

PUBLIC NOTICE

Summary: Recruitment competition based on qualifications to fill a vacant position for a *Professor Coordenador* with a public contract for an indefinite period in the field of **Management or a related field**, within the Departmental Unit of **Corporate Sciences** of the Instituto Politécnico de Tomar.

1 — Pursuant to the provisions of Decree-Law 112/2021, of 14 December, which approved a system of internal competitions for promotion to intermediate and top categories in higher education teaching careers and scientific research careers, the legal framework of academic careers in the polytechnic 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 made public by order of the President of the Instituto Politécnico de Tomar dated 25/03/2024, a recruitment competition is launched for a 30-day period starting from the date of publication of this notice in the Portuguese official gazette (Diário da República) to fill a vacant position for a *Professor Coordenador* with a public contract for an indefinite period in the field of **Management or a related field** within 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 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:** under the terms of article 3 of Decree-Law 112/2021 of 14 December and article 19 of the ECPDESP, in order to be eligible to apply to the present procedure the applicants must meet all of the following requirements:

- a) Having a contract of employment with the IPT for an indefinite term as tenured professors;
- b) Holding a doctoral degree or the title of specialist obtained more than five years before **in the field relevant to the application or a related field**. 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. For the purposes of this competition, related fields include Management, Finance, Accounting and Marketing.

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 — **Formal 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 paragraph 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 section 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 identified:

- a) A declaration from the Human Resources Division of the IPT confirming they have a contract of employment with the IPT for an indefinite term as a tenured professor;
- b) 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;
- c) Criminal record certificate attesting that applicants are not hindered from performing public duties or the duties of the position they are applying for.
- d) Certificate of physical fitness and psychological profile required to perform the duties concerned;
- e) Up-to-date vaccination certificate;

- f) 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;
- g) 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.
- h) Activity sheet (available at https://portal2.ipt.pt/pt/ipt/servicos_centrais/recursos_humanos/procedimentos_con_cursais/) duly completed according to the attached instructions to be submitted in editable Excel (xls or xlsx) and PDF formats;

6.4 — The documents referred to in 6.3(c), (d) and (e) may be replaced by a declaration of honour where the applicants declare their position thereon.

6.5 — Applicants who expressly state in their application that the documents referred to in 6.3(g) 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 board of examiners, in which case a translation may be required).

6.7— Failure to submit the documents required in 6.3(a) to (f) and (h) or the declaration of honour referred to in 6.4 or their submission after the deadline stipulated in section 1 will result in the application being rejected.

6.8 — Failure to submit the documents related to the CV submitted by the applicant required in section 6.3(g) or, when the option provided for in section 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 applicants 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— **Applicants admitted on the basis of absolute merit:** in accordance with article 3(4) of Decree-Law 112/2021 of 14 December, applicants who have scored 90 points or more in one of

the last two performance appraisals of their teaching activity at the IPT and met at least 3 of the following 5 criteria in the last 8 years are considered to be admitted on absolute merit:

- a) Coordination and teaching of at least 2 different courses/modules within Master's or Doctoral programmes in the field relevant to the application;
- b) Author of at least 2 peer-reviewed scientific publications in the field relevant to the application, with an impact factor in the areas of Scopus, Web of Science, Google Scholar; or participation in at least 2 exhibition events or presentation of artistic work in the field relevant to the application, in a gallery with CAE 47784 or in entities whose activity has CAE 59110 and CAE 59120;
- c) Supervision of at least 2 successful final Master's or Doctoral projects in a field relevant to the application;
- d) Management, development and implementation of at least 2 scientific research or experimental development activities or projects with the business or institutional environment in the field relevant to the application;
- e) Holding management positions in academic or scientific areas at the Polytechnic of Tomar for at least 2 consecutive years, namely President or Vice-President, Director of a School, President of a Technical-Scientific Council, Director of an FCT Research Centre, Director of a Departmental Unit or Director of a Degree Programme.

7.2 — Ranking of applicants admitted on the basis of absolute merit: Applicants will be ranked by applying the following criteria and under the terms specified:

7.2.1 — *Technical-scientific and professional performance (DTCP)* with the following items being considered:

