

## NOTICE

1 - Pursuant to the provisions of the Statute for the Career of Teaching Personnel in Polytechnic Higher Education (ECPDESP), approved by Decree-Law No. 185/81, of July 1, with the amendments introduced by Decree-Law No. 69 /88, of March 3rd and 207/2009, of August 31st, and by Law n.º 7/2010, of May 13th, as well as the provisions of the Regulations for Tenders for Hiring Teaching Career Personnel at the Institute Polytechnic Institute of Tomar, it becomes public that, by order of the President of the Polytechnic Institute of Tomar, dated July 6, 2023, it is open for a period of thirty working days, counting from the date of publication of this public notice in the Diário of the Republic, documentary competition for the recruitment of an Adjunct Professor, in the form of an employment contract in public functions for an indefinite period, for the subject Area of Human Resources Management, of the Departmental Unit of Social Sciences of the Polytechnic Institute of Tomar.

**2 - Period of validity:** this competition is exclusively intended to fill the aforementioned job position, ending with its filling.

**3 - Functional content of the category:** what is incumbent, namely and in general, on polytechnic higher education teachers, under the terms of article 2.º-A of the ECPDESP, how to provide the teaching service assigned to them and monitor and guide the students, carry out research, cultural creation or experimental development activities, participate in extension tasks, scientific and technological dissemination and economic and social enhancement of knowledge and participate in the management of the respective higher education institutions and, in particular, by Adjunct Professor, under the terms of number 4 of article 3 of the ECPDESP, how to collaborate with the coordinating professors within the scope of a discipline or scientific area, conduct and teach theoretical, theoretical-practical and practical classes, guide, direct and monitor internships, seminars and laboratory or field work, direct, develop and carry out scientific research and experimental development activities, according to the general lines previously and superiorly defined within the scope of the respective discipline or scientific area and cooperate with the other professors of the discipline or area scientific in coordinating programs, teaching methodologies and general lines of research relating to the disciplines in this area.

**4 - Remuneration status:** under the terms of article 35, paragraph 1, ECPDESP, that resulting from the remuneration regime set out in a separate diploma, applicable to career teachers and teaching staff hired beyond the career, currently provided for in the statute remuneration of university teaching staff, polytechnic higher education teaching staff and scientific research staff, approved by Decree-Law no. increased the base remuneration provided for therein and by the legal rules that operated the remuneration reductions in the Public Administration.

### **5 - Admission requirements:**

5.1 - In accordance with article 17 of the General Labor Law in Public Functions (LTFP), approved by Law no. 35/2014, of 20 June and article 12-E of the ECPDESP, only if candidates who, by the deadline for submitting their applications, cumulatively meet the following general requirements:

- a) Be 18 years of age;
- b) Not being inhibited from exercising public functions or not being prohibited from exercising the functions for which he or she is applying;
- c) Possess physical robustness and psychological profile indispensable to the exercise of the functions for which he/she is applying;
- d) Have complied with mandatory vaccination laws.

5.2 — Pursuant to article 17 of the ECPDESP, holders of a doctorate degree or specialist title in the area or area related to that for which the competition is open may apply in this procedure. For the purpose of a related area, for candidates with a doctorate degree, the areas of Management, Psychology or Sociology are understood to include a doctoral thesis in the area of Human Resources Management or Organizational Behaviour. For the purpose of a related area, and for candidates holding the title of specialist, the titles obtained for the areas registered in Ordinance 256/2006 of March 16 - National Classification of Education and Training Areas, in areas 340, 345 or 349.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, in accordance with applicable legislation.

## **6 - Formalization of the application:**

6.1 - The application must preferably be submitted via email to [procedimentosconcurais@ipt.pt](mailto:procedimentosconcurais@ipt.pt), or by registered mail with acknowledgment of receipt addressed to the Divisão de Recursos Humanos, Instituto Politécnico de Tomar, Estrada da Serra, Quinta do Contador, 2300- 313 Tomar, by the deadline for submitting applications referred to in paragraph 1 of this notice, the date indicated in the registration being valid as the sending date for the purpose of meeting the deadline referred to in the previous paragraph.

6.2 - The application must be submitted through a request for admission to the competition, addressed to the President of the Polytechnic Institute of Tomar, which must include: the candidate's full name, date of birth, sex, nationality, civil identification number and tax, postal and electronic address, telephone number, academic degrees held, professional category and position currently held (if applicable), indication of the competition for which you are applying, notice number, with reference to the Official Gazette (Diário da República) in which it was published and list of documents accompanying the application.

