

## PUBLIC NOTICE

**Summary:** Recruitment competition to fill a vacant position for a Professor Coordenador in the form of a public service contract for an indefinite term in the field of Mechanical Engineering or a related field of the Departmental Unit of Engineering of the Instituto Politécnico de Tomar.

1 — In accordance with the legal framework of academic careers in the Polytechnic education sector (ECPDESP) approved by Decree-Law 185/81 of 1 July as amended by Decree-Laws 69/88 of 3 March and 207/2009 of 31 August, and by Law 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 25/03/2024, a recruitment competition is launched 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 Full Professor (Professor Coordenador) with an employment contract for an indefinite term for the area of **Mechanical Engineering or related areas** within the Departmental Unit of Engineering 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 and in particular to Professores Coordenadores under the terms of Article 3(5) of the ECPDESP.

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 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 — **General Requirements:** in accordance with article 17 of the public employment law (Lei Geral do Trabalho em Funções Públicas - LTFP) approved by law 35/2014 of June 20 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 at least 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— **Special Requirements:** In accordance with article 19 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 obtained more than 5 years ago in the field relevant to the application. The title of specialist referred to is that provided for in article 48 of Law 62/2007 of 10 September and regulated by Decree-Law 206/2009 of 31 August.

5.3 — Candidates with foreign qualifications must provide proof of recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation.

## 6 — Application procedures:

6.1—Applications should be submitted preferably via email to [procedimentosconcurrais@ipt.pt](mailto: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 no. 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: 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, which must be dated, signed and initialled.

6.3 — Applicants must enclose with their application the following documents duly numbered and titled:

- a) A copy of the academic and professional qualification certificate or other suitable document legally recognised for this purpose confirming possession of the doctoral degree which, in the case of a foreign academic qualification, must contain proof of recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation, or possession of the title of specialist;
- b) Criminal record certificate attesting that applicants are not hindered from performing public duties or 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) Curriculum *vitae* duly signed and dated, organised according to selection and ranking criteria and overall grading system set out in section 7.2 of this public notice;
- f) All the documents proving the facts indicated in the CV, organised and arranged sequentially in the same order as mentioned in the previous paragraph, in pdf format.

6.4— The documents referred to in paragraphs (b), (c) and (d) of section 6.3 may be replaced by a declaration on oath where the applicants declare their position regarding each of those paragraphs.

6.5— Candidates who expressly state in their application that the documents referred to in 6.3(f) are kept in their personal file at the Human Resources Division of the IPT will not be required to submit them.

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

6.7— Failure to submit the documents required in paragraph 6.3(a) to (e) or or their submission after the deadline stipulated in 1 will result in the application being rejected.

6.8— Failure to submit the documents related to the CV submitted by the candidate required in paragraph 6.3(f) or, when the option provided for in paragraph 6.5 is used, their non-existence in the individual file at the Human Resources Division - IPT will result in the facts or elements that they should prove not being considered.

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

6.10— The documents accompanying the application, as provided for in paragraph 6.3, must be submitted on electronic data media with a USB 2.0 or 3.0 type A interface and with a FAT32 formatted file system and the applicant must ensure that the files contained on the media are legible. The electronic documents must, as a rule, be in Portable Document Format (PDF), preferably in the PDF/A version, with the exception of situations in which the document to be submitted cannot take the indicated format and the file name, which must be succinct, may not contain any of the following characters: /, \, |, :, \*, ?, ", < e >.

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 - Selection/ranking criteria and final assessment and scoring system:**

7.1— **Candidates accepted on the basis of absolute merit and excluded candidates:** Candidates who obtain a score of 50 points or more after applying the assessment criteria set out in the following paragraph will be considered to have been accepted on the basis of absolute merit and those who obtain a lower score will be considered to have been excluded.

7.2— **Assessment, final scoring, ranking and selection criteria:** The evaluation, final scoring, ranking and selection of candidates will be carried out in accordance with the following criteria and conditions:

7.2.1 — Weighted score of **technical-scientific and professional performance (DTCP)** will include:

- a) Research and development projects (I&D) in the field, or a related field, relevant to the application (PID);
- b) Scientific output, publications, conference papers and attendance at conferences in Portugal and abroad in the field relevant to the application or a related field (PC);

- c) Supervision of work leading to an academic degree in the field relevant to the application or a related field (OT);
- d) Supervision of work leading to an academic degree in the field relevant to the application or a related field (JPA);
- e) Participation in professional and institutional activities relevant to the duties to be performed in the field relevant to the application or a related field (AP).

