

## Castelo Branco Polytechnic Institute

### Notice

Opening of an internal competition for promotion to one post in the category of coordinating professor in the area of CNAEF 481 - Computer Sciences.

It is hereby made public that, by my order of 28 March 2023, the opening of an internal documentary competition for promotion to the category of Coordinating Professor was authorised for a period of 30 working days from the date of publication of this notice in the Diário da República, with a view to filling the position of Coordinating Professor on the teaching staff map of the Polytechnic Institute of Castelo Branco, in Area CNAEF 481 - Computer Sciences.

1. Applicable legislation:

- a) Polytechnic Higher Education Teaching Staff Career Statute (ECPDESP) approved by Decree-Law no. 185/81 of 1/07, in its current version;
- b) Recruitment and Hiring Regulations for the Career Teaching Staff of the Polytechnic Institute of Castelo Branco, published in the Official Gazette, 2nd series of 15th March 2021;
- c) Decree-Law no. 112/2021, of 14 December, which allows higher education institutions to open internal competitions to promote assistant professors and coordinators.
- d) Law no. 35/2014, of 20 June, in its current wording.

2. Place of work - Polytechnic Institute of Castelo Branco.

3. Number of posts to be filled - 1.

4. Type of legal employment relationship - Open-ended public service contract.

5. Functional content - The coordinating professor is responsible for carrying out the duties set out in article 3(5) of the ECPDESP, and will receive the remuneration provided for in the remuneration system for polytechnic higher education teaching staff.

6. Admission requirements:

6.2. The general admission requirements are those set out in article 17 c), d) and e) of the General Labour Law in Public Functions, approved by Law no. 35/2014, of 20 June:

- Not be disqualified from exercising public functions;
- You are physically robust and have a mental profile that is indispensable for the performance of your duties;
- Have complied with compulsory immunisation laws.

### 6.3 Special requirements:

Special admission requirements (cumulatively) are those set out in Article 19 of the ECPDESP and Article 3(2) of Decree-Law no. 112/2021:

- a) Teachers with an indefinite contract with the Polytechnic Institute of Castelo Branco, even if the respective probationary period has not been completed and who belong to the staff map for which the competition is open;
- b) Professors who hold a doctorate or specialist degree, obtained more than five years ago, in the subject area or areas for which the competition is being held.

### 6.3 Requirements for admission on absolute merit:

The minimum requirements for admission on absolute merit are those set by the School's Technical-Scientific Council, with all candidates who fulfil the following criteria being considered successful:

c1) The candidate must have obtained a classification equal to or greater than 85 points (mention of 'excellent'), or the equivalent value of 9 points, in the performance evaluation of IPCB teachers in two evaluation cycles, in the last ten (10) years.

C2) The candidate must fulfil the following 2 indicators:

- i) Author/co-author of at least 6 publications with scientific or technical arbitration, in the scientific/disciplinary area of the competition.
- ii) Have coordinated or participated as a researcher in at least 1 applied research, development or technical project validated by the CTC, national or international, or have been part of at least 4 scientific committees or organising events (conferences, seminars, congresses, concerts, shows or juries), national or international, relevant to the area of the competition.

C3) The candidate must fulfil the following 2 indicators:

- i) Have taught and been responsible (not necessarily simultaneously) for at least 5 different curricular units relevant to the area of the competition.
- ii) Having supervised or co-supervised at least 10 bachelor's degree projects, internship reports or master's degree dissertations or co-supervised PhD theses, all of which were completed with approval.

C4) The candidate must fulfil the following indicator:

- i) Participation in management bodies of the IPCB or its Schools, participation in

management bodies of its research and development units, in coordinating a scientific area, course coordination or UTC coordination for at least 4 semesters.

7. Period of validity: this competition is intended exclusively to fill the above-mentioned post and will end when it is filled.

8. Form of application:

8.1. Applications must be submitted on paper, addressed to the President of the IPCB, in Portuguese, and may be delivered in person or sent by registered letter with acknowledgement of receipt, to the following address: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, n.º12, 6000-084 Castelo Branco, until the deadline for submitting applications, in which case the registration date will be considered.

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

8.3 The application for admission must include the following up-to-date information:

- a) Identification of the competition you are applying for and reference to the Official Gazette in which this notice was published;
- b) Identification of the candidate (full name, email address and telephone number);
- c) Academic qualifications and/or professional/academic titles;
- d) Identification of professional category, group or subject area to which you belong, length of service as a higher education teacher.

