

Instituto Politécnico de Tomar

PUBLIC NOTICE

1 - In accordance with the legal framework of academic careers in the Polytechnic sector (ECPDESP) approved by Decree-Law No. 185/81 of July 1, as amended by Decree-Law No. 69 / 88 of 3 March and 207/2009 of 31 August and Law No. 7/2010 of 13 May, as well as with IPT regulations on faculty recruitment and selection, it is hereby notified that, by decision of the President of the Instituto Politécnico de Tomar dated 21 December 2017, a call for applications is launched for a 30-day period starting from the date of publication of this notice in the Official Journal of the Republic to fill a vacant position for an Assistant Professor (Professor Adjunto) with an employment contract for an indefinite term in the area of Management of the Corporate Science Department at the Instituto Politécnico de Tomar.

2 - **Expiration date:** this procedure is intended only to fill the above-mentioned vacancy and closes when the position is filled.

3 - **Job content:** includes the duties pertaining to the teaching staff serving in the polytechnic sector in accordance with Article 2-A of the ECPDESP such as: to perform assigned teaching tasks and monitor, mentor and advise students; carry out research, cultural and experimental development activities; participate in activities related with extension, scientific and technological dissemination and economic and social enhancement of expertise as well as participate in the governance of the HE institutions/schools/departments concerned. Pursuant to Article 3(4) of the ECPDESP, Associate Professors in particular are responsible for collaborating with Full Professors (Professores Coordenadores) in a course or subject area; organising and teaching courses/modules; organising, supervising and leading traineeships, seminars and lab/field work; leading, developing and carrying out research and experimental development activities according to guidelines dictated from above for the respective course or subject area and cooperating with their peers in the coordination of study programmes, teaching methods and general research guidelines in that area.

4- **Remuneration level:** in accordance with Article 35(1) of the ECPDESP, remuneration will be pursuant to payment regime regulated by a separate piece of legislation applicable to tenure-track and non-tenure track faculty in universities, polytechnics and research institutions approved by Decree-Law no.408/89 of 18 November, with subsequent amendments introduced by legal and regulatory legislation that revalued and increased base remuneration and the legal rules that introduced salary reductions for public administration.

5- Admission requirements:

5.1 - In accordance with article 17 of the legal and regulatory framework of public administration (LTFP) approved by law No. 35/2014, of 20 June and article 12-E of the ECPDESP, in order to be eligible for application, candidates must meet all of the following general requirements:

- Having completed eighteen years of age;
- Not being restricted from carrying out public duties or from carrying out the duties of the position they are applying for;
- Have the physical fitness and the psychological profile required to perform the duties of the position they are applying for;

- Have complied with the compulsory vaccination schedule.

5.2 - In accordance with article 17 of the ECPDESP, in order to be eligible to apply to the present procedure, the candidates must hold a PhD degree or the title of specialist lecturer in the subject area concerned or in a related area.

5.3 - Candidates with foreign qualifications must provide evidence of formal recognition, equivalence or register of the doctoral degree, in accordance with applicable law.

6- Application procedures:

6.1 - Application must be submitted in person against receipt or by registered and recorded mail to the following address: Instituto Politécnico de Tomar - Estrada da Serra, Quinta do Contador, 2300-313 Tomar, within the application deadline referred to in paragraph (1) of this Notice.

6.2 - Applications are subject to formal request and approval by the President of Instituto Politécnico de Tomar and must include: candidate's full name, place and date of birth, gender, nationality, identity card number, fiscal identification number, postal code, e-mail, phone number, academic qualifications, current job category and position (if applicable), identification of the position the candidate is applying for, number of notice and Official Journal of the Portuguese Republic where the list of required documents has been published.

6.3 - Applicants must enclose, with their application, the following documents duly numbered and identified:

- Copy of identity card or Portuguese Citizen Card or foreign identification document (EU identification card, passport);
- Copy of tax identification card (where the ID card does not include this information);
- Copy of professional and academic certificates or other legally recognised documents proving award of a doctoral degree or a specialist lecturer title in the subject area concerned, which in the case of foreign qualifications shall include proof of recognition, equivalence or register of the doctoral degree pursuant to applicable law.
- Criminal record certificate attesting that applicants are not restricted from performing public duties or the duties of the position they are applying for.
- Certificate of physical fitness and psychological profile required to perform the duties concerned;
- Up-to-date vaccination certificate;
- Curriculum vitae duly signed and dated, organised according to selection and ranking criteria and overall grading system set out in section 7 of this public notice;
- Documents attesting the information included in the CV.

6.4 - The documents referred to in paragraphs d), e), and f) may be replaced by a declaration on oath where the applicants declare their position with regard to each of those paragraphs.

6.5 - Applicants serving at IPT shall be exempted from submitting the documents referred to in paragraph h) provided that they clearly state in the formal request that they are kept in their personal files.