- a) Research and development projects (I&D) in the field relevant to the application or a related field (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) Participation in tenure and promotion committees 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:

$$DTCP = (PID + PC + OT + JPA + AP)$$

Where

- a) PID: active participation in research and development (R&D) projects in the field relevant to the application or a related field is awarded a maximum of 20 points as follows:
- i. Per active participation as a researcher responsible (coordinator) or co-responsible in a funded research and development project in the field relevant to the application or a related field - 4 points, 2 additional points if it is international;
 - ii. Per active participation as a researcher in a funded research and development project in the field relevant to the application or a related field - 3 points, 2 additional points if it is international;
 - iii. Full member of FCT-funded research units with minimum score of Good - 0.5 points/year.
- b) PC: scientific output in the field relevant to the application or a related field and its dissemination among the scientific community is awarded a maximum score of 30 points as follows:
- i. For each registered patent or copyright, if relevant to the field of the application or a related field - 5 points. The score is divided by the number of authors involved;
 - 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 - 3 points. If they are indexed in the Scopus or Web of Science databases 2 points are added. The final score is divided by the number of claimant/ editors of the book/journal;
 - iii. Per 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 - 3 points. In the case of a journal article or book chapter that is part of a series classified in the Scimago database, 3, 2 or 1 additional points are awarded depending on whether the classification is Q1, Q2 or Q3, respectively. The final score is divided by the number of authors of journal article or book chapter.
 - iv. Per scientific paper 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 - 1 point, limited to a maximum of 8 points. The final score is divided by the number of authors of the publication;
 - v. Per participation in a conference, international or national scientific meeting with presentation of an oral paper/poster, in the field relevant to the application or a related field (provided they are not taken into account in previous points) - 0.5 points, limited to a maximum of 3 points. The final score is divided by the number of authors of the oral/poster presentation.
 - vi. For each review of a scientific article in an indexed journal listed in the "Scopus" or "Web of Science" databases - 0.5 points, limited to a maximum of 3 points.
- c) OT: supervision or co-supervision of doctoral theses, dissertations, master's projects and internships in 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 awarded a maximum of 15 points as follows:

- i. Per supervision or co-supervision of doctoral dissertations (already completed) - 4 points;
 - ii. Per supervision or co-supervision of master's dissertations, projects or internships (already completed) - 2.5 points
 - iii. Per supervision or co-supervision of dissertations, projects or internships undertaken as part of undergraduate degrees (already completed) - 1 point, limited to a maximum of 4 points;
 - iv. Per supervision of projects or internships undertaken as part of non-degree programmes (already completed) - 0.5 point, limited to a maximum of 3 points.
- d) JPA: participation in boards of examiners as chair or examiner in the field relevant to the application or a related field is awarded a maximum of 20 points as follows:
- i. Per participation in boards of examiners of doctoral dissertations, as chair or examiner, in the field relevant to the application or a related field - 3 points if examiner and 1.5 points if chair;
 - ii. Per participation in boards of examiners of dissertations undertaken as part of a master's degree or required to achieve the title of specialist - 1.5 points if examiner and 0.75 point if chair;
 - iii. Per participation in boards of examiners of a project or internship leading to an undergraduate degree - 1 point if examiner and 0.5 points if chair, limited to a maximum of 4 points;
 - iv. Per participation in boards of examiners of a project or internship leading to non-degree qualifications - 0.5 points if examiner and 0.25 points if chair, limited to a maximum of 3 points.
- e) AP: Professional and institutional experience relevant to the duties to be performed involving the field of the application or a related field will be awarded a maximum of 15 points as follows:
- i. Per each full year of professional activity outside teaching - 1 point.
 - ii. Professional and teaching experience (per year of full-time work in HE institutions) - 2 points;
 - iii. Professional and teaching experience (for each full year of part-time teaching service in Higher Education Institutions or full years of teaching service in Non-Higher Education Institutions) - 0.5 points;
 - iv. Per active participation as coordinator in a funded institutional project, provided that it is not of a technical-scientific or pedagogical nature (CCDR projects, European Union, ...) - 3 points.
 - v. Per active participation as a member in a funded institutional project, provided that it is not of a technical-scientific or pedagogical nature (CCDR projects, European Union, ...) - 2 points.

7.2.2 - Pedagogical skills of applicants (CP) with the following items being considered:

- a) Coordination of courses/modules and teaching activities in the field relevant to the application (AL);
- b) The quality and quantity of teaching resources produced by the applicant 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 (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:

$$CP = (AL + MAP + APP)$$

where

a) AL: the coordination of courses/modules and teaching activities in the field relevant to the application or a related field are awarded a maximum of 50 points as follows:

- i. Per each different course/module taught in second-cycle degrees in the field relevant to the application or a related field - 3 points;
- ii. Per each different course/module taught in first-cycle degrees in the field relevant to the application or a related field - 2 points;
- iii. For each different course/module taught in non-degree programmes in the field relevant to the application or a related field - 1 point;

b) MAP: the quality of the teaching support material produced per each course/module taught at a higher education institution in the field relevant to the application (as long as it is supported by the respective syllabuses) with a maximum of 30 points as follows:

- i. For each teaching support material produced throughout the entire teaching career with an associated ISBN registration, for each different course/module in the field relevant to the application, provided that the ISBN registration is considered only once - 5 points;
- ii. For each teaching support material produced throughout the entire teaching career without an associated ISBN registration (handbooks, textbooks, exercise books), for each different course/module in the field relevant to the application, provided that it covers at least 75% of the course content - 1 point.

