

Instituto Politécnico de Tomar

Public Notice no. 1675/2019

1 - In accordance with Article 76 of Decree-Law no.84/2019 dated June 29 that adopted the measures necessary to execute the 2019 State Budget, the legal framework of academic careers in the Polytechnic sector (ECPDESP) approved by Decree-Law No. 185/81 of July 1, 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 23 December 2019, a call for applications is open for a 30-day period starting from the date of publication of this notice in the Portuguese Official Gazette to fill a vacant position for a Full Professor (Professor Coordenador) with an employment contract for an indefinite term in the area of Chemical Engineering or related area within the Engineering Department of the Instituto Politécnico de Tomar.

2 - Expiration date: this procedure is intended only to fill the above-mentioned vacancy and closes when the position is filled.

3 - Job content: the duties pertaining to the academic staff serving in the polytechnic sector in accordance with Article 2-A of the ECPDESP, and particularly to Full Professors, as set out in 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 tenure-track and non-tenure track 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 – General requirements: In accordance with article 17 of the legal and regulatory framework for public administration (LTFP) approved by law No. 35/2014 of 20 June and article 12-E of the ECPDESP, in order to be eligible for application, the candidates must meet all of the following criteria:

- a) Having completed eighteen years of age;
- b) Not being restricted from carrying out public duties or 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 – General requirements: In accordance with Article 76 of Decree-Law no.84/2019 dated June 28 and Article 19 of the ECPDESP, in order to be eligible to apply to the present procedure the candidates must fulfil all the following requirements:

- a) Having an employment contract for an indefinite period with IPT as Assistant Professor (Professor Adjunto);
- b) Having served a minimum of 10 years of service in the position of Assistant Professor (Professor Adjunto);
- c) Holding a PhD or the title of Specialist Lecturer for over 5 years in the relevant subject area or in a related area.

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

6- Application procedures:

6.1- Application must be submitted in person against receipt or by registered and recorded mail to the following address: Instituto Politécnico de Tomar - Estrada da Serra, Quinta do Contador, 2300-313 Tomar, within the application deadline referred to in paragraph (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: candidate'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 candidate is applying for, number of notice and mention to the Portuguese Official Gazette where the list of required documents has been published.

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

- a) Declaration from the Human Resources Division stating that the candidate has an employment contract as Assistant Professor (Professor Adjunto) with IPT and the years he/she served in that position;
- b) Copy of professional and academic certificates or other legally recognised documents proving award of a doctoral degree, which in the case of foreign qualifications shall, without prejudice to the provisions of 6.4, include proof of recognition, equivalence or register of the doctoral degree pursuant to applicable law;
- c) Criminal record certificate attesting that they are not restricted 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 of this public notice;
- g) Documents attesting the information included in the CV.

6.4 - In accordance with Article 25 of Decree-Law no.66/2018 dated 16 August which approved the Regulations for Graduate Diplomas and Degrees awarded by foreign higher education institutions, candidates are exempted from providing evidence of formal recognition of their degrees or diplomas at the application stage. They only have to provide this evidence at the

contract stage within the deadline set by the Human Resources Division of the Instituto Politécnico de Tomar under penalty of being prevented from completing the contract.

6.5 - The documents referred to in sub-paragraphs (c), (d) and (e) of paragraph 6.3 may be replaced by a declaration on oath where the candidates declare their position with regard to each of those paragraphs.

6.6 - Candidates will be exempted from providing the documents referred to in paragraph 6.3(g) if they clearly indicate in the formal request that they are kept in their personal files.

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).

6.8 - Failure to submit the documents required herein or its submission after the deadline stipulated in section 1 of this notice will cause the application to be rejected.

6.9 - Failure to submit (or include in personal file) documents supporting the information provided in the CV will result in those elements not being considered.

6.10 - Provision of fake documents determines immediate withdrawal from the application process and notification to the competent 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 if judicial review proceedings are instituted, in which case the requested documents will only be returned after final judgement has been issued by the court.

