

Castelo Branco Polytechnic Institute

Notice

Call for applications for the post of assistant lecturer

1. It is hereby announced that, by my order of 11 November 2025, authorisation has been granted to open a selection process based on application documents, for a period of 30 working days from the date of publication of this notice in the *Diário da República*, for a post within the teaching staff of polytechnic higher education, in the category of assistant professor, in the subject area of Clinical Physiology, specialising in Neurophysiology.

2. Applicable legislation

- a) Statute on the Career of Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree-Law No. 185/81 of 1 July, in its current version;
- b) Regulations on the Recruitment and Appointment of Tenured Teaching Staff at the Castelo Branco Polytechnic Institute (published in the Official Gazette, 2nd series, of 15 March 2021);
- c) Specialist Qualification, Decree-Law No. 206/2009 of 31 August, in its current version;
- d) 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: 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 its filling or in the event of a lack of or insufficient candidates.

8. Admission requirements

8.1 Cumulative requirements for admission to the competition:

8.1.1 General requirements

The general requirements for admission are:

1. Be at least 18 years of age;
2. Not be disqualified from holding public office;
3. Be in good physical and mental health, as required for the performance of the duties;
4. Have complied with the compulsory vaccination laws.

8.1.2 Special requirements

The special admission requirements are as follows:

- a) Hold a PhD in Neurophysiology or a related field, or a specialist qualification (Decree-Law 206/2009 of 31 August) in Neurophysiology
- b) 'Related fields' are defined as Neurosciences and Health Sciences;

- c) In the case of a PhD, the concept of '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.
- d) Possess 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 posted 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:

- a) Details of the competition for which you are applying, including the notice number and the date of publication in the Diário da República;
- b) Personal details (full name), postal address, email address and telephone number;
- c) Academic qualifications and/or professional/academic titles;
- d) Name of the institution, as well as the career path and category to which you belong, if applicable;
- e) 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 six 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.

11.1 The application form must be accompanied by a list in non-editable PDF format, containing the exact names of all documents attached to the CV (name of each file).

12. Curriculum Vitae

12.1. The curriculum vitae must be presented and organised in accordance with the components and criteria set out in this call for applications:

- 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.

12.3 It is the candidates' responsibility to demonstrate that the details provided in their CV fall under the relevant headings, organising the CV in accordance with the 'assessment and marking scheme'; failure to do so may result in their application not being considered by the selection panel – and their application being marked as 'not assessed'.

13. Formalities

13.1. The documents referred to in point 11 of the notice must be submitted in electronic format (on a USB stick) and properly labelled; candidates 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

14.1. Candidates currently employed by the IPCB are exempt from submitting documents that already exist in their respective personal files; 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.

18. Ranking criteria and weightings

The ranking criteria and their respective weightings are as follows:

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

A1) Graus Académicos e Título

1. PhD in Neurophysiology or a related field
2. Specialist qualification in Neurophysiology (Decree-Law No. 206/2009 of 31 August)
3. Bachelor's degree in Clinical Physiology
4. Bachelor's degree in Neurophysiology

A2) Publications

1. Books in the field
2. Books in a related field
3. Book chapters in the field
4. Book chapters in a related field
5. Articles indexed in ISI, JCR and Scopus
6. Articles in peer-reviewed journals in the field
7. Articles in peer-reviewed journals in a related field
8. Articles in non-peer-reviewed journals in the field
9. Articles in non-peer-reviewed journals in a related field
10. Articles in conference proceedings
11. Scientific and technical presentations (posters/presentations/lectures)
12. Reviews of articles indexed in ISI, JCR and Scopus
13. Reviews of other articles
14. Number of citations (Scopus)

A3) Coordination/development of scientific projects

1. Coordinator of nationally and internationally funded scientific projects
2. Team member on nationally and internationally funded scientific projects
3. Coordinator of other nationally and internationally funded scientific projects
4. Team member on other nationally and internationally funded scientific projects

A4) Participation in academic and/or other examination boards

1. Participation in a PhD examination board
2. Participation in a Master's examination board
3. Participation in a Bachelor's degree examination board
4. Participation in another examination board

A5) Participation in evaluation panels

Participation in evaluation panels

A6) Organisation of and collaboration in scientific events (relevant to the field of the competition)

1. Membership of the scientific committee (cannot be combined with membership of the organising committee) for an international event
2. Membership of the scientific committee (cannot be combined with membership of the organising committee) for a national event

3. Membership of the organising committee (cannot be combined with membership of the scientific committee) for an international event
4. Participation on an organising committee (not to be combined with a scientific committee) for a national event
5. Participation on a committee of honour

A7) Professional experience in the field covered by the competition

1. Roles held in a professional setting within the field covered by the competition
2. Supervision of work placements/clinical teaching within the field covered by the competition, over the last five years

$$\text{FÓRMULA: DTCP} = (A1+A2+A3+A4+A5+A6+A7)$$

B – Teaching ability –40%;

B1) Experiência efetiva de serviço docente

Anos de serviços (equivalente a tempo integral)

B2) Unidades Curriculares lecionadas

1. Course coordinator for PhD modules (may not also act as a teaching assistant for the same module)
2. Course coordinator for Master's modules (may not also act as a teaching assistant for the same module) in the subject area
3. Course coordinator for Bachelor's degree modules (may not also be a co-lecturer on the same module) in the subject area
4. Co-lecturer on PhD modules
5. Co-lecturer on Master's degree modules in the subject area
6. Co-lecturer on Bachelor's degree modules in the subject area

