

Rules and Regulations for the Employment Regime and Probationary Period Activity Evaluation of Professors of ISEG-Lisbon School of Economics and Management

These Rules and Regulations, approved on the basis of Article 2(1) of the Rules and Regulations on the Employment Regime and Probationary Period Activity Evaluation of Full, Associate, and Assistant Professors of Universidade de Lisbon (ULisboa), ordered to be published by Rectoral Directive No. 15262/2015 and published in the 2nd Series of the *Diário da República* official gazette No. 248, of 21 December 2015, establish the rules governing the employment and probationary period activity evaluation of Full, Associate, and Assistant Professors of ISEG-Lisbon School of Economics and Management.

Title I – Recruitment of Full and Associate Professors

1. Full and Associate Professors are employed on a permanent public service employment contract basis.
2. Full and Associate Professors are subject to a one-year probationary period, except as stipulated in the following paragraph.
3. The employment contract is not subject to a probationary period when before its comes into force the professor in question already holds a permanent employment contract as a career professor at a higher education institution or as a career researcher in scientific research.

Title II – Employment Regime and the Activity Evaluation of Full and Associate Professors

The process for the evaluation of the probationary period activity of Full and Associate Professors comprises the following phases and calendarisation:

1. The Human Resources Department notifies the professor being evaluated and the respective Head of Department at last 180 calendar days before the term of the probationary period, under the terms indicated below:
 - a) The professor being evaluated is notified of the requirement to submit an activity report of their probationary period;
 - b) The Head of Department is informed that they are required to submit a proposal to the Scientific Board for the appointment of two evaluators who are Full Professors at ISEG in the scientific area of the professor being evaluated (or a similar scientific area), who preferably are still in office, to issue an opinion on the activity report to be submitted. The resultant opinion must take into account the dimensions of the activity during the probationary period in accordance with Appendix I of these Rules and Regulations;
2. The Scientific Board shall deliberate on this proposal during its first meeting following receipt of the proposal for the appointment of the evaluators submitted by the Head of Department.
3. The professor being evaluated shall submit their activity report to the Head of Department at least 170 calendar days before the term of their probationary period, informing the Human Resources Department that it has been submitted. This report must contain the

necessary information required for issuing an opinion, in compliance with Appendix I of these Rules and Regulations.

4. The Head of Department submits the report mentioned in Paragraph 3 above in the stipulated format for issuing an opinion to the evaluators and also to the Chair of the Pedagogical Board. This report should be based on the elements referred to in Appendix II of these Rules and Regulations.
5. At least 160 calendar days before the term of the probationary period, the two Full Professors shall issue detailed and reasoned individual opinions regarding the report mentioned in Paragraph 3 above, which should be submitted to the Head of Department.
6. The Head of Department then sends the complete file of the evaluation (including the opinions of the two evaluators) together with a duly instructed reasoned opinion to the Human Resources Department no later than 155 calendar days before the term of the probationary period. In turn, the Human Resources Department submits the complete file to the Scientific Board.
7. The Chair of the Pedagogical Board shall submit the report referred to in Paragraph 4 above to the Scientific Board at least 155 calendar days before the term of the probationary period.
8. At least 48 hours before the deadline for the voting referred to in Paragraph 9 below, the Chair of the Scientific Board shall distribute to its members both the report referred to in Paragraph 3 above and the opinions of the full professors in the scientific or similar area, as well as the report of the Chair of the Pedagogical Board referred to in Paragraph 4 above.
9. The Scientific Board deliberates whether to terminate or not the employment contract of the professor being evaluated and subsequently informs the Dean of ISEG of its decision no later than 125 calendar days before the term of the probationary period. On the basis of the opinions and the report, the Scientific Board is bound to hold a justified roll-call vote by the Full Professors with permanent tenure at ISEG, with the objective for them to express their opinion and propose to the Dean of ISEG whether the employment contract of the professor should be changed to a permanent tenure, or whether it should be terminated.

If the decision of the Scientific Board is not to propose that the employment contract of the professor should be changed to a permanent tenure, but that it be terminated, then the respective minutes and the reasons for the decision must be submitted to the Dean of ISEG.

10. The Rector of ULisboa, or the Dean of ISEG, as delegated by the Rector of ULisboa, decides upon the ratification of the Scientific Board's decision and the Human Resources Department then informs the professor being evaluated of the draft of the decision at least 120 calendar days before the term of the probationary period.
11. The professor being evaluated may appeal the decision at a hearing of interested parties, according to which the evaluation process shall proceed with additional procedures, as follows:
The Human Resources Department submits the objection to the draft decision made by the professor being evaluated to the Scientific Board for consideration no later than 110 calendar days before the term of the probationary period.;

The Scientific Board deliberates on the appeal by the professor being evaluated regarding the draft decision and informs the Rector of ULisboa, or the Dean of ISEG as delegated by the Rector of ULisboa, at least 100 calendar days before the term of the probationary period; In the case provided for in the previous paragraph, the Rector of ULisboa, or the President of ISEG as delegated by the Rector of ULisboa, decides whether or not to ratify the decision of the Scientific Board.

12. The Human Resources Department informs the professor being evaluated of the final decision no later than 90 calendar days before the term of their probationary period.

Title III – The employment of Assistant Professors

1. Assistant Professors are employed on a permanent public service contract basis.
2. The probationary period for Assistant Professors is five years.

