

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 1 July, 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 Instituto Politécnico de Tomar dated 21 February 2024, a recruitment competition is launched for a 30-day period starting from the date of publication of this notice in the Diário da República to fill a vacant position for a *Professor Adjunto* with a fixed-term appointment in the **area of Marketing** of the Departmental Unit of Corporate Sciences of the Instituto Politécnico de Tomar.

2 - **Validity Period:** this competition is intended only to fill the abovementioned 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 monitor students; carry out research, cultural and experimental development activities; take part in activities related with extension, scientific and technological dissemination and economic and social use of expertise as well as take part in the governance of the HE institutions they belong to. Pursuant to Article 3(4) of the ECPDESP, *Professores Adjuntos* in particular are responsible for collaborating with *Professores Coordenadores* in a course or subject area; organising and teaching courses; organising, supervising and monitoring internships, seminars and lab/field work; leading, developing and carrying out research and experimental development activities according to the guidelines dictated from above for the respective course or subject area and cooperating with their peers in the design and coordination of syllabuses, teaching methods and broad lines of research 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 tenured and non-tenured 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 public employment law (Lei Geral do Trabalho em Funções Públicas - 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 general requirements until the application deadline:

- a) Being 18 years of age or older;
- b) Not being hindered from performing public duties or from performing the duties of the position they are applying for;

c) Having the physical fitness and the psychological profile required to perform the duties of the position they are applying for;

d) Having complied with the compulsory vaccination schedule.

5.2 - According to article 17 of the ECPDESP, holders of a doctorate in Business Administration, with a thesis or specialisation in Marketing, and holders of the title of Specialist, with a title obtained in training area 342, in accordance with Order 256/2006 of 16 March - National Classification of Training Areas, may apply for this procedure.

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

6- Application procedures:

6.1 - Applications should be submitted preferably via email to procedimentosconcurais@ipt.pt or by registered post with acknowledgement 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 submission of applications mentioned in No. 1 of the present notice, the date written on the register being considered as the date of submission for the purposes of complying with the deadline mentioned in the previous paragraph.

6.2 - Applications are subject to formal request and approval by the President of the Instituto Politécnico de Tomar and must include: applicant'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 applicant is applying for, number of notice, mentioning the official gazette (Diário da República) in which it was published and a list of the documents accompanying the application.

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

a) Copy of professional and academic certificates or other legally recognised documents proving award of a doctoral degree or the title of specialist 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;

b) Criminal record certificate attesting that they are not hindered from performing public duties or from performing the duties of the position they are applying for;

c) Certificate of physical fitness and psychological profile required to perform the duties concerned;

d) Up-to-date vaccination certificate;

e) CV duly dated and signed organised in accordance with the selection and ranking criteria and the assessment and final score system set out in paragraph 7 of this notice, failing which its assessment will not be considered;

f) Supporting documents for the facts stated in the CV, organised and arranged sequentially in the same order as mentioned in the previous paragraph.

6.4 Under the terms of article 25 of Decree-Law no. 66/2018, of 16th August, which approved the legal regime of recognition of HE academic degrees and diplomas awarded by foreign higher education institutions, the applicants are exempted from providing proof of the recognition or equivalence of the foreign degree or diploma during the application phase. However, making use of this exemption, they will have to deliver such proof during the contracting stage, within the deadline set by the Human Resources Division of the IPT, under penalty of not being able to conclude the contract.

6.5 - The documents referred to in paragraphs b), c), and d) may be replaced by a declaration on oath where the applicants declare their position regarding each of those paragraphs.

6.6 - Applicants serving at IPT shall be exempted from submitting the documents referred to in paragraph 6.3(f) provided that they expressly state in their application that they are held in their personal file.

6.7 - 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).

The application and supporting documents must be submitted on a duly identified digital medium (CD, DVD or pen drive) and the applicant must ensure that the files on the chosen medium are legible. As a general rule, they must be in Portable Document Format (PDF), preferably PDF/A, except in cases where the document to be submitted cannot be in the specified format; the names of the files, which must be concise, must not contain any of the following characters /, \, |, :, *, ?, ", (less than), and (greater than).

6.9 - Failure to submit the documents required in this notice or submitting them after the deadline stipulated in paragraph 1 of this notice will result in the application being rejected.

6.10 - Failure to submit the documents related to the CV submitted by the applicant, or the fact that they do not exist in the personal file, in the cases referred to in 6.6, will result in the elements they are supposed to prove not being considered.

6.11 - Provision of fake documents shall result in immediate withdrawal from the application process and notification to the competent authority for criminal proceedings.

6.12 - The documents submitted by applicants will be returned to them at their request one year after the end of this competition, except in the event that it has been the subject of a legal challenge, in which case the documents requested may only be returned once a final court decision has been handed down.

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

7.1 Evaluation grid: each candidate will be classified taking into account the facts indicated in their CV and documented proof by assigning the scores in the following evaluation grid, considering the areas defined in 5.2.