6.12 - Application and accompanying documents shall be submitted in paper or digital format. Each candidate may choose to provide six copies of the application and its accompanying documents or only a copy; with the latter option implying the candidate's consent to make hard or digital copies of the application and attached documents for the exclusive use of each member of the selection panel.

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

7.1 - Weighted score of technical-scientific and professional performance (DTCP) shall include:

a) Research and development projects in the relevant subject area or a related area (PID);

b) Scientific output, publications and conference papers at home and abroad in the relevant subject area or a related area (PC);

c) Tutorial guidance of coursework required to complete the degree programme in the relevant subject area or a related area (OT);

d) Participation in tenure and promotion panels in the relevant subject area or a related area (JPA);

e) Participation in professional activities relevant to the duties to be performed in the relevant subject area or a related area (AP).

7.1.1 - 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:

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

Where

a) PID refers to active participation in R&D projects in the relevant subject area or a related area with a maximum score of 10 points, as follows:

- i) for each active participation as a main researcher in a R&D project in the relevant subject area or a related area - 5 points;
- ii) for each active participation as a researcher in a R&D project in the relevant subject area or a related area - 3 points;

b) PC refers to the scientific output in the relevant subject area or a related area and its dissemination among the scientific community, with a maximum score of 30 points, as follows:

- i) For each patent filed - 5 points. Awarded 1 extra point if it is in the relevant subject area. Score is divided by the number of patent owners;
- ii) For each book published - 5 points. Awarded 1 extra point if it is of interest and scientifically relevant for the subject area. Score is divided by the number of book authors;
- iii) For every book published with peer review - 4 points; Score is divided by the number of book authors;
- iv) For every book chapter published with peer review - 5 points. Awarded 1 extra point if it is of interest and scientifically relevant for the subject area. Where the candidate is not the first author, the score shall be divided by the number of authors;
- v) For each research paper published in a national or foreign scientific journal with peer review - 4 points. This value is added of the quartile with which the journal is associated as follows: Q1 – 1 point; Q2 – 0.50 points; Q3 – 0.25 points. Where the candidate is not the first author, the score in this paragraph shall be divided by the number of authors;
- vi) For each research paper presented at an international conference or meeting and published in the proceedings after peer review - 2 points. Where the candidate is not the first author, the score shall be divided by the number of authors;
- vii) For each research paper presented at a national conference or meeting published in the proceedings after peer review or papers published in non-indexed journals - 1 point; Where the candidate is not the first author, the score shall be divided by the number of authors;
- viii) For every oral presentation given as part of a conference, scientific meeting or seminar - 1 point; Where the candidate is not the first author, the score shall be divided by the number of authors;

c) OT refers to the supervision or co-supervision of doctoral theses and master's dissertations, projects and reports as well as the supervision of project work as part of graduate programmes with the maximum score of 20 points as follows:

- i) For every supervision or co-supervision of a doctoral thesis already completed - 6 points;
- ii) For every supervision or co-supervision of a dissertation, project or final report as part of a master's degree already completed – 4 points.

- iii) For every supervision or co-supervision of projects or final reports as part of a bachelor's degree (*licenciatura*) already completed – 2 points
- d) JPA refers to the participation in tenure and promotion panels as chair or examiner with a maximum score of 20 points as follows:
 - i) For every participation as examiner in panels formed to assess public defences of doctoral dissertations or those leading to the title of specialist lecturer - 3 points;
 - ii) For each participation in master's examination panels - 2 points;
 - iii) For every participation in a panel formed to assess a project or internship report required to earn the bachelor's degree (*licenciatura*) – 1 point;
- e) AP refers to the professional experience relevant to the duties to be performed, with a maximum score of 30 points as follows:
 - i) For each full year of service performing a professional activity outside of lecturing - 3 points.
 - ii) Professional and lecturing experience (for each year of full-time work in HE institutions) - 2 points;
 - iii) Professional and lecturing experience (for each year of part-time work in HE institutions or full years of teaching experience in non-higher education institutions) - 0.5 points;

7.2 - Pedagogical skills of candidates (CP) including:

- a) Lecturing and coordination of course units/modules in the relevant subject area or a related area (AL);
- b) The quality and quantity of teaching resources produced by the candidate in the relevant subject area or a related area (MP)