6.6 - The documents must be submitted in Portuguese or English (or exceptionally in another foreign language by decision of the selection panel, in which case a translation may be required).

6.7 - Failure to submit the documents required herein or its submission after the deadline stipulated in section 1 of this notice will cause the application to be rejected.

6.8 - Failure to submit documents supporting the information provided in the CV will result in those elements not being considered.

6.9 - Provision of fake documents determine immediate withdrawal from the application process and notification to the proper authority for criminal proceedings.

6.10 - The documents provided by the applicants shall be returned to them upon request within a year after termination of the present procedure, except if judicial review proceedings are instituted, in which case the requested documents will only be returned after final judgment has been rendered by the court.

6.11- Application and accompanying documents shall be submitted in paper format. Each applicant may choose to provide six copies of the application and its accompanying documents or only a copy; with the latter option implying the applicant's consent to make hard or digital copies of the application and attached documents for the exclusive use of each member of the selection panel.

7 - Assessment parameters, selection methods/criteria and scoring system:

7.1 - Weighted score of technical-scientific and professional performance (DTCP) will include:

- i) Research and development projects in the subject area concerned or a related area (PID);
- ii) Scientific output, publications and conference papers at home and abroad in the subject area concerned or a related area (PC);
- iii) Tutorial guidance of coursework required to complete the degree programme in the subject area concerned or a related area (OT);
- iv) Participation in tenure and promotion panels in the subject area concerned or a related area (JPA);
- v) Participation in professional activities relevant to the duties to be performed in the subject area concerned or a related area (AP).

7.1.1 - The score to be awarded in this criterion, which represents 50 % of the final score, for a maximum of 100 points, results from the application of the following formula:

$$DTCP = (PID + PC + OT + JPA + AP)$$

Where

- i) PID refers to active participation in research and development projects in the subject area concerned or in related areas, with a maximum score of 10 points as follows: for each active participation in a R&D project in the subject area concerned or a related area - 4 points;

ii) PC refers to the scientific output in the subject area concerned or a related area and its dissemination among the scientific community, with a maximum score of 20 points, as follows:

- For every book chapter published with peer review - 6 points; Where the candidate is not the first author, the score shall be divided by the number of authors;
- For every scientific paper published in a national or foreign scientific journal with peer review - 4 points. Where the candidate is not the first author, the score shall be divided by the number of authors;
- c) For every scientific paper presented at an international conference or meeting and published in the proceedings after peer review - 2 points. Where the candidate is not the first author, the score shall be divided by the number of authors;
- d) For every scientific paper presented at a national conference or meeting published in the proceedings after peer review or papers published in non-indexed journals - 1 point; Where the candidate is not the first author, the score shall be divided by the number of authors;
- e) For every oral presentation given as part of a conference, scientific meeting or seminar - 1 point; Where the candidate is not the first author, the score shall be divided by the number of authors;

iii) OT refers to the supervision or co-supervision of doctoral theses and master's dissertations, projects and reports as well as the supervision of project work as part of graduate programmes with the maximum score of 20 points as follows:

- For every supervision or co-supervision of a doctoral thesis already defended - 6 points;
- For every supervision or co-supervision of a dissertation, project or final report as part of a bachelor's (licenciatura) or a master's (mestrado) already defended – 4 points.
- For every supervision or co-supervision of a dissertation, project or final report as part of a bachelor's degree (licenciatura) already defended – 2 points

iv) JPA refers to the participation in tenure and promotion panels as chair or examiner with a maximum score of 20 points as follows:

- a) For every participation as examiner in panels formed to assess public defences of doctoral or master's theses or those leading to the title of specialist - 3 points;
- b) For every participation in a panel formed to assess a project or internship report required to earn the bachelor's degree (licenciatura) – 1 point.

v) AP refers to the professional experience relevant to the duties to be performed, with a maximum score of 30 points as follows:

- a) For each full year's exercise of a professional activity outside of lecturing - 3 points.
- b) Professional and lecturing experience (for each year of full-time work in HE institutions) - 2 points;

- c) Professional and lecturing experience (for each year of part-time work in HE institutions or full years of teaching experience in non-higher education institutions) - 0.5 points;

7.2 - Pedagogical skills of candidates (CP) including:

- i) Lecturing and coordination of course units/modules in the subject area concerned or a related area (AL);
- ii) The quality and quantity of teaching resources produced by the candidate in the subject area concerned or a related area (MP)
- iii) Coordination and facilitation of new pedagogical projects (e.g. development of new syllabuses, creation and coordination of new degree programmes, etc.) or review and development of existing projects (e.g. redesign of existing courses/modules, participation in the review and restructuring of existing degree programmes or courses of study), as well as carrying out projects with an impact on the teaching/learning process in the subject area concerned or a related area (CPP).

