

Castelo Branco Polytechnic Institute
Notice
Call for applications for the post of assistant professor

1. It is hereby made public that, by my order of 19-02-2026, authorisation was granted to open a document-based selection process, for a period of 30 working days, from the date of publication of this notice in the Diário da República, for a post in the teaching staff of polytechnic higher education, in the category of assistant professor, in the subject area of Music Education and Choral Practice.
2. Applicable legislation
 1. Statute on the Career of Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree-Law No. 185/81 of 1 July, as currently in force;
 2. Regulations on the Recruitment and Appointment of Tenured Academic Staff at the Castelo Branco Polytechnic Institute (published in the Official Gazette, 2nd series, of 15 March 2021);
 3. Specialist Qualification, Decree-Law No. 206/2009 of 31 August, as currently in force;
 4. The Code of Administrative Procedure and other supplementary legislation applicable to public sector employees.
3. Place of work: Castelo Branco Polytechnic Institute.
4. Number of posts: 1.
5. Type of employment contract:
a permanent civil service contract, with a five-year probationary period.
6. Job description: the assistant professor is responsible for performing the duties set out in Article 3(4) of the ECPDESP and shall be entitled to the remuneration provided for in the remuneration system for teaching staff in polytechnic higher education.
7. Validity of the competition: the competition is valid for the post in question and shall lapse upon the post being filled or in the event of a lack of or insufficient candidates.
8. Admission requirements
 - 8.1 Cumulative eligibility requirements for the competition:
 - 8.1.1 General Requirements
The general admission requirements are as follows:
 - a) To have reached the age of 18;
 - b) Not to be disqualified from holding public office;
 - c) To be physically fit and of sound mental health, as required for the performance of the duties;
 - d) To have complied with the compulsory vaccination laws.
 - 8.1.2 Special requirements
The following are the specific entry requirements:
 - a) Hold a PhD or a specialist qualification (Decree-Law 206/2009 of 31 August) in the field to which end the competition is being held
 - b) .In the case of a PhD, the term 'field' implies a direct correspondence with the field of the doctoral programme, which must cover the scientific or disciplinary field referred to in point 1 of the call for applications.
 - c) Have a command of the Portuguese language (spoken and written) at a level that allows for the assignment of teaching duties, without any limitations on communication in this language.
9. How to submit an application:
 - 9.1 Applications must be submitted in writing on paper, addressed to the President of the IPCB, in Portuguese;
 - 9.2 Applications may be delivered in person or sent by post, by registered letter with acknowledgement of receipt, to: Castelo Branco Polytechnic Institute, Av. Pedro Álvares Cabral, no. 12, 6000-084, Castelo Branco;
 - 9.3 If sent by post, the application must be dispatched by the deadline set for the submission of applications; in this case, the date of registration shall be taken into account.
 - 9.4 Applications submitted by email will not be accepted.

10. Application form

The application form must include the following details

1. Details of the competition for which you are applying, including the notice number and the date of publication in the *Diário da República*;
2. Personal details (full name), postal address, email address and telephone number;
3. Academic qualifications and/or professional/academic titles;
4. Details of the institution, as well as the career path and grade held, if applicable;
5. A declaration stating that you meet the general admission requirements set out in point 8.1.1 of the notice.

11. Documents to be submitted:

The application must be accompanied by the following documents, which must be clearly labelled:

- a) One hard copy and two electronic copies of the curriculum vitae and respective annexes (in PDF format, non-editable), organised in accordance with the assessment and ranking criteria and sub-criteria set out in the call for applications (point 18);
- b) A simple photocopy of the document proving possession of a doctoral degree or specialist qualification;
- c) 'Specific recognition' of the degree, certified in accordance with the provisions of Article 20 of Decree-Law No. 66/2018 of 16 August, for candidates holding foreign qualifications; this requirement must be met by the application deadline.
- d) Internationally recognised certification of proficiency in the Portuguese language at a level sufficient to enable teaching in that language, if the candidate is not a Portuguese national or a national of a country where Portuguese is the official language.

12. Curriculum Vitae

12.1. The curriculum vitae must be submitted and organised in accordance with the components and criteria set out in this notice:

- Technical, scientific and professional performance;
- Teaching ability;
- Performance in other activities relevant to the institution's mission.

12.2 The curriculum vitae must include a table of contents, with annexes numbered chronologically, organised from the most recent to the oldest, in accordance with the order of the criteria set out in the previous point.

13. Formalities

13.1. The documents referred to in point 11 of the call for applications must be submitted in electronic format (on a USB stick), duly labelled, and the candidate must ensure that the files are legible.

13.2. Documents must be submitted in PDF (Portable Document Format) unless the nature of the document does not permit this;

13.3. File names must not contain the following characters: /, \, |, :, *, ?, ", (less than) and (greater than), nor Portuguese characters with a 'cedilla' or 'tilde'.

13.4 The name of each file must not exceed 20 characters.

14 Exemption from submission of documents

14.1. Candidates currently employed by the IPCB are exempt from submitting documents that are already on file in their individual records; they must expressly state this fact in their application form.

14.2. Candidates who state in their application form that they meet the general requirements (point 10(e)) are exempt from submitting supporting documents.

15. Exclusion

Candidates shall be excluded if they:

- a) Do not meet the requirements set out in this notice;
- b) Do not submit the documents required in this notice;

- c) Submit documents after the deadline specified in this notice;
- d) Submit a false document.

16. Notification of candidates. Candidates will be notified, preferably by email, at the address provided in the application form.

