

Castelo Branco Polytechnic Institute

Announcement of opening of document-based competition for adjunct professor

1. It is hereby made public that, by my order of 26 July 2024, a call for applications was authorised for a period of 30 working days, from the date of publication of this notice in the Diário da República (Official Gazette), with a view to filling a position on the staff of the Polytechnic Institute of Castelo Branco (IPCB) in the career of polytechnic higher education teaching staff, in the category of assistant professor, in the area of Design – subject area of Multimedia Design or related area.
2. Applicable legislation
 - a) *Estatuto da Carreira de Pessoal Docente do Ensino Superior Politécnico (ECPDESP)*, [Statute of the Career of Teaching Staff in Polytechnic Higher Education] approved by Decree-Law No. 185/81 of 1 July, in its current version;
 - b) Regulations for the Recruitment and Hiring of Teaching Staff at the Polytechnic Institute of Castelo Branco (published in D. R., 2nd series, of 15 March 2021);
 - c) Specialist Title, Decree-Law No. 206/2009 of 31/08, in its current wording;
 - d) Code of Administrative Procedure and other complementary legislation apply to public function workers.
3. Workplace: Castelo Branco Polytechnic Institute.
4. Number of positions to be filled: 1.
5. Type of employment relationship: permanent civil service contract, with a probationary period of five years.
6. Job description: the adjunct professor is responsible for performing the duties set out in Article 3(4) of the ECPDESP and is entitled to the remuneration provided for in the remuneration system for polytechnic higher education teaching staff.
7. Admission requirements

Cumulative requirements for admission to the competition:

 - 7.1. General Requirements
 - 7.1.1. The general admission requirements are those set out in points b), c), d) and e) of Article 17 of the General Law on Public Service Employment, approved by Law No. 35/2014 of 20 June:
 - a) Be at least 18 years of age;
 - b) Not be disqualified from public office;

- c) Be physically fit and mentally sound, as required for the performance of duties;
- d) Have complied with compulsory vaccination laws.

7.2. Special requirements

- 7.2.1. Hold a PhD or specialist title (see point 2(c) of the Notice) in the area or areas related to the competition.
- 7.2.2. Have a command of the Portuguese language (spoken and written) at a level that allows teaching duties to be assigned without any communication limitations.

8. Validity of the competition: the competition is valid for the position referred to, expiring upon its occupation or due to the absence or insufficiency of candidates.

9. **How to apply:**

Applications must be submitted in writing, addressed to the President of the IPCB, in Portuguese, and may be delivered in person or sent by post, by registered letter with acknowledgement of receipt, to: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, nº 12, 6000-084, Castelo Branco, by the deadline for submission of applications, in which case the date of registration will be taken into account.

9.1 Applications sent by e-mail will not be accepted.

10. The application for admission must include the following updated information:

- a) Identification of the competition for which you are applying, indicating the number of the notice and the date of publication in the Official Gazette;
- b) Identification (full name), postal address, email address and telephone number;
- c) Academic qualifications and/or professional/academic titles;
- d) Identification of the institution and the career and category to which you belong, if applicable;
- e) Declaration that you meet the general admission requirements referred to in point 7.1 of the notice.

11. Instructions for the application for admission:

11.1. The application for admission to the competition must be accompanied by the following documents, duly identified:

- a) One copy of the curriculum vitae in paper format and one copy in electronic format, in a non-editable PDF file, organised in accordance with the evaluation and ranking criteria and sub-criteria set out in the notice;
- b) One copy of the five most relevant works mentioned in the curriculum vitae, which must be submitted in electronic format;

- c) A simple photocopy of the document proving the holder's doctoral degree or specialist title.
- d) Internationally recognised certification of proficiency in the Portuguese language at a level that allows teaching in that language, if the candidate is not a Portuguese national or from a country whose official language is Portuguese.
- e) Candidates with foreign qualifications must prove the 'specific recognition' of their degree in accordance with the provisions of Article 20 of Decree-Law No. 66/2018, of 16/08, in its current wording. This formality must be completed by the application deadline.

11.2. The application must be accompanied by a non-editable PDF list containing the exact names of all documents submitted as attachments to the CV (name of each file).

11.3. The documents referred to in point 11.1 of the notice must be submitted in electronic format (USB stick), duly identified, and the candidate must ensure that the files contained in the chosen medium are legible.

11.4. The documents referred to in the previous point must, as a rule, be in Portable Document Format (PDF), except in situations where the document to be submitted cannot be in the indicated format.

11.5. File names must be concise and may not contain any of the following characters: /, \, :, *, ?, ", (less than) and (greater than), nor Portuguese characters with a "cedilla" or "tilde".

