

PUBLIC NOTICE

In accordance with the legal framework of academic careers in the Polytechnic education sector (ECPDESP) approved by Decree-Law no. 185/81 of 1 July as amended by Decree-Laws no.69/88 of 3 March and 207/2009 of 31 August, and by Law no. 7/2010 of 13 May as well as with IPT regulations on faculty recruitment and selection, it is hereby notified that, by order of the President of the Instituto Politécnico de Tomar dated 5 July 2021, a recruitment competition is open for a period of thirty working days starting from the date of publication of this notice in the Diário da República to fill a vacant position for a *Professor Adjunto* with an employment contract for an indefinite term for the area of **Business Administration** within the Department of Corporate Science 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;
- 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— In accordance with article 17 of the ECPDESP, in order to be eligible to apply to the present procedure, applicants must hold a PhD degree or the title of Specialist in the field relevant to the application or a related field. For this purpose, management related fields for candidates with a doctoral degree are Administration and Finance. For applicants holding the title of specialist, related field means qualifications obtained in training areas 343 and 345, according to Ministerial Order 256/2006 of 16 March - National Classification of Education and Training Areas.

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 procedimentosconcurrais@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, mention of the Diário da República in which it was published and a list of the documents accompanying the application request.

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

6.7 - The application (if sent by post) 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). In the case of an application sent by email, it must be in the same format as above.

6.8 - 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.

6.9 - 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.

6.10 - Provision of false documents shall result in immediate withdrawal from the application process and notification to the proper authority for criminal proceedings.

6.11 - The documents provided by the candidates shall be returned to them upon request within a year after termination of the present procedure, except in the event that it has been the subject of a legal challenge, in which case the requested documents will only be returned once a final court decision has been delivered.

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 paragraph 5.2.

1. Technical-Scientific and Professional (TCP)

Parameter	Items	Points (maximum)	Sub-items	Score	Sub-items (maximum)
1. Technical-Scientific and Professional (TCP)	1.1 R&D projects	15	Responsible for (completed/ongoing) research projects with evaluation and external funding (e.g. FCT; European projects)	5 points/project completed	No limit
				3 points/ongoing project	No limit
			Responsible for other completed/ongoing projects	2 points/project completed	No limit
				1 point/ongoing project	No limit
			Responsible for completed/ongoing research projects with evaluation and external funding (e.g. FCT; European projects)	2 points/project completed	Maximum 10 points
				1 point/ongoing project	
	Contributor to other (completed/ongoing) research projects	1 point/project completed	Maximum 5 points		
		0.5 points/ongoing project			
	1.2 Scientific output, publications and conference papers at home and abroad; technical and scientific organisation	55	Author or co-author of a technical-scientific book in an internationally recognised publishing house, with peer review	5 points/book	Maximum 10 points
			Author or co-author of a chapter in a technical-scientific book published by an internationally recognised publisher, with peer review	3 points/chapter	Maximum 10 points
			Articles indexed by Web of Sciences Core Collections (Q1 and Q2)	15 points/article	No limit
			Articles indexed by Scopus not scored in the previous paragraph (Q1 and Q2) or Web of Sciences Core Collections (Q3 or Q4)	10 points/article	No limit
			Articles indexed by Scopus (Q3 or Q4) or Emerging Source Citation Index (ESCI)	8 points/article	No limit
			Publication of scientific articles in other refereed journals	3 points/article	Maximum 10 points
			Publication of scientific articles in refereed international congress proceedings	2 points/article	Maximum 10 points
			Publication of scientific articles in refereed national congress proceedings	1 point/article	Maximum 5 points
			Reviewer of articles in scientific journals, if indexed by Scopus/WoS	1 point/article	Maximum 5 points
			Oral/poster presentation at international scientific meetings	1 point/article	Maximum 5 points
			Oral/poster presentation at national scientific meetings	0.5 points/article	Maximum 2.5 points
			Member of the editorial board of a journal, if indexed by Scopus/WoS	3 points/journal	Maximum 15 points
			Guest editor of journal, if indexed by Scopus/WoS	2 points/journal	Maximum 15 points
			Full member of FCT-funded scientific units/groups	4 points per year	Maximum 20 points
			Member of scientific committees of national technical-scientific congresses/seminars	0.25 points/event	Maximum 2 points
			Member of scientific committees of international technical-scientific congresses/seminars	1 point/event	Maximum 5 points
			1.3 Master's thesis/final work supervision	10	Supervision of master's theses (completed)
	Supervision of final master's work (completed)	1 point/supervision			No limit
	1.4 Membership of boards of examiners	10	Member of PhD boards of examiners	3 points/participation	Maximum 6 points
			Member of Master's boards of examiners	0.5 points/participation	Maximum 8 points
			Member of boards of examiners for the award of the title of specialist	1 points/participation	Maximum 4 points
Member of tenure and promotion committees			0.25 points/participation	Maximum 2 points	
1.5 Participation in other technical, scientific and	10	Provision of external services, studies/projects or expert opinions	0.75 points/service provided	No limit	