B3) Student supervision

1. PhD supervision (completed)
2. Master's supervision (completed) in this field
3. Bachelor's supervision (completed) in this field
4. Other

B4) Production of teaching materials approved by the relevant body

1. Publications of educational texts – with an ISBN
2. Publications of educational texts – without an ISBN

B5) Coordination, participation and facilitation of educational projects, appointed by the technical-scientific council, management or a higher-level body, with a specific purpose (educational, scientific or other justified purpose)

1. In the development of new degree programmes in the field of
2. In the redesign of existing degree programmes in the field of
3. In the evaluation of degree programmes in the field of
4. In other projects relevant to the delivery of teaching activities in the field of

B6) Training/Refresher courses

1. Training (as a trainee) in this field within the last five years
2. Professional training (as a trainer) in this field within the last five years

FÓRMULA: CP = (B1+B2+B3+B4+B5+B6)

C – Other relevant activities –10%.

C1) Proficiency in a foreign language (as defined by the Common European Framework of Reference for Languages, for which a language qualification or other supporting (evidence must be provided)

1. English – C1 and C2

B1 and B2

2. Another language – C1 and C2

B1 and B2

C2) Provision of services and consultancy on work or projects arising from inter-institutional agreements, and on projects outside the institution where the candidate is employed, at the invitation of public bodies and/or professional organisations, and which are relevant to the field of the competition

1. Expert in working groups

2. Expert in projects lasting more than 1 year

3. Expert in projects lasting 1 year or less

(Documents issued by the relevant institutional heads or bodies must be submitted, specifying the projects, groups, objectives or mission, consultancy work carried out, and dates)

C3) Holding posts and performing duties in healthcare institutions

1. Governing or management body

2. Leading, managing or coordinating a care unit or services

3. Serving on selection panels for public recruitment competitions

4. Serving on selection panels for public tenders for the procurement of goods and services

5. Coordinating committees and working groups

6. Participating in committees and working groups

7. Coordination of a training centre within a healthcare institution

8. Participation in a training centre within a healthcare institution

9. Coordination of training activities within a healthcare service or unit

C4) Positions and roles held in Higher Education Institutions

1. Full member of a governing body at a higher education institution

2. Course or year coordinator

3. Coordinator of a committee or working group by institutional appointment

4. Participation on a selection and ranking panel for course applicants

5. Participation on a panel for public examinations to obtain the title of Specialist (Decree-Law 206/2009 of 31 August)

6. Serving on the selection panel for the recruitment of non-teaching staff

C5) Professional, cultural, social and other activities deemed relevant by the candidate to ESALD's mission

1. Chair of the governing bodies of scientific societies, organisations and professional associations

2. Full member of the governing bodies of scientific societies, organisations and professional associations
3. Chair of the governing bodies of cultural or civic associations and social welfare institutions
4. Full member of the governing bodies of cultural or civic associations and charitable organisations
5. Social and other activities deemed relevant to the Institution

FORMULA: $OAR = (C1+C2+C3+C4+C5)$

19. Final mark

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

$FM = (A \times 0.5 + B \times 0.4 + C \times 0.1)$.

$FM = (A + B + C)$, where:

A = Assessment of technical, scientific and professional performance;

B = Assessment of teaching ability;

C = Assessment of other relevant activities.

19.2 All results will be presented to one decimal place.

19.3 Unsuccessful candidates

Candidates who obtain a final mark of less than 50 points are deemed to have failed, whilst candidates who obtain a final mark of 50 points or more are deemed to have passed on the basis of absolute merit.

20. Minutes:

20.1 The selection panel's minutes are made available to candidates.

20.2 Minutes Nos. 1 and 2 are published on the IPCB website at: www.ipcb.pt / About Us / Human Resources / Competitive Examinations / Academic Staff.

21. Return of Documentation

21.1 Documentation will be returned to candidates who request it in writing.

21.2 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:

Chair:

Ana Paula Gonçalves Antunes Sapeta, Coordinating Lecturer at the Dr Lopes Dias School of Health, Castelo Branco Polytechnic Institute;

Permanent members:

Diana Patrícia Leal Tavares, Coordinating Lecturer, Porto Polytechnic Institute;

Ezequiel Martins Carrondo, Coordinating Lecturer at the Dr Lopes Dias School of Health, Castelo Branco Polytechnic Institute;

Virgínia Maria dos Prazeres Fonseca, Coordinating Lecturer, Lisbon Polytechnic Institute;

Telmo António dos Santos Pereira, Coordinating Lecturer, Coimbra Polytechnic Institute;

Ana Cristina Baeta Serra de Campos Silva, Coordinating Lecturer, Polytechnic Institute of Porto;

Alternate Members:

Maria da Assunção Morais e Cunha Vaz Pato, Associate Lecturer, University of Beira Interior;

Joaquim Moreira Castanheira, Coordinating Lecturer, Polytechnic Institute of Coimbra.

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, within the scope of their right to inspect the competition file.

25. Publicity

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

17 June 2026, The President, Prof. Dr António Augusto Cabral Marques Fernandes