

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 area of Visual Arts or a related area of the Departmental Unit of Arts, Communication and Design 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 thirty day period 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 a public contract for an indefinite period in the field of Visual Arts or a related field of the Departmental Unit of Arts, Communication and Design 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 number 112/2021 of 14 December and article 19 of the ECPDESP, in order to be eligible to apply to the present procedure the candidates 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**. 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 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 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) Declaration from the Human Resources Division of the IPT confirming that you 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) Detailed curriculum vitae, duly dated and signed, which must be organised in accordance with the selection and ranking criteria and the assessment and final scoring system set out in paragraph 7.2 of this 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.
- 6.4 — The documents referred to in sub-paragraphs 6.3, c), d) and e) 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(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 panel, in which case a translation may be required).
- 6.7 — Failure to submit the documents required in paragraph 6.3 (a) to (f) or the declaration on oath referred to in 6.4 or their submission after the deadline stipulated in 6.1 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 (g) 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 have scored 90 points or more in one of the last two performance appraisals of their teaching activity at the IPT and meet at least 3 of the following 5 criteria in the last 8 years are considered to be admitted on absolute merit, in accordance with article 3(4) of Decree-Law 112/2021 of 14 December:

- a) Coordination and teaching of at least 2 different courses/modules of 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 Doctorate projects in 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 candidates accepted on the basis of absolute merit:** Candidates will be ranked by applying the following criteria and under the terms specified:

7.2.1 — **Technical-scientific and professional performance (DTCP)** in which the following items should be weighted:

- 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, results from the application of 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 weighted at 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 - up to 4 points; 2 additional points if it is international;
 - ii. 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 - up to 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: active participation in research and development (R&D) projects in the field relevant to the application or a related field is valued at a maximum of 30 points, as follows:
 - i. Creation of an exhibition - 5 to 10 points;
 - ii. Creation of a work of art - 2 to 4 points;
 - iii. Scientific article or oral presentation - from 2 to 4 points;
 - iv. Poster presentation at a national or international conference or meeting with peer review - 1 to 2 points;
 - v. 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 - 1 to 3 points. If they are indexed in the Scopus or Web of Science databases 2 points are added.
 - vi. 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 - 1 to 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 points are added to the previous point depending on whether the classification is Q1, Q2 or Q3, respectively.
 - vii. Per 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 - 1 point;
 - viii. Per participation in a conference, international or national scientific meeting involving the presentation of an oral paper/poster in the field relevant to the application or a related field - 0.5 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 weighted at a maximum of 15 points, as follows:
 - i. Per supervision or co-supervision of doctoral dissertations (already completed) - 4 points;

- i. Per supervision or co-supervision of master's dissertations, projects or internships (already completed) - 2.5 points
 - ii. Per supervision or co-supervision of master's dissertations, projects or internships (already completed) - 1 point
 - iii. Per supervision of projects or internships undertaken as part of non-degree programmes (already completed) - 0.5 point.
- d) JPA: participation in boards of examiners as chairperson or examiner in the field relevant to the application or a related field is weighted at a maximum of 20 points as follows:
 - i. Per participation in boards of examiners of doctoral dissertations in the field relevant to the application or a related field - 3 points if examiner and 1.5 points if chairperson;
 - ii. Per participation in boards of examiners of master's dissertations in the field relevant to the application or a related field - 2 points if examiner and 1 point if chairperson;
 - iii. Per participation in boards of examiners of a project or internship leading to a licenciado degree - 1 point if examiner and 0.5 points if chairperson;
 - iv. Per participation in boards of examiners of a project or internship leading to non-degree qualifications - 0.5 point if examiner and 0.25 points if chairperson;
- 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 15 points as follows:
 - i. Per each full year of professional activity outside teaching - 2.5 points.
 - ii. Professional and teaching experience (for each year of full-time work in HE institutions) - 2 points;
 - iii. Professional and teaching experience (for each year of part-time work in HE institutions or full years of teaching service in non-higher education institutions)- 0.5 point.
 - 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, ...) - up to 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, ...) - up to 2 points.

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 (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 (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 are weighted with 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 second-cycle degrees in the field relevant to the application or a related field - 1 point;
- iii. Per each different course/module taught in second-cycle degrees in the field relevant to the application or a related field - 0.5 points;

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, with a maximum value of 30 points as follows:

- i. For teaching support material produced with an associated ISBN, per each different course/module throughout the entire teaching career in the field relevant to the application - up to 2 points, awarded according to 3 levels of quality: level 1 - 1 point; level 2 - 1.5 points and level 3 - 2 points;
- ii. For teaching support material produced without an associated ISBN per each different course/module throughout the entire teaching career in the field relevant to the application - up to 1.5 points awarded according to 4 levels of quality: level 1 - 0.75 points; level 2 - 1 point; level 3 - 1.25 points and level 4 - 1.5 points.

c) APP: The performance of other activities and participation in pedagogical projects of institutional relevance involving the field of the application will be valued at a maximum of 20 points as follows:

- i. Coordination of a funded educational project of institutional relevance (Erasmus+ KA2, etc.) - up to 4 points, plus 2 points if international;
- ii. Member of a funded educational project of institutional relevance (Erasmus+ KA2, etc.) - up to 2 points, plus 2 points if international;
- iii. Per refresher/training activity taught in the field of the application - up to 2 points;
- iv. Per refresher/training activity received - up to 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 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, organising or 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 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:

$$AR = (CD + PP)$$

Where

- a) CD: the activities described below are weighted with a maximum of 50 points as follows:
 - i. Per each year of office 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). 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 point 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 (PP) with a maximum of 50 points as follows:
- i. Per participation in a scientific project/activity or in community outreach activities in the field relevant to the application - 2 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. Per participation as a member of the organising committee of a conference, seminar, workshop or exhibition in the field relevant to the application or a related field - 2 points, 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 - 2 points, limited to a maximum of 10 points.

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

- a) Each member of the panel scores each candidate individually;
- b) The final score (CF) of each panel member for each candidate on a scale from 0 to 100 points will be calculated using the following formula: $CF = (0.35 \times DTCP + 0.45 \times CP + 0.20 \times AR)$ with the result rounded and shown to one decimal place;
- c) The final score for each candidate is the simple arithmetic average of the final scores calculated by each member of the panel rounded to one decimal place;
- d) Candidates are ranked in descending order of the final score obtained in 7.3-c).

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) 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 obtained (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 candidates" (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 candidate, 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 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 (through powers delegated by the President of the IPT):

Maria Helena Morgado Monteiro, PhD., Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Tomar

Permanent members:

Francisco Tiago Antunes de Paiva, PhD., Tenured Professor (Professor Catedrático) at Universidade da Beira Interior

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

António José Olaio Correia de Carvalho, PhD, Tenured Professor (Professor Associado com agregação) at Universidade de Coimbra

Maria Manuela Lopes Cristóvão, PhD, Tenured Professor (Professora Associada) at Universidade de Évora

Paulo Bernardino das Neves Bastos, PhD, Tenured Professor (Professor Associado) at Universidade de Aveiro

Substitute members:

António Fernando Monteiro Pereira da Silva, PhD, Tenured Professor (Professor Coordenador) at Instituto Politécnico do Porto

Prudência Maria Fernandes Antão Coimbra, PhD, Tenured Professor (Professora Coordenadora) at Instituto Politécnico 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 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