7.2.1.1 — The score to be awarded in this criterion, which represents 35 % of the final score, for a maximum of 100 points, is calculated using the following formula:

$$DTCP = (25\%PID + 30\%PC + 15\%OT + 15\%JPA + 15\%AP)$$

Where

- a) PID: active participation in research and development (R&D) projects in the field relevant to the application or a related field is weighted at a maximum of 100 points, with the following items being considered:
  - i. Active participation as main researcher (coordinator) or co-responsible for a funded research and development project in the field relevant to the application or a related field;
  - ii. Active participation as researcher in a funded R&D project in the field relevant to the application or a related field;
  - iii. Full member of FCT-funded research units with minimum score of Good.
- b) PC: active participation in research and development (R&D) projects in the field relevant to the application or a related field is weighted at a maximum of 100 points, with the following items being considered:
  - i. Registered patent or copyright, if relevant to the field of the application or a related field;
  - ii. Author or editor of a book or editor or guest editor of a journal in the field relevant to the application or a related field, namely those listed in the "Scopus" or "Web of Science" databases;
  - iii. Article in a scientific journal or multi-author book chapter listed in the Scopus or Web of Science databases in the field relevant to the application or a related field;
  - iv. Scientific paper/abstract in a conference, international or national scientific meeting, published in the respective proceedings, or articles published in non-indexed journals, in the field relevant to the application or a related field;
  - v. Participation in a conference, international or national scientific meeting involving the presentation of an oral paper/poster within the field relevant to the application or a related field.
- c) OT: supervision or co-supervision of doctoral theses, dissertations, master's projects and internships within the field relevant to the application or a related field, as well as

supervision of project or internship work within the scope of undergraduate degrees or non-degree courses is weighted at a maximum of 100 points, with the following items being considered:

- i. Supervision or co-supervision of doctoral dissertations (already completed);
  - ii. Supervision or co-supervision of dissertations, projects or internships of *mestrado* degrees (already completed);
  - iii. Supervision or co-supervision of projects or internships of licenciado degrees (already completed);
  - iv. Supervision of projects or internships undertaken as part of non-degree programmes (already completed).
- d) JPA: participation in boards of examiners as chairperson or examiner within the field relevant to the application or a related field is weighted at a maximum of 100 points, with the following items being considered:
- i. Participation in boards of examiners of doctoral dissertations within the field relevant to the application or a related field;
  - ii. Participation in boards of examiners of *mestrado* dissertations or those required to obtain the title of specialist;
  - iii. Participation in boards of examiners formed to assess projects or internship reports required to earn the *licenciado* degree;
  - iv. Participation in boards of examiners formed to assess projects or internship reports undertaken as part of non-degree programmes;
- e) AP: Professional and institutional experience relevant to the duties to be performed involving the field relevant to the application or a related field will be weighted at a maximum of 100 points, with the following items being considered:
- i. Number of complete years of professional activity outside teaching;
  - ii. Professional and teaching experience (number of complete years of full-time teaching service in Higher Education Institutions);
  - iii. Professional and teaching experience (number of complete years of part-time teaching service in HE institutions or complete years of teaching service in non-higher education institutions);
  - iv. Participation as coordinator in a funded institutional project, provided that it is not of a technical-scientific or pedagogical nature (CCDR projects, European Union, ...)
  - v. Active participation as member of a funded institutional project, provided that it is not of a technical-scientific or pedagogical nature (CCDR projects, European Union, ...)

**7.2.2 - Pedagogical skills of candidates (CP)** in which the following items should be weighted:

- a) Coordination of courses/modules and teaching activities in the field relevant to the application or a related field (AL);
- b) The quality and quantity of teaching resources produced by the candidate in the field relevant to the application or a related field (MAP);
- c) The fulfilment of other teaching activities and pedagogical projects in the field relevant to the application or a related field (APP).

7.2.2.1 — The score to be awarded in this criterion, which represents 45 % of the final score, for a maximum of 100 points, is calculated using the following formula:

$$CP = (50\%AL + 30\%MAP + 20\%APP)$$

Where

- a) AL: the coordination of courses/modules and teaching activities in the field relevant to the application or a related field are weighted at a maximum of 100 points, with the following items being considered:
  - i. Number of different courses/modules taught in second-cycle degrees in the field relevant to the application or a related field;
  - ii. Number of different courses/modules taught in first-cycle degrees in the field relevant to the application or a related field;
  - iii. Number of different courses/modules taught in non-degree programmes in the field relevant to the application or a related field;
- b) MAP: the quality of the teaching support material produced per each course/module taught at a higher education institution is considered, as long as it is proven by the respective programmes, in the field relevant to the application or a related field, with a maximum value of 100 points, with the following items being considered:
  - i. Pedagogical support material produced with ISBN for each different course/module throughout the teaching career;
  - ii. Pedagogical support material produced without ISBN for each different course/module throughout the teaching career;
- c) APP: The performance of other activities and participation in pedagogical projects of institutional relevance involving the field of the application or a related field will be weighted at a maximum of 100 points, with the following items being considered:
  - i. Coordination of a funded educational project of institutional relevance (Erasmus+ KA2, etc.)
  - ii. Member of a funded educational project of institutional relevance (Erasmus+ KA2, etc.);
  - iii. Refresher/training activity taught in the field of the application or a related field with a minimum of 20 hours;

- iv. Refresher/training activity attended in the field of the application or a related field with a minimum of 20 hours;
- v. Participation in teaching mobility programmes;
- vi. Participation in working teams to create new diploma, undergraduate, master's or doctoral programmes or to improve or reform the curricula of HE programmes including courses in the field relevant to the application or a related field;
- vii. Other pedagogical activity considered relevant for the field of the application or a related field such as organising and carrying out field trips, organising or teaching at non-higher education institutions or taking part in tenure and promotion committees at professional, non-higher education institutions.