11.6. The file name must not exceed 20 characters.

11.7. Candidates who are currently employed by the IPCB are exempt from submitting documents that already exist in their individual files, and this fact must be expressly stated in the applications.

11.8. *Curriculum Vitae (CV)*

The curriculum vitae must be presented and organised in accordance with the components and parameters under evaluation set out in point 16 of this notice, including a table of contents with numbered attachments, organised chronologically (from most recent to oldest) in accordance with the order of the parameters and factors defined, under penalty of not being considered in the evaluation:

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

11.9. The curriculum vitae should highlight your suitability for teaching in the subject area for which the competition is open.

12. Exclusion:

Candidates who meet any of the following criteria will be excluded:

- a) Do not meet the requirements set out in point 7.2 of this notice;
 - b) Do not submit the documents required in point 11.1 of this notice;
 - c) Submit the documents after the deadline stipulated in this notice;
 - d) Submit false documents.
13. Failure to submit the documents referred to in the curriculum vitae, or the illegibility of the respective files, will result in the elements they are intended to prove not being assessed.

14. Notification of candidates:

Candidates will preferably be notified by email to the address indicated on the application form.

15. Selection methods:

The selection method to be used is the curriculum assessment.

- 15.1. The following components must be taken into account in the curriculum assessment:
- a) Performance in technical-scientific and professional areas;
 - b) Teaching ability;
 - c) Performance in other activities relevant to the Institution's mission.
- 15.2. The jury shall hold public hearings in the event of a tie in the final ranking between candidates.
- 15.3. The public hearing shall consist of a discussion of the works selected by the candidate as most representative of their curriculum vitae.

16. Selection Criteria:

The criteria for evaluating the components referred to in the previous paragraph, their respective weighting, and the parameters to be taken into account by the jury are as follows:

A - Technical, scientific and professional performance – 60%;

A1. Participation in research and development projects and organisation of scientific events

A1.2. Institutional coordination of research and development projects;

A1.3. Participation as an integrated member in research and development projects;

A1.4. Participation as an integrated member in research and development centres recognised and evaluated by the FCT;

A1.5. Participation, per year, as an integrated member in a research and development centre not recognised and evaluated by FCT;

A1.6. Participation in scientific meetings (congresses, seminars, round tables) as a member of the organising, scientific or advisory committee.

A2. Scientific output: publications, communications and conferences in the subject area of the competition

A2.1. Scientific article in international peer-reviewed scientific journals;

A2.2. Scientific article in international scientific journals, without peer review;

A2.3. Published book, as author or organiser;

A2.4. Scientific article in a national peer-reviewed scientific journal;

A2.5. Scientific article in a national non-peer-reviewed scientific journal;

A2.6. Communication, participation in an international conference or meeting, as a speaker

A2.7. Organisation of or participation in the editorial or scientific board of a scientific journal in the field of the competition.

A3. Supervision and co-supervision of theses leading to an academic degree

A3.1. Supervision or co-supervision of a thesis leading to the award of a doctoral degree;

A3.2. Supervision or co-supervision of a thesis or other work leading to the award of a master's degree and already completed;

A3.3. Participation in academic examination boards.

A4. Participation in public examination boards for the defence of theses leading to the award of a doctoral degree

A4.1. Participation in public examination boards for the defence of theses or other work leading to the award of a master's degree (not cumulative with supervision and examination);

A4.2. Participation in examination boards leading to the award of specialist titles;

A4.3. Participation in public examination boards for the recruitment of associate or assistant professors, under the terms of the ECPDESP, or for the corresponding category in University Higher Education.

A5. Defence of thesis leading to academic degrees

A5.1. Defence of thesis leading to the award of doctoral degrees;

A5.2. Defence of thesis or other work leading to the award of master's degrees;

A5.3 Defence of proof leading to the award of a specialist title;

A5.4. Defence of final project work for a bachelor's degree or CTeSP.

A6. Professional experience relevant to the subject area of the competition (EP)

A6.1. Relevant experience in the effective exercise of the profession in the area of the competition;

A6.2. Professional activities or participation in national and international exhibitions or curatorial projects relevant to the subject area or areas covered by the competition;

A6.3. Portfolio of projects implemented in the area covered by the competition.

A7. Selection of the 5 most relevant works from the professional career.

B - Teaching ability – 30%;

B1. Mastery of the subject areas, subjects or courses taught

B1.1. Years of activity in higher education, in the subject area of the competition;

B1.2. Courses or distinct subjects taught in the subject area of the competition;

B1.3. Teaching Performance Assessment.

