

PUBLIC NOTICE

- 1 - In accordance with the legal framework of academic careers in the Polytechnic sector (ECPDESP) approved by Decree-Law No. 185/81 of 1 July, 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 June 29, 2023, a call for applications is launched for a 30-day period 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 a fixed-term appointment in the area of Design and Communication of 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 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; 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) 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 doctoral degree or the title of Specialist 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 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 applied for, number of Notice, and number and date of the 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 titled:

- a) Copy of professional and academic certificates or other legally recognised documents proving award of a doctoral degree or a specialist lecturer title 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 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, organised and arranged sequentially in the same order as mentioned in the previous paragraph;
- g) Portfolio with selection and justification of the five most artistically relevant works.

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 candidates 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 phase, 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 - 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.

6.7 - 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 specified in section 1 of this notice will result in the rejection of the application.

6.9 Non-submission of documents related to the CV submitted by the applicant, or their absence in the individual file, in the cases referred to in no. 6.6, implies the exclusion of the elements that they should prove.

6.10 - Provision of fake 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 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.

6.12 - 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 7.1 Scoring grid: applicants are ranked based on the information provided in the CV and supporting documents using the following scoring grid:

Parameter	Maximum Points	Items	Maximum Points	Sub-items	Score
1. Technical, Scientific and Professional Performance (DTCP)	100	1.1 Funded R&D projects	20	Member of FCT-funded research units with minimum score of Very Good	1/year of coordination 0.5/year of membership
				Active participation in R&D projects in the subject area concerned or a related area	[6, 12]/project as Main Researcher or co-MR

					[3, 6]/project as Researcher
		1.2 - Scientific output	40	Author or coordinator of a book or catalogue published or in press	[5, 10]/whole book
				Author or co-author of book chapter published or in press	[2, 4]/chapter
				Scientific paper in international peer-reviewed journal	[3, 6]/paper
				Scientific paper in national peer-reviewed journal	[2, 4]/paper
				Scientific paper in technical-professional journal	[1, 2]/paper
				Creation of an exhibition, artistic object, scientific paper or poster at a national or international peer-reviewed scientific conference or meeting	[5, 10] /exhibition [2, 4]/object [2, 4]/paper oral presentation [1, 2]/poster
		1.3 - Supervision of theses/dissertations/projects completed	15	Supervision or co-supervision of doctoral dissertations	10/supervision
				Supervision or co-supervision of dissertations, projects or final reports as part of Master's degrees	4/supervision
				Supervision or co-supervision of projects or final reports as part of Bachelor's degrees	2/supervision
		1.4 Membership of dissertation committees	10	Membership of doctoral dissertation committees (with the exception of supervisor and chairperson)	2/membership
				Membership of master's dissertation committees or for the award of the title of specialist (with the exception of supervisor and chairperson)	1/membership
				Membership of committees to assess internship reports leading to the degree of licenciado or cTeSP (with the exception of supervisor and chairperson)	0,5/Bachelor's 0,25/cTeSP
		1.5 - Professional activity with relevance to the area	15	Nature, quality, depth and notoriety of the work presented in the portfolio - paragraph g)	[1, 15]
2. Pedagogical Capacity (CP)	100	2.1 - Teaching Experience	70	Seniority in the polytechnic or university sector (part-time being converted into full-time years in the respective proportion)	1/full year

				Coordination of different course units within the area concerned or related area	2/unit
				Delivery of different course units within the area concerned or related area	1/unit
			20	Educational material produced in the scientific area or related area for which the procedure is open	[0,5, 2]/different unit
			10	Attendance to refresher and re-training courses	0,5/course
3.Other Relevant Activities (RA)	100	3.1 - Managerial and leadership positions	40	Mandates served as a manager or chairman of bodies or statutory organisational units of a higher education institution	4/HEI or Organisational Unit/full year 2/body/full year
				Course management and/or coordination	3/course/full year
				Coordinator and/or member of support unit structures in higher education institutions (offices, laboratories, etc.)	[1, 2] /Structure/full year
		3.2 - Membership of statutory bodies	30	Mandates served as a member of statutory bodies of HEIs and its organisational units	1/body/full year
		3.3 - Event organisation	10	Chairman and/or curator of the organising committee of technical-scientific and technical-professional exhibitions, congresses/seminars	[1, 4]/event
				Member of organising committee of technical-scientific and technical-professional congresses/seminars	[0.5, 2]/event
				Member of scientific committee of exhibitions, technical-scientific and technical-professional congresses/seminars	[1, 3]/event
		3.4 - Community extension services	10	Participation in community extension projects or activities	[1, 3] /participation
		3.5 - Membership of non-teaching staff recruitment/selection panels	10	Non-teaching staff recruitment/selection panels	2/panel

Note: Facts that have already been considered in the other evaluation Parameters may not be considered in the "Other Relevant Activities (RA)" parameter.

7.2 - The final score (CF) on a scale from 0 to 100 points will be calculated using the following formula: $CF = (0,35DTCP + 0,45CP + 0,20AR)$ in which 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 shall 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) The best score obtained in the Technical, Scientific and Professional (DTCP) criterion;
- 2) If the tie remains, the best score obtained in the Pedagogical Capacity (CP) criterion;
- 3) 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 associated** with 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:

Cecília de Melo Correia Baptista (PhD), Associate Professor (Professora Adjunta), Director of the Escola Superior de Tecnologia de Tomar of the Instituto Politécnico de Tomar

Permanent Members:

Daniel Raposo Martins (PhD), Full Professor at Instituto Politécnico de Castelo Branco;

Heitor Manuel Pereira Pinto da Cunha e Alvelos (PhD), Associate Professor (Professor Associado) at Faculdade de Belas Artes of the Universidade do Porto;

Francisco Maria Mendes de Seíça da Providência Santarém (PhD), Associate Professor (Professor Associado) at Universidade de Aveiro;



Paula Cristina Almeida Tavares (PhD), Full Professor (Professora Coordenadora) at Instituto Politécnico do Cávado e do Ave;

Rita Assoreira Almendra (PhD), Full Professor (Professora Catedrática) at Faculdade de Arquitetura da Universidade de Lisboa.

Substitute Members:

Ana Thudichum Vasconcelos (PhD), Associate Professor with Habilitation (Professora Associada c/ Agregação) at Faculdade de Belas Artes da Universidade de Lisboa;

António Fernando Vasconcelos Cunha Castro Coelho (PhD), Associate Professor (Professor Associado) at Faculdade de Engenharia da Universidade do Porto.

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, XX XXXXXX 2023

The President of IPT, João Paulo Pereira de Freitas Coroado