6.3 - Candidates must accompany their application with the following documents, duly numbered and identified:

- a) Photocopy of the certificate of academic and professional qualification or other suitable document legally recognized for this purpose confirming possession of the doctorate degree or the title of specialist in the area for which the competition is open, which, in the case of academic qualification foreign, must contain proof of recognition, equivalence or registration of the doctoral degree, in accordance with applicable legislation;
- b) Criminal record certificate stating that the candidate is not disqualified from exercising public functions or not prohibited from carrying out the functions for which he/she is applying;
- c) Certificate of physical robustness and psychological profile essential to the exercise of functions;
- d) Duly updated mandatory vaccination bulletin;
- e) Curriculum vitae, duly dated and signed, organized according to selection and ranking criteria and evaluation and final classification system set out in point 7 of this notice, under penalty of evaluation not being included;
- f) Documents proving the facts indicated in the CV, organized and ordered sequentially in the same order referred to in the previous paragraph.

6.4 – Pursuant to article 25 of Decree-Law no. 66/2018, of August 16, which approved the legal regime for the recognition of academic degrees and higher education diplomas awarded by foreign higher education institutions, candidates are exempt from delivering proof of recognition or equivalence of the foreign degree or diploma, in the application phase, and, making use of this extension, they will have to deliver such proof

in the contracting phase, within the period set by the Human Resources Division of the Polytechnic Institute of Tomar, under penalty of impossibility to conclude the contract.

6.5 – The documents referred to in paragraphs b), c) and d), may be replaced by a declaration, under oath, in which the candidate declares the situation in which he/she finds himself in relation to each of those paragraphs.

6.6 - Candidates who work at the Polytechnic Institute of Tomar do not need to present the documents referred to in paragraph f), provided that they expressly mention in the application that they are filed in their individual file.

6.7 - The documents must be presented in Portuguese or English (or exceptionally in another foreign language, by deliberation of the jury, which in this case may require their translation).

6.8 - The application and accompanying documents must be delivered on digital support (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files contained in the chosen support and must have, as a rule, the Portable Document format Format (PDF), preferably in the PDF/A version, except for situations in which the document to be presented cannot assume the indicated format; the file name, which must be succinct, cannot contain any of the following characters: /, \, |, :, \*, ?, ", (less than), and (greater than)

6.9 - Failure to submit the documents required in this public notice or their presentation after the deadline stipulated in paragraph 1 of this public notice determines the exclusion of the application.

6.10 - Failure to present documents related to the CV presented by the candidate, or their non-existence in the individual file, in the cases referred to in paragraph 6.6, implies the non-valuation of the elements that should prove.

6.11 - Presentation of a false document results in immediate exclusion from the competition and referral to the competent entity for the purposes of criminal proceedings.

6.12 - The documents submitted by candidates will be returned to them at their request, one year after the end of this competition, except in the event that this competition procedure has been subject to judicial challenge, in which case the return of the requested documents It can only occur after the execution of a final court decision.

## **7 - Evaluation parameters, selection methods and criteria and final evaluation and classification system:**

7.1 – Assessment grid: each candidate will be classified, considering the facts indicated in their respective curriculum vitae and documented, by attributing the scores contained in the following assessment grid:

