

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 23 November 2021, a call for applications 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 an Associate Professor (Professor Adjunto) with an employment contract for an indefinite term for the area of **Audiovisual and Media Production, sub-domain of Cinema** within the Departmental Unit of Arts, Design and Communication of the Instituto Politécnico de Tomar.

2 - **Validity Period:** this procedure is intended only to fill the above-mentioned 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 participate in the governance of the HE institutions/schools/departments they belong to. Pursuant to Article 3(4) of the ECPDESP, Associate Professors (Professores Adjuntos) in particular are responsible for collaborating with Full Professors (Professores Coordenadores) in a course or subject area; organising and teaching courses/modules; 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 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- 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 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 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) Have 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 Expert in the subject area concerned or in a related area.

5.3- Applicants 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 - 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, and number and date of the official gazette (Diário da República) in which the list of required documents was published.

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 signed and dated organised according to selection and ranking criteria and overall grading system set forth in section 7 of this public notice, under penalty of not being considered for evaluation;
- f) Supporting documents for the facts stated in the CV.

6.4 - 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.

6.5 - Applicants serving at IPT shall be exempted from submitting the documents referred to in paragraph f) provided that they clearly state in the formal request that they are stored in their personal files.

6.6- 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).

6.7 - Failure to submit the documents required herein or its submission after the deadline specified in section 1 of this notice will result in the rejection of the application.

6.8 - Failure to submit documents supporting the information provided in the CV will result in those elements not being considered.

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

6.10 - The documents provided by the applicants 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.

6.11- Application and accompanying documents shall be submitted in digital or paper format. Each applicant may only submit one copy of his/her application and documents that accompany it. Applicants must authorize the duplication of his/her application and respective documents, in paper copy or digital form, exclusively to be given to each member of the panel which will evaluate the applications and prepare the list of admitted and excluded candidates.

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

7.1 Scoring grid: applicants are ranked based on the information provided in the CV and documentary evidence using the following scoring grid:

Parameter	Points (max)	Items	Points (max)	Sub-items	Score
1. Technical-Scientific and Professional (TCP)	100	1.1 Funded R&D projects	20	Member of research units funded by the FCT with minimum score of Very Good	1 /year
				For each active participation in artistic or R&D project in the subject area concerned or a related area	4/project as Main Researcher or co-responsible; 3/project as Researcher
		1.2 Scientific output	40	For each catalogue, book or book chapter published with peer review	10/book/catalogue; 6/chapter
				For each research paper published in a national or foreign scientific journal with peer review indexed in SCOPUS or WOS	8 /Paper
				For each creation of an exhibition/artistic object or scientific paper in a national or international scientific conference or meeting, published in the respective proceedings, with peer review	3/exhibition/paper
				For each paper published in a technical/professional journal	1/paper
				For each presentation/interpretation of exhibition/artistic object or oral presentation or poster as part of a conference, scientific meeting or seminar	1/presentation/interpretation/paper presentation; 1/poster
				1.3 - Supervision of theses/dissertations/projects	15
		For each supervision or co-supervision of dissertations, projects or final reports as part of Master's degrees (Mestrados) already completed	4/supervision		
		For each supervision or co-supervision of project or final reports as part of Bachelor's degrees (Licenciaturas) already completed	2/supervision		
		1.4 Participation in selection panels	10	For each actual participation in boards of examiners of PhD dissertations	2/participation
				For each actual participation in boards of examiners of Master's theses or of examinations leading to the Specialist qualification.	1/participation

				For each actual participation in boards of examiners of project or internship reports of Bachelor's degrees (<i>licenciaturas</i>) or Foundation degree programmes (cTeSP)	0.25/participation
		1.5 - Professional activities relevant to the area	15	For each full year of a professional activity outside that of lecturing	5 /year
2. Pedagogical Capacity (CP)	100	2.1 - Teaching Experience	70	Professional and teaching experience in polytechnic or university institutions (for each full year of full-time equivalent work in HE institutions)	5 /year
				Coordination of course units/modules with varied subject content in the area concerned or related area	2.5 per course unit/module
			Teaching of different course units/modules in the area concerned or related area	2.5 per course unit/module	
		20	Teaching materials produced (printed or digital texts, exercise books, manual of laboratory practices, software, audiovisual production, ...)	2 per each material produced by the applicant and made available beforehand	
		10	Refresher and re-training courses	0.625/hour	
3. Other relevant activities (AR)	100	3.1 - Managerial and leadership positions	40	For every year in office as members of governing bodies or organisational units within higher education institutions (Head or deputy director of an organisational unit)	5/year if Head; 3/year if deputy director
				For every year as programme director	3 /year
				For every year as heads of units within HE institutions such as offices, laboratories, etc.	2.5 /year
				For every year in office as members of statutory committees (CTC, CP)	3/year/ committee if chairman; 2.5/year/committee if vice-chairman
		3.2 - Membership of statutory bodies	30	For every year in office as members of statutory bodies	1.5/year/body if secretary; 1/year/body if member
3.3 - Event organisation	10	Chair of technical-scientific and technical-professional exhibitions, congresses/seminars	1/event		

			Member of organising committees of technical-scientific and technical-professional exhibitions, congresses/seminars	0.5/event
			Member of scientific committees of technical-scientific and technical-professional exhibitions, congresses/seminars	0.5/event
	3.4 - Community extension services	10	Participation in community extension projects or activities	1/participation
	3.5 - Membership of non-teaching staff review panels	10	Non-teaching staff review panels	1.5/panel if secretary; 1/panel if member

7.2 - The final score (CF), on a scale from 0 to 100 points, will be obtained using the following formula: $CF = (0,50DTCP+0,35CP+0,15AR)$ where the applicants 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 applicants are lower than 50 points, the panel may reserve the right to change this minimum pass score. All results will 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) criterion;
- 2) If the tie remains, the best score obtained in the Pedagogical Capacity (CP) criterion;
- 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 forth in article 15 paragraph 5(b) of IPT regulations on faculty recruitment and selection.

9 - The documents related to this procedure 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:

Nuno José Valente Lopes Madeira, Full Professor and Vice-President of the Instituto Politécnico de Tomar

Permanent Members:

João Mário Lourenço Bagão Grilo, Full Professor at Universidade Nova de Lisboa;

Manuela Maria Fernandes Penafria, Associate Professor at Universidade da Beira Interior;

Luís Carlos da Costa Nogueira, Associate Professor at Universidade da Beira Interior;

Mirian Estela Nogueira Tavares, Associate Professor at Universidade do Algarve;

Manuel José Carvalho Almeida Damásio, Associate Professor at Universidade Lusófona.

Substitute Members:

Olívia Maria Marques da Silva, Full Professor at the School of Media, Arts and Design of the Instituto Politécnico do Porto;

Ana Luísa Guimarães, Full Professor at the School of Drama and Cinema of the Instituto Politécnico 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 Notice will be advertised on the public job listing Bolsa de Emprego Público (BEP), 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 November 2021

The President of the IPT, João Paulo Pereira de Freitas Coroado