17. Selection methods

17.1 The selection method to be used is CV assessment.

17.2 The following components must be taken into account in the CV assessment:

- a) Performance in technical, scientific and professional areas;
- b) Teaching ability;
- c) Performance in other activities relevant to the institution's mission.

17.3. Public hearings

The selection panel may decide to hold public hearings, in accordance with Article 23(4)(b) of the ECPDESP.

18. Ranking criteria and weighting

The ranking criteria and their respective weightings are as follows:

A- Technical, scientific and professional performance – 50%;

A1 – Academic qualifications relevant to the fields of Music Education and Choral Practice.

A2 – Secondary education qualifications relevant to the fields of Music Education and Choral Practice.

A3 – Participation in research and innovation projects.

A4 – Research and creative activities: publication of peer-reviewed scientific articles; authorship and co-authorship of books and book chapters; publications in peer-reviewed conference proceedings; other publications; editing of sheet music; musical composition and other related non-performance-based creative activities.

A5 – Performance activities: choral conducting and practice; solo and chamber music concerts; other performance and related activities; recordings and album releases; multidisciplinary performance activities; participation in artistic projects and national and international performance networks.

A6 – Supervision of Master's theses (project work, work placements and supervised teaching practice) and doctoral theses.

B – Teaching ability – 30%;

B1 – Professional experience in the subject areas of Music Education and Choral Practice:

B1.1 – teaching experience in higher education;

B1.2 – teaching experience at other levels of education.

B2 – Other professional activities in the field of education.

B3 – Development of teaching materials.

B4 – Participation on examination boards for academic examinations (secondary and higher education).

C – Other relevant activities – 20%.

C1 – Active participation in national and international institutional working groups/committees, and activities relating to the promotion and representation of the institution at national and international level.

C2 – Organisation of educational, artistic and cultural projects and activities (including curation, consultancy and artistic direction): music festivals and similar events; recitals, concerts and other performance-based activities; production of recordings that have been published and/or broadcast (sound recordings, radio and television); preparation of applications for funding programmes or other forms of support; national and international strategic networks and partnerships

C2.1 – Coordination

C2.2 – Participation

C3 – Holding of management positions

C4 – Coordination of courses

C5 – Pedagogical leadership roles

19. Final mark

19.1 The final mark (CF), on a scale of 0 to 100 points, is calculated using the following formula:

$$CF = (A \cdot 0,5 + B \cdot 0,3 + C \cdot 0,2)$$

$$CF = (A + B + C) \text{ em que:}$$

A = Score for technical, scientific and professional performance;

B = Score for teaching ability;

C = Score for other relevant activities.

19.2 All results will be shown to one decimal place.

19.3 Unsuccessful candidates

Candidates who achieve a final mark of less than 50 points are considered unsuccessful, whilst candidates who achieve a final mark of 50 points or more are considered successful on the basis of absolute merit.

20. Atas:

20.1 As atas do júri são facultadas aos candidatos.

20.2 Minutes No. 1 are published on the IPCB website at: www.ipcb.pt / About Us / Human Resources / Competitive Examinations / Teaching Staff.

21. Return of Documentation

21.1 Documentation shall be returned to any candidate who requests it in writing.

21.2 The documentation will be destroyed if not requested within one year of the competition's conclusion.

22. Composition of the selection panel:

The selection panel consists of the following members:

José Francisco Bastos Dias de Pinho (Assistant Professor at the Castelo Branco Polytechnic Institute).

Full members:

Carlos Humberto Nobre dos Santos Luiz (Co-ordinating Lecturer at the School of Education, Polytechnic Institute of Coimbra);

Jorge Manuel de Mansilha Castro Ribeiro (Associate Lecturer at the University of Aveiro);

Elisa Maria Maia da Silva Lessa (Associate Lecturer at the University of Minho);

Graça Maria Boal Palheiros (Retired Coordinating Lecturer at the School of Education, Polytechnic Institute of Porto);

Maria Luísa Faria de Sousa Cerqueira Correia Castilho (Coordinating Lecturer at the School of Applied Arts, Polytechnic Institute of Castelo Branco);

Alternate Members:

Maria do Amparo Carvas Monteiro (Retired Head of Department at the School of Education, Coimbra Polytechnic);

José Filomeno Martins Raimundo (Retired Head of Department at the School of Applied Arts, Castelo Branco Polytechnic).

22.1. The Chair of the selection panel shall be replaced by the first member listed in the order set out in the notice of competition, in the event of the Chair's absence or incapacity.

23. Equal Opportunities

In accordance with Article 9(h) of the Constitution, the IPCB actively promotes a policy of equal opportunities between men and women in access to employment and career progression, taking steps to prevent any and all forms of discrimination.

24. Protection of personal data:

24.1 Personal data collected and processed in accordance with the provisions of this notice are intended solely for the purposes of the competition and are limited to what is necessary in relation to the purpose for which they are collected; the lawfulness of their processing is governed by the provisions of Article 6(1)(b) and (c) of the General Data Protection Regulation (GDPR).

24.2 When submitting their application, candidates must provide only the data strictly necessary for this purpose, in accordance with the requirements set out in this notice, and must redact any

personal data that may appear in the documentation submitted, in particular in their CV, failing which such data may be freely accessed by any of the other candidates, in accordance with their right to inspect the competition file.

25. Publicity

This competition will also be advertised on the BEP (Public Employment Service) and on the IPCB website at www.ipcb.pt / About Us / Human Resources / Competitions / Lecturer, in both Portuguese and English.

15 of July 2026, The President, Prof. Doutor Luís Manuel do Carmo Farinha