B2. Responsibility for coordinating courses and developing programmes in the subject area for which the competition is open

B2.1. Course or subject for which you were responsible or coordinator;

B2.2. Course or subject for which you were responsible for developing the respective programme (not cumulative with B2.1);

B2.3. Course unit or subject in which the candidate participated in developing the programme.

B2.4. Production of teaching materials, manuals and support materials for teaching activities in the subject area of the competition.

B3. Participation in working groups for the creation of new courses, reform or revision of existing courses

B3.1. Participation in a working group for the creation of a new course;

B3.2. Participation in a working group for the revision or reform of a course.

B4. Other teaching activities in the subject area of the competition.

B4.1. Short courses, workshops or other training courses taught at non-higher education institutions.

C - Other relevant activities – 10%.

C1. Holding management positions

C1.1. Performing executive functions as president or director of higher education institutions or their organisational units;

C1.2. Performing executive functions as vice-president, deputy director, or equivalent position of higher education institutions or their organisational units.

C2. Holding office in other institution bodies, namely in scientific, pedagogical, or representative collegiate bodies.

C2.1. President in scientific, pedagogical, or representative collegiate bodies of the institution or its organisational units;

C2.2. Term served as secretary in collegiate bodies of a scientific, pedagogical, and cultural nature, representing the institution or its organisational units.

C3. Exercising mandates in course coordination, department coordination and scientific and pedagogical committees.

C3.1. Exercising as course coordinator (academic degree conferring) or department coordinator;

C3.2. Exercise as a member of scientific and pedagogical committees, or their equivalents, by appointment or order.

C4. Participation in committees, task forces, technical committees, knowledge transfer, in the disciplinary area of the competition and relevant to higher education.

17. Final Classification

17.1 The final classification (FC), on a scale of 0 to 100 points, is calculated using the following formula:

$$FC = (A \cdot 0,6 + B \cdot 0,3 + C \cdot 0,1).$$

$$FC = (A + B + C) \text{ where:}$$

A = Classification of technical-scientific and professional performance;

B = Classification of teaching ability;

C = Classification of other relevant activities.

17.2. When a public hearing is held, the final score will also be expressed on a scale of 0 to 100, rounded to three decimal places, which is calculated using the following formula:

$$FC = (CA \times 0,9) + (PH \times 0,1)$$

FC = Final Classification

CA = Curricular Evaluation

PH = Public Hearing

17.1 All results will be presented to one decimal place.

17.2 Candidates who obtain a final score of less than 50 points are considered to have failed, and candidates who obtain a final score of 50 points or more are considered to have passed on absolute merit..

18 Minutes:

18.1 The minutes of the first jury meeting are published on the IPCB website.

18.2 All jury minutes are made available to candidates.

19 The documentation submitted by candidates shall be destroyed if its return is not requested within a maximum period of one year after the end of the competition.

20 False statements will be punished in accordance with the law.

21 Composition of the jury: The jury is composed of the following members:

President:

Maria Luísa de Sousa Cerqueira Correia Castilho, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco.

Permanent members:

Marco António Neves da Silva, Associate Professor at the Faculty of Architecture, University of Lisbon;

Francisco Tiago Antunes de Paiva, Professor at the University of Beira Interior;

Nuno Duarte Martins, Coordinating Professor at the Polytechnic Institute of Cávado and Ave;

João Vasco Matos Neves, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco;

Daniel Raposo Martins, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco;

Alternate Members:

Carlos Miguel Lopes Rosa, Associate Professor at IADE European University;

Fernando Manuel Raposo, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco .

21.1 The President of the jury shall be replaced by the first member in the order in which they appear in the public notice, in the event of their absence or impediment..

22 In compliance 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 form of discrimination..

22.1 In this sense, the term “candidate,” among others that refer to citizens who apply for the competitive selection process, is not used in this Notice to refer to their gender.

23 Personal data protection:

23.1 The personal data collected and processed in compliance with the provisions of the notice are intended exclusively for the purposes of the competition, and the lawfulness of their processing falls within the provisions of Article 6(1)(b) and (c) of the General Data Protection Regulation (GDPR) and is limited to what is necessary in relation to the purpose for which they are collected..

23.2 When submitting their application, candidates must provide only the information strictly necessary for this purpose, as required in this notice, and must conceal any personal data that may be included in the documentation submitted, namely in their CV, otherwise this data may be freely accessed by any of the other candidates, within the scope of their right to consult the competition process.

24. 24. This competition will also be advertised on the BEP (Public Employment Exchange) and on the IPCB website, in Portuguese and English, in accordance with Article 29-B of the ECPDESP.

17-12-2024 The President, Prof. António Augusto Cabral Marques Fernandes, PhD