

|   |    |
|---|----|
| 1.2.1 – Director of Research Centre recognized by FCT                 | 10 |
| 1.2.2 – Vice-Director of Research Centre recognized by FCT            | 8  |
| 1.2.3 – Integrated Member of Research Centre recognized by FCT        | 5  |
| 1.2.4 – Global or institutional coordination of projects              | 8  |
| 1.2.5 – Participation in projects                                     | 6  |
| 1.2.6 – Participation in knowledge and technology transfer activities | 4  |

For the calculation of the score, points 1.2.1 to 1.2.3 are multiplied by the number of years of activity in the post, up to a maximum of five years per position held, and points 1.2.4 to 1.2.6 are multiplied by the number of occurrences and performed in the last ten years.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded 15 points and the remaining awarded points in proportion.

### **1.3 – Supervision of academic works**

The following components will be included in the Supervision of academic works as long as there is a correspondence with the domain of the scientific area of the tender:

|  |    |
|--|----|
| 1.3.1. Supervision of Master dissertation/project/internship | 60 |
| 1.3.2. Supervision or co- supervision of PhD thesis          | 80 |

For this component, a maximum of 10 supervisions and/or co-supervisions, selected by the candidate, are considered. For accounting purposes, each occurrence will be multiplied by its score.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded 15 points and the remaining awarded points in proportion.

#### **1.4 – Participation in juries aiming at gaining and academic degree/title**

The following components will be included in the Supervision of academic Works as long as there is a correspondence with the domain of the scientific area of the tender:

|  |    |
|--|----|
| 1.4.1. Discussant of Bachelor or <i>CTeSP</i> project/report | 40 |
| 1.4.2. Discussant of Master dissertation/project/internship  | 60 |
| 1.4.3. Discussant of PhD thesis                              | 80 |

For this component, a maximum of 15 participation in juries, selected by the candidate, are considered. For accounting purposes, each occurrence will be multiplied by its score.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded with 10 points and the remaining awarded points in proportion.

#### **1.5- Business activity relevant to the disciplinary area**

The score for the business activity relevant for the scientific area takes into account the experience gained over the last 10 years, strictly within a non-teaching context, to which the following maximum scores will be attributed:

|   |    |
|---|----|
| 1.5.1. Roles of Business Administration                 | 12 |
| 1.5.2. Technical roles related to the disciplinary area | 10 |
| 1.5.3. Other business activities                        | 2  |

For the calculation of the score, points 1.5.1 to 1.5.3 are multiplied by the number of years of activity in the post, up to a maximum of five years per position held.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded 30 points and the remaining awarded points in proportion.

## **2 – Pedagogical capacity of the candidate (CP)**

The Pedagogical Capacity score will be computed considering three service components, exercised only in the context of Higher Education, to which the following maximum scores will be attributed:

|   |    |
|---|----|
| 2.1 – Lecture activity                                | 40 |
| 2.2 – Production of teaching material                 | 45 |
| 2.3 – Participation in pedagogical groups/commissions | 15 |

The score for the different components of the pedagogical capacity will be calculated from the comparative analysis of the curriculum elements presented by the candidates and referring to the last five years, always limited by the maximum scores above.

### **2.1 – Lecture activity**

For the lecture activity score, the curricular units taught by each academic semester, in the domain of the disciplinary area of the tender, will be accounted for, being attributed: 10 points per curricular unit taught and 3 points per responsibility / regency of the curricular unit.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded 40 points and the remaining awarded points in proportion.

### **2.2 – Production of teaching material**

The candidate presents a file with the didactic resources used in a curricular unit, selected by him/her, which will be the object of analysis to verify their effective quality and suitability to the scientific area of the tender.

Four weighting levels will be considered: very appropriate 100%; adequate 60%; inadequate 30%; not at all 0%.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded with 45 points and the remaining awarded points in proportion.

### **2.3– Participation in pedagogical groups/commissions**

Participations, in the field of scientific area of the tender, will be accounted for, awarding:

2.3.1) Commissions for the creation of courses awarding an academic degree: 5 points for each.

2.3.2) Commission for the creation of courses not awarding an academic degree with 30 ECTS or more or with 750 hours or more: 3 points for each.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded with 15 points and the remaining awarded points in proportion.

## **3 – Other activities relevant to ESTG|P.PORTO (OAR)**

The maximum score for this item is 100 points, considering the comparative analysis of the curriculum elements presented by the candidates regarding the last 10 years, and grading them proportionally, taking into account the

duration, responsibility of the positions / functions and the following maximum score levels:

|   |    |
|---|----|
| 3.1 – President of a Management body of Organic Unit/Higher Education   | 15 |
| 3.2. – Vice - President of a Management body of Organic Unit/Higher Education   | 12 |
| 3.3 – Member of Management body of Organic Unit/Higher Education  | 8  |
| 3.4 - Director of Department or equivalent  | 12 |
| 3.5 – Deputy Director of Department or equivalent   | 10 |
| 3.6 - Course Director or equivalent   | 10 |
| 3.7 - Course deputy Director or equivalent  | 8  |
| 3.8 – Responsibility for laboratories, services and offices included in the organization chart of Organic Unit/Higher Education | 10 |
| 3.9 – Other organizational positions recognized by the Organic Unit/Higher Education  | 5  |

For the calculation of the score, points 3.1 to 3.8 are multiplied by the number of years in the position, up to a maximum of five years per position held.

Once all the candidates' scores have been computed, the candidate with the highest score will be awarded with 100 points and the remaining awarded points in proportion.