Parameter	Points (maximum)	Items	Points (maximum)	Sub-items	Points to award		
1. Technical-Scientific and Professional (TCP)	100	1.1 - Funded research and development projects	20	For each active participation in a research and development project in the subject or related area in which the tender is open	4 p/Project, if Principal Researcher; 3 p/Project, if Researcher; 2 p/Project if Collaborator		
		1.2 - Scientific production	40	For each book chapter published with peer review	10 p/chapter if international; 8 p/chapter if national		
				For each scientific article in a scientific journal, national or foreign, with peer review, indexed in SCOPUS or WoS	8 p/article		
				For each scientific article in a national or international conference or scientific meeting published in the respective minutes, with peer review	2p/article		
				Per article in a technical-professional journal	1p/article		
				For each oral or poster communication at a conference, scientific meeting or seminar	1 p/communication		
		1.3 - Supervision of theses/dissertations/Projects	15	For each supervision or co-supervision of doctoral theses, already completed	6 p/supervision		
				For each supervision or co-supervision of master's dissertations, projects or final reports already completed	4 p/supervision		
				For each supervision or co-supervision of projects or final degree reports, already completed	2 p/supervision		
		1.4 - Participation in juries of academic exams	10	For each effective participation in doctoral juries or award of specialist title	2 p/participation		
				For each effective participation in a master's jury	1 p/participation		
				By participating in a project jury or an internship report leading to a bachelor's degree	0,25 p/participation		
		1.5 - Activity of a professional nature with relevance to the area	15	For each full year of professional activity outside of teaching	3 p/year		
		2. Pedagogical Capacity (CP)	100	2.1 - Experience dedicated to Teaching	70	Professional experience and dedication to teaching in polytechnic or university higher education (for each completed year of full-time teaching service in Higher Education Institutions)	10 p/year
						Professional experience and dedication to teaching (for each full year of part-time teaching service in Higher Education Institutions)	5 p/CU
Coordination of Curricular Units in the scientific area or related area for which the competition is open	5 p/CU						
Teaching of different Curricular Units in the scientific area or related area for which the competition is open	2,5 p/CU						
20	Quality and quantity of teaching material produced			2 p/material			
10	Pedagogical refresher courses (more than 8 hours long)			5 p/course			
3. Other relevant Activities (AR)	100	3.1 - Executive positions and management bodies	70	For each year of term served as a member of bodies of a higher education institution or organic units of a higher education institution (Director and Deputy Director of Organic Unit)	20p/year		
				For each year of exercise completed in the coordination and direction of courses	10p/year		
				For each year of practice completed in the higher education institution's structures of support units (offices, laboratories, etc.)	10p/year		
				For each year of exercise completed and by statutory body (CTC, CP)	5p/year/statutory body		
		3.2 - Technical-scientific organization	30	Member of FCT-funded research units with a minimum rating of Very Good	5 p/participation/year		
				President of the scientific committee or organizing committee of technical-scientific and technical-professional congresses/seminars	3 p/ committee		
				Member of scientific committee or organizing committee of technical-scientific and technical-professional congresses/seminars	2 p/committee		

7.2 - The final classification (CF), on a scale of 0 to 100 points, will be obtained by the following formula:  $CF = (0.35TCP + 0.45CP + 0.20AR)$ , considering approved in absolute merit the candidates who obtain final classification equal to or greater than 50 points and candidates who obtain a final classification lower than that score are not approved. In the event that the final classification of all candidates in the competition is less than 50 points, the jury may review the minimum approval score in absolute merit. All results will be displayed to one decimal place.

7.3 – The candidate approved in absolute merit with the highest Final Classification value will be selected.

7.4 - In the event of a tie between candidates, after obtaining the final classification, the following tiebreaker criteria will be applied successively:

- 1) Best score obtained in the Technical-Scientific Professional parameter (TCP);
- 2) If the tie persists, the best score obtained in the Pedagogical Capacity (CP) parameter;
- 3) If there is still a tie, the highest number of years of full-time teaching service in Higher Education Institutions.

**8 - Public hearing:** the jury, in the presence of the candidacies, may determine the holding of public hearings under the terms of subparagraph b), of no. at the Polytechnic Institute of Tomar.

**9 – The tender process will be available** for consultation at the Human Resources Department of the Polytechnic Institute of Tomar, on the Campus of the Polytechnic Institute of Tomar, at Estrada da Serra, Quinta do Contador, in Tomar.

**10 - Composition of the jury:**

**President:** Francisco Paulo Vilhena Antunes Bernardino Carvalho, Director of the Superior School of Management of the Polytechnic Institute of Tomar

**Effective member of the jury:**

António José de Sousa Almeida, Coordinating Professor at the School of Business Sciences at the Polytechnic Institute of Setúbal

Carla Maria Marques Curado, Associate Professor with Aggregation at the Higher Institute of Economics and Management of the University of Lisbon

Jorge Filipe da Silva Gomes, Full Professor at the Higher Institute of Economics and Management at the University of Lisbon

José Manuel Gameiro Rebelo dos Santos, Coordinating Professor at the Higher School of Business Sciences at the Polytechnic Institute of Setúbal

Maria Manuela Faia Correia, Associate Professor at Lusíada University

**Substitute members of the jury:**

Maria Graciete da Purificação Reis Henriques Honrado, Coordinating Professor at the Tomar Higher School of Management of the Polytechnic Institute of Tomar

Maria José Chambel Soares, Associate Professor with Aggregation at the Higher Institute of the Faculty of Psychology of the University of Lisbon

11 - In compliance with paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional progression, scrupulously providing in order to avoid any and all forms of discrimination.

12 - This competition will also be advertised on the BEP (Public Employment Exchange), on the website of the Foundation for Science and Technology I. P., in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, pursuant to article 29.º-B of the ECPDESP.

Tomar, .... of .....2023. The President of the IPT, João Paulo Pereira de Freitas Coroado