Parameter	Points (Maximum)	Items	Points (Maximum)	Sub-items	Score
1. 1. Technical-Scientific and Professional (TCP)	100	1.1 Funded R&D projects	25	For each active participation in R&D project in the subject area concerned or a related area.	4 p/project if Main Researcher; 3 p/project if Researcher.
				Full researcher within a research unit funded by the FCT.	3 p/year
		1.2 Scientific output	40	Publication of a paper in a journal indexed in SCOPUS or WOS.	8 p/paper
				Author of a book or chapter indexed in SCOPUS or WOS.	8 p/book; 5 p/book chapter.
				Publication of a paper in a journal not indexed in SCOPUS or WOS.	2 p/paper
				Author of a book or chapter indexed in SCOPUS or WOS.	2 p/book; 1 p/book chapter.
				Publication of a scientific paper in a technical-professional journal	0.5 p/paper
				Publication of a paper in conference proceedings indexed in SCOPUS or WOS.	3 p/paper
				Publication of a paper in conference proceedings indexed in SCOPUS or WOS.	0.5 p/paper
				Oral or poster presentation at a conference, scientific meeting or seminar.	0.5 p/paper or poster
				Publication of abstracts in conference proceedings	0.5 p/abstract
				Author of patents or intellectual property rights (e.g. software)	10 p/patent or intellectual property right
		1.3 Supervision of dissertations, projects or internships	20	For each supervision of doctoral dissertations (already completed)	6 p/supervision
				For each supervision of dissertations, projects or internships of <i>mestrado</i> degrees (already completed)	4 p/supervision
1.4 Membership of boards of examiners	15	For each actual membership of boards of examiners of doctoral dissertations or of examinations for the title of specialist	2 p/membership		
		For each actual membership of boards of examiners of <i>mestrado</i> dissertations.	1 p/membership		
2. Pedagogical Capacity	100	2.1 Teaching experience	50	For each full year of full-time teaching in higher education.	5 p/year
				For each full year of part-time teaching in higher education	2.5 p/year
				For each full year of a professional activity outside teaching relevant to the competition.	1.5 p/year

				Pedagogical material produced (books, handbooks, textbooks and other pedagogical materials with ISBN)	2 p/document with ISBN
			40	Teaching course/modules within degree programmes	5 p/course/module, if coordinator of the course/module; 2.5 p/course/module, if not coordinator
				For each supervision of dissertations, projects or internships of <i>licenciatura</i> degrees (already completed)	2 p/supervision
				For each supervision of dissertations, projects or internships of non-degree awarding courses (already completed)	1 p/supervision
				For each actual membership in boards of examiners of project or internship reports of <i>licenciatura</i> degrees	0.5 p/membership
				10	For each refresher course attended
3. Other relevant activities (AR)	100	3.1 Managerial and leadership positions	60	For each year of office as director or vice-director of a higher education institution or its organisational units	10 p/year
				For each year of service as head of FCT-funded research units	7.5 p/unit/year
				For every year of service as course director	5 p/course/year
				For each year of service spent managing support structures in higher education institutions (offices, laboratories, etc.)	3 p/structure/year
				For each year of service in statutory bodies of higher education institutions (Department, Technical-Scientific Council, Pedagogical Council)	3 p/year/body
				Technical and scientific organisation	40
		For each membership of a scientific committee or organising committee of technical-scientific or technical-professional events	2 p/committee		
		Participation in other projects or technical-scientific, technical-professional or educational activities relevant to the community	1 p/project or activity		

7.2 - The final score (CF), on a scale from 0 to 100 points, will be obtained using the following formula: $CF = (0.35TCP + 0.45CP + 0.20AR)$. Applicants who obtain a final score of 50 points or more are considered to have passed on absolute merit and those who obtain a final score of less than 50 points are considered to have failed. If the final score of all candidates in the competition is below 50 points, the selection panel may reconsider the pass mark on the basis of absolute merit. All results shall 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, the following tiebreakers will be applied after the final score has been calculated:

- 1) Best score obtained in the Technical, Scientific and Professional (TCP) parameter;
- 2) If the tie remains, the best score obtained in the Pedagogical Capacity (CP) parameter;
- 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 (5b) of IPT regulations on faculty recruitment and selection.

9 - The documents related to this competition 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: Henrique Joaquim de Oliveira Pinho, Director of the Escola Superior de Gestão - Instituto Politécnico de Tomar

Permanent Members:

Ana Teresa Martins Machado, Professora Coordenadora at Escola Superior de Comunicação Social - Instituto Politécnico de Lisboa;

João José Quelhas Mesquita Mota, Professor Catedrático at Instituto Superior de Economia e Gestão - Universidade de Lisboa;

José Luis Mendes Loureiro Abrantes, Professor Coordenador at Escola Superior de Tecnologia e Gestão - Instituto Politécnico de Viseu;

Maria da Conceição Vieira Sarrico dos Santos, Professora Adjunta at ISCTE - Instituto Universitário de Lisboa;

Pedro Manuel Miranda Nunes, Professor Coordenador Principal at Escola Superior de Gestão - Instituto Politécnico do Cávado e do Ave.

Substitute Members:

Paulo Jorge dos Santos Almeida, Professor Coordenador at Escola Superior de Turismo e Tecnologia do Mar - Instituto Politécnico de Leiria;

Susana Maria dos Santos Henriques Marques, Professora Associada at ISCTE - Instituto Universitário de Lisboa.

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 competition will also be publicised on the BEP (Bolsa de Emprego Público), on the website of the Fundação para a Ciência e a Tecnologia I. P., in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, under the terms of article 29-B of the ECPDESP.29(B) of the ECPDESP.

Tomar, 21 February 2024. The President of IPT, João Paulo Pereira de Freitas Coroado