

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 28 March 2019, a call for applications is open for a 30-day period starting from the date of publication of this notice in the Portuguese Official Gazette to fill a vacant position for an Assistant Professor (*Professor Adjunto*) with an employment contract for an indefinite term in the area of **Human Resources Management, sub-areas of Strategic Human Resources Management and Health and Safety at Work** within the Social Science Department of 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 supervise 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 they belong to. 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, applicants must meet all of the following criteria:

- 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;

- Having the physical fitness and the psychological profile required to perform the duties of the position they are applying for;
- Having 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 applicants must hold a PhD degree or the title of specialist lecturer in the subject area concerned or in a related area.

5.3- Applicants 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 the Instituto Politécnico de Tomar and must include: candidate's full name, place and date of birth, gender, nationality, ID card number, tax ID 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 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 they 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 b), c), and d) 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 f) 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 determines immediate withdrawal from the application process and notification to the competent 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 judgement has been issued 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 – Scoring grid: applicants are ranked based on the information provided in the CV and documentary evidence using the scoring grid as follows:

**Application for the position of Assistant Professor, Social Science Department**

**Subject Area of Management: Human Resources**

**Sub-areas: Strategic Human Resources Management and Health and Safety at Work**

| Parameter                                      | Points (maximum) | Items  | Points (maximum) | Sub-items   | Score   |
|--|------------------|--|------------------|---|---|
| 1. Technical-Scientific and Professional (TCP) | 100              | 1.1 - Funded R&D projects                          | 20               | For each active participation in R&D project in the subject area concerned or a related area                                      | 4 per project acting as Main Researcher; 3 per project as Researcher; 2 per project as Assistant Researcher |
|  |                  | 1.2 - Scientific output                            | 40               | For each book chapter published with peer review  | 10 per chapter if international; 8 per chapter if national  |
|  |                  |  |                  | For each research paper published in a national or foreign scientific journal with peer review indexed in SCOPUS or WOS           | 8 per paper   |
|  |                  |  |                  | For each research paper presented at a national conference or meeting and published in the proceedings after peer review          | 2 per paper   |
|  |                  |  |                  | For each paper published in a technical/professional journal  | 1 per paper   |
|  |                  |  |                  | For each oral presentation delivered as part of a conference, scientific meeting or seminar                                       | 1 per presentation  |
|  |                  | 1.3 - Supervision of theses/dissertations/Projects | 15               | For each supervision or co-supervision of a doctoral thesis, already completed  | 6 per supervision   |
|  |                  |  |                  | For each supervision or co-supervision of a dissertation, project or final report as part of a master's degree, already completed | 4 per supervision   |
|  |                  |  |                  | For each supervision or co-supervision of projects or final reports of bachelor's degrees (licenciaturas) already completed       | 2 per supervision   |
|  |                  | 1.4 - Participation in tenure                      | 10               | For each participation as examiner in panels  | 2 per participation   |

|                                   |     |  |    |   |                            |
|-----------------------------------|-----|--|----|---|----------------------------|
|                                   |     | and promotion panels as examiner                   |    | formed to assess public defences of doctoral or master's theses or those required for the title of specialist   |                            |
|                                   |     |  |    | For each participation in master's panels   | 1 per participation        |
|                                   |     |  |    | For each participation in a panel formed to assess a project or internship report required to complete the bachelor's degree ( <i>licenciatura</i> )          | 0.25 per participation     |
|                                   |     | 1.5 - Professional activities relevant to the area | 15 | For each full year's exercise of a professional activity other than lecturing   | 3 per year                 |
| 2. Pedagogic Capacity (CP)        | 100 | 2.1 - Lecturing Experience                         | 70 | Professional and lecturing experience in polytechnic or university institutions (for each full year of full-time work in HE institutions)                     | 10 per year                |
|                                   |     |  |    | Professional and lecturing experience (for each full year of part-time lecturing work in HE institutions)   | 5 per course unit/module   |
|                                   |     |  |    | Coordination of course units/modules in the subject area concerned or related area  | 5 per course unit/module   |
|                                   |     |  | 20 | Lecturing of different course units/modules in the subject area concerned or related area   | 2.5 per course unit/module |
|                                   |     |  | 10 | Quality and quantity of teaching materials produced   | 2 per teaching material    |
|                                   |     |  |    | Refresher and re-training courses (> 8 hour-duration)   | 5 per course               |
| 3. Other relevant activities (AR) | 100 | 3.1 - Managerial and leadership positions          | 70 | For each year in office as members of governing bodies or organisational units within higher education institutions (Head or deputy director of a Department) | 20 per year                |
|                                   |     |  |    | b) For each year acting as programme coordinator  | 10 per year                |
|                                   |     |  |    | b) For each year acting as coordinators of units within HE institutions such as offices, laboratories, etc.   | 10 per year                |
|                                   |     |  |    | For each year in office as members of committees (CTC, CP)  | 5/year per committee       |
|                                   |     | 3.2 - Technical-scientific organisation            | 30 | Member of research units funded by FCT with the minimum grade of Very Good  | 5 p/participation/year     |
|                                   |     |  |    | Chair of technical-scientific and Technical-professional congresses/seminars  | 3 per event                |
|                                   |     |  |    | Member of organising committees of technical-scientific and Technical-professional congresses/seminars  | 2 per event                |
|                                   |     |  |    | Member of scientific committees of technical-scientific and Technical-professional congresses/seminars  | 2 per event                |

7.2 - The final score (CF), on a scale from 0 to 100 points, will be obtained using the following formula:  $CF = (0,50DTCP+0,35CP+0,15AR)$  where the applicants obtaining an overall score of at least 50 points will pass with absolute merit and those who do not reach that score will fail. Where the final scores of all applicants are lower than 50 points, the panel may reserve the right to change this minimum pass score. All results will be displayed with one decimal place.

7.3 – The applicant who receives the highest score will be the one selected.

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

- 1) Best score obtained in the Technical, Scientific and Professional (TCP) criterion;
- 2) If the tie remains, the best score obtained in the Pedagogical Capacity (CP) criterion;
- 3) If the tie still remains, the highest number of complete years of full-time work in higher education institutions;

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 the Instituto Politécnico de Tomar, in its Campus at Estrada da Serra, Quinta do Contador, Tomar.

10- Panel composition:

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

**Permanent members:**

Maria Odete de Almeida Pereira, Full Professor at the Escola Superior de Ciências Empresariais, Instituto Politécnico de Setúbal

Maria José Chambel, Associate Professor at the Faculty of Psychology, Universidade de Lisboa

Jorge Gomes, Associate Professor with Habilitation at the School of Economics and Management, Universidade de Lisboa

Filipa Castanheira, Associate Professor with Habilitation at the School of Economics, Universidade Nova de Lisboa

Alzira Maria da Ascensão Marques, Full Professor at the School of Technology and Management, Instituto Politécnico de Leiria

**Substitute members:**

Carla Curado, Associate Professor with Habilitation at the School of Economics and Management, Universidade de Lisboa

António José de Sousa Almeida, Full Professor at the Escola Superior de Ciências Empresariais, Instituto Politécnico de Setúbal

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, 28 March 2019.

The President of IPT;

Eugénio Manuel Carvalho Pina de Almeida