7.2.1 - 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:

$$CP = (AL + MP)$$

Where

- i) AL includes the above-mentioned activities with a maximum score of 75 points as follows:
 - i) For each master's course/module taught in the relevant subject area or a related area - 10 points;
 - b) For each bachelor's course unit/module taught in the relevant subject area or a related area - 5 points;
- b) MP includes the quality and quantity of teaching resources produced, with a maximum score of 25 points, as follows: teaching resources relating to course units/modules in the relevant subject area up to 2 points allocated according to 4 scoring levels: level 1 - 0.50 points; level 2 - 1.0 points; level 3 - 1.5 points and level 4 - 2.0 points.

7.3 - Other activities developed by the candidates that are relevant to the mission of the higher education institution (AR), including:

- a) Occupation of managerial positions and participation in governing bodies or structures (CD);

b) Participation in practical or scientific dissemination projects or activities within the relevant subject area or a related area (PP);

7.3.1 - 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 refers to the above-mentioned activities, with a maximum score of 40 points as follows:

i) For each year in office as members of governing bodies or organisational units within higher education institutions - 10 points;

ii) For each year in office in managerial positions in higher education institutions such as directors of programmes, departments, course groups, support units (offices, labs, etc.) and projects, or for each term of office served on an interim basis - 10 points;

b) PP refers to the participation in external and consultancy services and/or activities in the region of influence of IPT with a maximum score of 60 points, as follows:

i) For each participation in a scientific, technological and/or educational project or activity - 10 points;

ii) For each participation in a project and/or activity involving knowledge and/or technology transfer - 10 points;

iii) For each participation as a member of the organising committee of a conference, seminar, workshop or scientific and/or technological event - 10 points;

iv) For each participation in activities associated with the promotion of the higher education institution or its educational offer - 5 points.

7.4 - The final score (CF), on a scale from 0 to 100 points, will be obtained using the following formula: $CF = (0.45DTCP + 0.35CP + 0.20AR)$ in which the candidates obtaining an overall score of at least 50 points will be awarded "Pass with Absolute Merit" and those who do not reach that score will be awarded "Fail". Where the final scores of all competing candidates are lower than 50 points, the panel may reserve the right to review the minimum absolute merit passing score. All results will be displayed with one decimal place.

7.5 - In the event of a tie between the candidates, after the final score has been determined, the following tiebreakers will be applied:

a) Best score obtained by adding all the criteria scores - technical-scientific and professional performance (DTCP) and pedagogical capacity (CP);

b) If the tie remains, the best score obtained in the pedagogical capacity (CP) criterion;

c) If the tie still remains, best score obtained in the "Other activities developed by the candidates that are relevant to the mission of the higher education institution (AR)" criterion.

8 - Public hearing: the selection panel may require public hearings as set out in article 15, paragraph 5, sub-paragraph (b) of IPT regulations on faculty recruitment and selection.

9 - The documents 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:

Isabel Maria Duarte Silva Pinheiro Nogueira, PhD, Full Professor at Instituto Politécnico de Tomar

Permanent members:

Fátima Maria Carvalhinhas Barreiros, PhD, Full Professor at Instituto Politécnico de Leiria;

Humberto Manuel Índio Chaves, PhD, Full Professor at Instituto Politécnico de Beja;

Manuel José de Matos, PhD, Full Professor at Instituto Superior de Engenharia de Lisboa;

Paulo Sérgio Duque de Brito, PhD, Full Professor at Instituto Politécnico de Portalegre;

Substitute members:

José Augusto Paixão Coelho, PhD, Full Professor at Instituto Superior de Engenharia de Lisboa;

Preciosa de Jesus da Costa Pires, PhD, Full Professor at Instituto Politécnico de Viana do Castelo.

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 call for applications will also be advertised on the *Bolsa de Emprego Público (BEP)*, a public job listing, on the website of the Foundation for Science and Technology, in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, in accordance with article 29-B of the ECPDESP.

Tomar, 23 December 2019, President of the Instituto Politécnico de Tomar, Professor João Paulo Pereira de Freitas Coroado, PhD.