**7.2.3 - Other activities carried out by the candidates that are relevant to the mission of the higher education institution (AR), in which the following items should be weighted:**

- a) Occupation of managerial positions and participation in the institution's governing bodies or structures (CD);
- b) Participation in projects involving practical, knowledge dissemination or training activities and/or outreach activities representing the institution in the institution's catchment area in the field relevant to the application or a related field (PP).

7.2.3.1 — The score to be awarded in this criterion, which represents 20% of the final score, for a maximum of 100 points, is calculated using the following formula:

$$AR = (50\%CD+50\%PP)$$

Where

- a) CD: The following items are weighted at a maximum of 100 points:
  - i. Number of complete years of service held in governing bodies of a higher education institution or in the management of organisational units of a higher education institution (member of the General Council, President, Vice-President, and Director of an Organisational Unit).
  - ii. Number of complete years of service as Deputy President, member of the Management Board (if not considered in point i.), coordinating an FCT-funded R&D centre, coordinating and directing programmes;
  - iii. Number of complete years of service in management structures of departmental units or support units (offices, laboratories, etc.);
  - iv. Number of complete years of service per statutory body (Technical-Scientific Council, Pedagogical Council).
  - v. Number of terms served on the institution's temporary committees by appointment.
- b) PP: Participation in projects involving practical, knowledge dissemination or training activities and/or outreach activities representing the IPT in its catchment area in the

field relevant to the application or a related field (PP) is weighted at a maximum of 100 points, with the following items being considered:

- i. Participation in a scientific project or activity or in community outreach activities in the field relevant to the application or a related field;
- ii. Participation in a project and/or activity involving knowledge and/or technology transfer;
- iii. Number of years representing the institution in collegiate governing bodies in the region, management structures or coordination committees of institutions in the region or in the country;
- iv. Participation as a member of the organising committee of a conference, seminar, workshop in the field relevant to the application or a related field;
- v. Participation in activities associated with the promotion of the higher education institution or its educational offer.

7.3 — The final score for each candidate is obtained using the following method:

- a) Each panel member scores each candidate individually on a scale of 0 to 100 points according to the following final scoring formula (CF),  $CF = (0.35 \text{ DTCP} + 0.45 \text{ CP} + 0.20 \text{ AR})$ , with the result rounded and presented to one decimal place;
- b) Candidates will be ranked in descending order of the final score obtained in 7.3-a).

7.4— In the event of a tie between the candidates, the following tiebreakers will be applied after the final score has been calculated:

- a) The best score obtained in the Technical, Scientific and Professional performance (DTCP) criterion;
- b) Best score obtained in the "pedagogical skills of candidates (CP)" criterion;
- c) Best score obtained in the "Other activities developed by the candidates that are relevant to the mission of the higher education institution (AR)" criterion.
- d) Highest final score without considering maximum limits;
- e) If the tie still remains, the highest number of years of full-time teaching in higher education institutions;

7.4.1 - When applying the tie-breaking criteria indicated in 7.4(d), the scores for the technical-scientific and professional performance criterion (DTCP), the pedagogical ability criterion (CP) and the other relevant activities criterion (AR) are obtained without taking into account the maximum limits of each tied candidate, applying the formula in 7.3-a).

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 at the Human Resources Division of the Instituto Politécnico de Tomar, on the Campus of the Instituto Politécnico de Tomar, Estrada da Serra, Quinta do Contador, in Tomar.

10 — Panel composition:

Chairman: Luís Merca Fernandes, Tenured Professor (Professor Coordenador) at Instituto Politécnico de Tomar.

Permanent members:

Virgínia Isabel Monteiro Nabais Infante, Tenured Professor (Professora Associada com Agregação) at Universidade de Lisboa;

Fernando Jorge Ventura Antunes, Tenured Professor (Professor Associado com Agregação) at Universidade de Coimbra;

Rui António Pitarma Sabino da Cunha Ferreira, Tenured Professor (Professor Coordenador com Agregação) at Instituto Politécnico da Guarda;

Maria Leopoldina Mendes Ribeiro de Sousa Alves, Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Leiria;

Cândida Maria dos Santos Pereira Malça, Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Coimbra.

Substitute members:

António Luís Filipe Pires Borrego, Tenured Professor (Professor Coordenador) at Instituto Politécnico de Coimbra;

Carlos Alexandre Bento Capela, Tenured Professor (Professor Coordenador) at Instituto Politécnico de Leiria.

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.

Tomar, March 25, 2024. The President of IPT, João Paulo Pereira de Freitas Coroado