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 awarded a maximum of 20 points as follows:

- i. Coordination of a funded educational project of institutional relevance (Erasmus+ KA2, etc.) - 4 points, plus 2 points if international;
- ii. Member of a funded educational project of institutional relevance (Erasmus+ KA2, etc.) - 2 points, plus 2 points if international;
- iii. Per refresher/training activity taught in the field of the application with a minimum duration of 20 hours - 2 points;
- iv. Per refresher/training activity attended with a minimum duration of 20 hours - 1 point;
- v. Participation in teaching mobility programmes - 2 points, plus 1 point if international;
- vi. Per each 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/modules in the field of the application - 2.5 points;
- vii. For any other pedagogical activity considered relevant for the application such as organising and carrying out field trips, teaching at non-higher education institutions or taking part in tenure and promotion committees at professional, non-higher education institutions - 0.25 points, limited to a maximum of 3 points.

7.2.3 — Other activities carried out by the applicants that are relevant to the mission of the higher education institution (AR) with the following items being considered:

- 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:

$$AR = (CD+PP)$$

Where

- a) CD: the activities described below are awarded a maximum of 50 points as follows:
 - i. Per each year of office 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). - 5 points/year if President, Vice-President and Director of an Organisational Unit; 3 points/year if a member of the General Council;
 - ii. Per each year of service as Deputy President, member of the Management Board (if not considered in i.), coordinating an FCT-funded R&D centre, coordinating and directing programmes. - 3 points/year if Deputy President, Member of the Management Board, Research Centre Coordinator, programme

- coordinator/director; 1 point/year if member of the programme coordination committee;
- iii. Per each year of service in management structures of departmental units or support units (offices, laboratories, etc.). - 2.5 points/year.
 - iv. Per each year of office completed and per statutory body (Technical-Scientific Council, Pedagogical Council). - 3 points/year if chairman; 2 points/year if secretary; 1 point/year if member.
 - v. For each term of office served on temporary committees of the institution by appointment - 1 point, limited to a maximum of 10 points.
- 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 with a maximum of 50 points as follows:
- i. Per participation in a technical-scientific project/activity or in community outreach activities in the field relevant to the application - 3 points;
 - ii. Per participation in a project and/or activity involving knowledge and/or technology transfer- 2 points;
 - iii. Per year of participation representing the institution in collegiate governing bodies in the region, management structures or coordination committees of institutions in the region or in the country - 2 points, limited to a maximum of 10 points;
 - iv. For each participation as a member of the organising committee of a scientific conference (national or international), seminar, workshop, exhibition, in the field relevant to the application or a related field - 2 points if conference, 1 point if workshop, seminar or exhibition, limited to a maximum of 10 points;
 - v. Per participation in activities associated with the promotion of the higher education institution or its educational offer - 1 point, limited to a maximum of 5 points.

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

- a) Each member of the panel scores each applicant individually using the Activity Sheet provided for in section 6.3(h);
- b) The final score (CF) of each panel member for each applicant on a scale from 0 to 100 points will be calculated using the following formula: $CF = (0,35 DTCP + 0,45 CP + 0,20 AR)$ with the result rounded and shown to one decimal place;
- c) The final score for each applicant is the simple arithmetic average of the final scores calculated by each member of the panel;
- d) Applicants are ranked in descending order of the final score obtained in 7.3-c).

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

- a) Best score obtained (simple arithmetic average of the scores calculated by each member of the panel) in the technical-scientific and professional performance (DTCP) criterion;
- b) Best score obtained (simple arithmetic average of the scores calculated by each member of the panel) in the pedagogical ability (CP) criterion;
- c) Best score (simple arithmetic average of the scores calculated by each member of the panel) in the criterion "Other activities relevant to the mission of the higher education institution that have been carried out by the applicants" (AR);
- 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 applicant, applying the formula in 7.3(b), and are obtained through the simple arithmetic average of the scores awarded by each member of the panel.

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 (through powers delegated by the President of the IPT):

Paulo Manuel Machado Coelho, PhD, Tenured Professor (Professor Coordenador) at Instituto Politécnico de Tomar.

Permanent members:

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

Alzira Maria da Ascensão Marques, PhD, Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Leiria;

Amândio Pereira Baía, PhD, Tenured Professor (Professor Coordenador) at Instituto Politécnico da Guarda;

Fernanda Cristina Pedrosa Alberto, PhD, Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Coimbra;

Rui Manuel Costa Robalo, PhD, Tenured Professor (Professor Coordenador) at Instituto Politécnico de Santarém;

Substitute members:

Isabel Maria Loureiro Esteves Martins, PhD, Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Viseu;

Pedro Manuel Rodrigues de Carvalho, PhD, Tenured (Professor Coordenador) at Instituto Politécnico de Castelo Branco.

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