7.2.1 - The score to be awarded in this criterion, which represents 35% of the final score, for a maximum of 100 points, results from the application of the following formula:

$$CP = (AL + MP)$$

Where

- i) AL includes the above-mentioned activities, with a maximum score of 75 points, as follows:
 - a) For each master's course taught in the subject area concerned or a related area - 10 points;
 - b) For each bachelor's course taught in the subject area concerned or a related area - 5 points;
- ii) MP includes the quality and quantity of teaching resources produced, with a maximum score of 25 points, as follows: for each teaching resource relating to courses/modules in the subject area concerned up to 2 points allocated according to 4 scoring levels: level 1 - 0.50 points; level 2 - 1.0 points; level 3 - 1.5 points and level 4 - 2.0 points.

7.3 - Other activities developed by the candidates that are relevant to the mission of the higher education institution (AR), including:

- i) Occupation of managerial positions and participation in governing bodies or structures (CD);
- ii) Participation in practical or scientific dissemination projects or activities within the subject area concerned or a related area (PP);

7.3.1 - The score to be awarded in this criterion, which represents 15 % of the final score, for a maximum of 100 points, results from the application of the following formula:

$$AR = (CD + PP)$$

Where

i) CD refers to the above-mentioned activities, with a maximum score of 40 points as follows:

- a) For every year in office as members of governing bodies or organisational units within higher education institutions - 10 points;
- b) For every year in office in managerial positions in higher education institutions such as heads of committees, programmes of study/departments, disciplinary groups or support units (offices, labs, etc.), project coordination, or for each term of office served on an interim basis - 10 points.

ii) PP refers to the participation in outreach projects and/or activities in the region of influence of IPT with a maximum score of 60 points, as follows:

- a) For every participation in a scientific, technological and/or educational project or activity - 10 points;
- b) For every participation in a project and/or activity involving knowledge and/or technology transfer - 10 points;
- c) For every participation as a member of the organising committee of a conference, seminar, workshop or scientific and/or technological event - 10 points;
- d) For every participation in activities associated with the promotion of the higher education institution or its educational offer - 5 points.

7.4 - The final score (CF), on a scale from 0 to 100 points, will be obtained using the following formula: $CF = (0,50DTCP + 0,35CP + 0,15AR)$ in which the candidates obtaining an overall score of at least 50 points will be awarded "Pass with Absolute Merit" and those who do not reach that score will be awarded "Fail". Where the final scores of all competing candidates are lower than 50 points, the panel may reserve the right to review the minimum pass with absolute merit score. All results will be displayed with one decimal place.

7.5 - In the event of a tie between the candidates, after the final score has been determined, the following tiebreakers will be applied:

- 1) Best score obtained in the "pedagogical skills of candidates (CP)" criterion;
- 2) If the tie remains, the best score obtained in the "technical-scientific and professional performance (DTCP)" criterion;
- 3) If the tie still remains, best score obtained in the "Other activities developed by the candidates that are relevant to the mission of the higher education institution (AR)" criterion.

8 - Public hearing: the selection panel may require public hearings as set out in article 15, paragraph 5, subparagraph (b) of IPT regulations on faculty recruitment and selection.

9 - The documents will be available for consultation in the Human Resources division of Instituto Politécnico de Tomar, in its Campus at Estrada da Serra, Quinta do Contador, Tomar.

10- Panel composition:

Chairman: João Paulo Freitas Coroado, PhD, Vice-president of Instituto Politécnico de Tomar.

Permanent members:

Pedro Miguel de Jesus Calado Dominginhos, PhD, Full Professor at Instituto Politécnico de Setúbal;

Joaquim António Mourato, PhD, Full Professor at Instituto Politécnico de Portalegre;

Pedro Manuel Rodrigues de Carvalho, PhD, Full Professor at Instituto Politécnico de Castelo Branco;

Maria da Conceição de Jesus Fortunato, Full Professor at Instituto Politécnico de Tomar;

Henrique Miguel Barros Costa Leal Mourisca, Services and Solutions Director at Softinsa;

Substitute members:

Amândio Pereira Baia, PhD, Full Professor at Instituto Politécnico da Guarda;

José de Freitas Santos, PhD, Habilitated Full Professor at Instituto Politécnico do Porto;

11 – On compliance of Article 9(h) of the Constitution of the Portuguese Republic, Public Administration as a major employer actively promotes a gender equality policy as regards access to employment and professional development making all effort to avoid any form of discrimination.

12- This call for applications will also be advertised on the Bolsa de Emprego Público (BEP), a public job listing, on the website of the Foundation for Science and Technology, in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, in accordance with article 29 B of the ECPDESP.

Tomar, 21 December 2017

The President of IPT;

Eugénio Manuel Carvalho Pina de Almeida