Title IV – Employment Regime and Evaluation of the Activity of Assistant Professors

The process for the evaluation of the probationary period activity of Assistant Professors comprises the following phases and calendarisation:

1. The Human Resources Department notifies the professor being evaluated, as well as the Pedagogical Board and the respective Head of Department at least 330 calendar days before the term of the probationary period, under the terms indicated below:
 - a) The professor being evaluated is notified of the requirement to submit an activity report of their probationary period;
 - b) The Head of Department is informed that they are required to submit a proposal to the Scientific Board for the appointment of two evaluators who are Full Professors at ISEG in the scientific area of the professor being evaluated (or a similar scientific area), who preferably are still in office, to issue an opinion on the activity report to be submitted. The resultant opinion must take into account the dimensions of the activity during the probationary period in accordance with Appendix I of these Rules and Regulations;
2. The Scientific Board shall deliberate on this proposal during its first meeting following receipt of the proposal for the appointment of the evaluators submitted by the Head of Department.
3. The professor being evaluated shall submit their activity report to the Head of Department at least 300 calendar days before the term of their probationary period, informing the Human Resources Department that it has been submitted. This report must contain the necessary information required for issuing an opinion, in compliance with Appendix I of these Rules and Regulations.
4. The Head of Department submits the report mentioned in Paragraph 3 above in the stipulated format for issuing an opinion to the evaluators and also to the Chair of the Pedagogical Board. This report should be based on the elements referred to in Appendix II of these Rules and Regulations.

5. At least 280 calendar days before the term of the probationary period, the two Full Professors shall issue detailed and reasoned individual opinions regarding the report mentioned in Paragraph 3 above, which should be submitted to the Head of Department.
6. The Head of Department then sends the complete file of the evaluation (including the opinions of the two evaluators) together with a duly instructed reasoned opinion to the Human Resources Department no later than 260 calendar days before the term of the probationary period. In turn, the Human Resources Department submits the complete file to the Scientific Board.
7. The Chair of the Pedagogical Board shall submit the report referred to in Paragraph 4 above to the Scientific Board at least 260 calendar days before the term of the probationary period.
8. At least 48 hours before the deadline for the voting referred to in Paragraph 9 below, the Chair of the Scientific Board shall distribute to its members both the report referred to in Paragraph 3 above and the opinions of the full professors in the scientific or similar area, as well as the report of the Chair of the Pedagogical Board referred to in Paragraph 4 above.
9. The Scientific Board deliberates whether to terminate or not the employment contract of the professor being evaluated and subsequently informs the Dean of ISEG of its decision no later than 230 calendar days before the term of the probationary period. On the basis of the opinions and the report, the Scientific Board is bound to hold a justified roll-call vote by the professors with permanent tenure at ISEG of the same category or superior, with the objective for them to express their opinion and propose to the Dean of ISEG whether the permanent employment contract of the professor should be maintained, or whether it should be terminated.

If the decision of the Scientific Board is not to propose that the permanent employment contract of the professor be maintained, but that it be terminated, then the respective minutes and the reasons for the decision must be submitted to the Dean of ISEG.

10. The Dean of ISEG decides upon the ratification of the Scientific Board's decision and the Human Resources Department then informs the professor being evaluated of the draft of the decision at least 220 calendar days before the term of the probationary period.
11. The professor being evaluated may appeal the decision at a hearing of interested parties, according to which the evaluation process shall proceed with additional procedures, as follows:

The Human Resources Department submits the objection to the draft decision made by the professor being evaluated to the Scientific Board for consideration no later than 205 calendar days before the term of the probationary period;

The Scientific Board deliberates on the appeal by the professor being evaluated regarding the draft decision and informs the Dean of ISEG at least 190 calendar days before the term of the probationary period;

In the case provided for in the previous paragraph, the Dean of ISEG decides whether or not to ratify the decision of the Scientific Board and informs the Human Resources Department no later than 185 calendar days before the term of the probationary period.
12. The Human Resources Department informs the professor being evaluated of the final decision no later than 180 calendar days before the term of their probationary period.

13. In the event of a decision to terminate the employment contract, after an additional period of six months, which the professor may waive, the contractual relationship shall end and the professor shall return, when appropriate, to the legal and functional employment that they had before the probationary period, should that employment have been subject to a permanent contract.

Title V – Entry into Force

These Rules and Regulations will come into force after their approval by the School Board, on presentation of a proposal by the Dean of ISEG, under the terms of Articles 17(2)(e) and 22(2)(a)(vi) of ISEG's Statutes, published by Rectoral Directive No. 746/2022, published in the 2nd Series of the *Diário da República* official gazette No. 12, of 18 January 2022.

Appendix I – Elements to be included in the issue of an opinion regarding the activity report during the probationary period

- 1) Academic contributions, taking into account their originality and relevance from a scientific, pedagogical, and social point of view for the Department and for ISEG;
- 2) Demonstrated pedagogical and scientific potential for future contributions;
- 3) Pedagogical merit, taking into account the curricular units taught, the number of teaching hours in each semester and the results of pedagogical surveys, as well as teaching material developed, participation in training actions, and complementary pedagogical activities listed in Appendix 2;
- 4) Reputation and visibility earned from both a national and international point of view.
- 5) The elements of the professor's performance evaluation.
- 6) The evaluation of the activity expressed in the above elements must be based on the demand criteria defined by the School for the performance of professors during their probationary period.

Appendix II – Elements to be included in the report written by the Chair of the Pedagogical Board

For the purposes of evaluating the probationary period of Full, Associate, and Assistant Professors, the Chair of the Pedagogical Board shall submit a report to the Scientific Board containing the following information regarding that period:

- 1) Subjects taught (this should include information regarding the number of teaching hours in each semester) and the results of pedagogical surveys;
- 2) Certificates of participation in training activities and complementary pedagogical activities;
- 3) Details of Final Masters Work supervision and participation in examination panels;
- 4) Other relevant curricular elements.