	professional activities relevant to the field of the application		Professional experience in relevant activities outside academia	1 point/year of professional experience	No limit
			Other activities deemed relevant by the board		Maximum 5 points
Pedagogical Capacity (CP)	2.1 Teaching Experience	50	Teaching experience in polytechnic or university institutions in the field of DSD	2 points/year	Maximum 20 points
			Coordination of courses in the same or different programmes (1)	2 points/course	Maximum 20 points
			Number of different courses taught (1)	0,75 points/each different course	Maximum 15 points
	2.2 Preparation of educational materials	25	Publication of educational book or e-book with ISBN	5 points/each	No limit
			Preparation of teaching manuals and textbooks covering at least 75% of the subject matter of the course (T and TP classes, maximum 1 element per course) (2)	4 points/each	Maximum 16 points
			Implementation of pedagogical innovation projects (3)	2 points/each	Maximum 8 points
	2.3 Pedagogical Innovation	10	Implementation of pedagogical innovation projects (3)	5 points for each project implemented	
	2.4 Organisation, supervision and pedagogical training and other activities considered relevant	15	Organisation of educational courses >15 hours	2 points/course	No limit
			Organiser of educational events	1 point/each	No limit
			Design of course curriculum proposals	3 points/each	No limit
			Supervision of projects or internships for undergraduate and cTeSP programmes or equivalent	0.5 points/Internship	No limit
			Attendance at pedagogical training courses lasting more than 7 hours	0.5 points/each	No limit
			Performance of other pedagogical activities that the panel considers relevant in the field relevant to the application		Maximum 5 points
Other relevant activities (AR)	3.1 Managerial and leadership positions in HEIs	80	Director or President of an organisational unit (4)	9 points/year	No limit
			Chair of statutory bodies (such as CTC, CC, CP, AR, CR, CG, CA) (4)	7 points/year	No limit
			Deputy Director or Vice-President of an organisational unit (4)	5 points/year	No limit
			Chair/Director/Coordinator of a Department/Section (4)	4 points/year	No limit
			Programme coordinator/director (4)	3 points/year	No limit
			Member of statutory bodies (such as CTC, CC, CP, AR, CR, CG, CA) (4)	2 points/year	No limit
			Members of the departmental executive committee (except chair, director or coordinator) (4)	0.5 points/year	No limit
			Members of the programme monitoring and evaluation committee (except director/coordinator) (4)	0.5 points/year	No limit
			Member of organising committees of international technical and scientific congresses/seminars	1 point/event	No limit
			Participation in working committees appointed by statutory bodies	0.15 points/committee	No limit
	3.2 Other Activities	20	Participation in international mobility programmes (like Erasmus)	1.5 per participation in different HEIs	Maximum 5 points
			Participation in panels not considered in the previous points and relevant to the application	1 point/participation	Maximum 10 points
			Coordination, implementation and development of projects or activities of a practical nature in the socio-professional, artistic and cultural field.	0.5/different project/activity	Maximum 10 points

Notes

(1) The courses within formal programmes of study, whether leading to a degree or not, as well as postgraduate programmes, are taken into account, provided that they are included in the teaching service distribution.

(2) Powerpoints as teaching documents will not be scored. The course syllabus or specifications must be included.

(3) Pedagogical innovation, in which the intervention of candidates in the community is assessed, namely in organisational and management tasks related to pedagogical activity and the dissemination of knowledge and, in general, all the activities of candidates that show the ability to perform very relevant duties in terms of pedagogical innovation in line with the institution's mission.

(4) Activities that are inherently management-related will not be scored. Examples of statutory bodies are the CTC (Technical-Scientific Councils), CC (Consultative Councils), CP (Pedagogical Councils), AR (Assembly of Representatives), CR (Council of Representatives), CG (Management Councils), CA (Academic Councils) and others.

7.2 - The final score (CF), on a scale from 0 to 100 points, will be obtained using the following formula: The final classification (CF) is calculated using the formula $CF = (0.35TCP + 0.45CP + 0.20AR)$. Candidates who score 50 points or higher will pass on absolute merit, while those who score below 50 points will be considered to have failed. If the final score of all the candidates in the competition is less than 50 points, the selection board may review the pass mark on absolute merit. All results will be displayed with one decimal place.

7.3 - The candidate accepted on the basis of absolute merit will be the one with the highest final score.

7.4 - In the event of a tie between the candidates, the following tie-breaking criteria will be applied in turn after the final ranking has been determined:

- 1) Best score obtained in the Technical-Scientific-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 years of full-time teaching 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 competition file will be available for consultation in the Human Resources division of the Instituto Politécnico de Tomar on its Campus at Estrada da Serra, Quinta do Contador, Tomar.

10- Panel composition:

Chair: Henrique Joaquim de Oliveira Pinho, Director of the Escola Superior de Gestão - Instituto Politécnico de Tomar

Permanent Members:

João José de Matos Ferreira, Tenured Professor (Professor Catedrático) at the Management and Economy Department - Universidade da Beira Interior;

Bruno José Machado de Almeida, Tenured Professor (Professor Coordenador Principal) at Coimbra Business School - Instituto Politécnico de Coimbra;

Maria Teresa Gomes Valente da Costa, Tenured Professor (Professora Coordenadora) at Escola Superior de Ciências Empresariais - Instituto Politécnico de Setúbal;

Nuno Carlos Prazeres Marques Leitão, Tenured Professor (Professor Coordenador com Agregação) at Escola Superior de Gestão e Tecnologia - Instituto Politécnico de Santarém

Paula Odete Fernandes, Tenured Professor (Professora Coordenadora) at Escola Superior de Tecnologia e Gestão - Instituto Politécnico de Bragança.

Substitute Members:

Álvaro de Borba Cruz Lopes Dias, Tenured Professor (Professor Auxiliar com Agregação) - Instituto Universitário de Lisboa;

Amândio Pereira Baía, Tenured Professor (Professor Coordenador) at Escola Superior de Tecnologia e Gestão - Instituto Politécnico da Guarda.

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. 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, 04 April 2024 The President of IPT, João Paulo Pereira de Freitas Coroado