9. Application form:

9.1 The application for admission to the competition must be accompanied by the following documents:

- a) Statement of length of service issued by the department, showing seniority in the category, legal relationship and date of obtaining the degree of Doctor or Specialist;
- b) Criminal record certificate;
- c) Medical certificate attesting to the existence of physical robustness and psychological profile for the exercise of public functions, issued by a doctor in the exercise of his function;
- d) Up-to-date compulsory immunisation certificate;

e) The documents listed in points b), c) and d) may be replaced by a document from the candidate declaring their situation with regard to the general requirements for admission to the competition;

f) Documents proving that the candidate fulfils the legal conditions referred to in point 6.2 of this notice;

g) A digital copy (PDF) of the curriculum vitae;

h) A digital copy (PDF) of the works selected by the candidate as most representative of their curriculum vitae, up to a maximum of five works;

i) Other diplomas or certificates from the courses mentioned in the curriculum vitae in digital format (PDF) (one copy);

j) Candidates with foreign qualifications must provide proof of the "specific recognition" of the doctoral degree under the terms of Decree-Law no. 66/2018, of 16 August, article 4, no. 1, point c), in conjunction with article 20 et seq. of the aforementioned law.

k) A complete list of the documentation submitted, indicating the location of the curricular elements of the applications.

10. Exclusion: Candidates who:

a) Do not fulfil the requirements set out in points 6.1, 6.2 and 6.3 of this notice;

b) Do not present the documents required in point 9 of this notice;

c) Present the documents after the deadline stipulated in this notice;

d) Present a false document.

11. Failure to submit the documents referred to in the curriculum vitae will result in the elements they are supposed to prove not being considered.

12. Candidates are exempt from submitting any documents that already exist in their personal file, which must be expressly mentioned in their application for admission.

13. Relative merit

Criteria for selecting and ranking candidates: The selection and ranking criteria, aimed at ascertaining the candidates' merit for the duties to be performed, are those set out in points a), b) and c), to which the indicated weighting has been assigned:

- a) The candidate's technical-scientific and professional performance, based on an analysis of the work and activities included in the curriculum vitae, namely those that have been selected by the candidate as most representative - 40 %;
- b) The candidate's pedagogical ability, taking into account, in particular, an analysis of the quality and extent of his/her previous teaching practice - 40 %;
- c) Other activities relevant to the mission of the higher education institution that have been carried out by the candidate, namely organisational and management activities - 20 %.

3.1 With regard to technical-scientific and professional performance, weight should be given, in particular, to research and development projects, scientific production, publications, communications and conferences, at home and abroad, the supervision of theses leading to academic degrees, participation in juries of academic examinations, the examination of theses leading to academic degrees and activities of a professional nature relevant to the subject area or areas in which the competition is open.

13.2 With regard to teaching ability, the following should be considered: performance evaluation, teaching practice, mastery of the subject areas or curricular units taught, participation in the preparation of programmes, manuals and materials to support teaching activities, supervision of internships, teaching practices and other activities of the same nature.

13.3 With regard to other activities relevant to the mission of the higher education institution, the following should be taken into consideration, namely: holding executive positions and positions on management bodies, other bodies of the institution and other bodies or structures; coordinating and developing projects or activities of a practical nature, provided that they fall within the disciplinary area or areas in which the competition is open; course and department coordination and scientific and pedagogical committees.

14. When drawing up the curriculum vitae, the candidate must respect the organisation referred to in point 13 of this notice.

15. Final classification: The evaluation and final classification system is set out in the minutes of the selection board.

16. The jury's decisions are taken by reasoned roll-call vote, by an absolute majority of the votes of the members present at the meeting, with no abstentions allowed.

17. False statements will be penalised in accordance with the law.

18. At the end of the application assessment phase, the jury makes a reasoned decision in accordance with the selection and ranking criteria and the final evaluation and classification system, drawing up a list of unsuccessful and successful candidates on absolute merit and, from among these, a ranked list of candidates, which is the result of the quantitative classifications obtained by each of them.

19. The lists will be communicated to the candidates so that they can be heard, under the terms of the Code of Administrative Procedure, and the notification will be made within three working days.

20. Once the hearing of interested parties has taken place, the jury will consider the issues raised within 10 working days.

21. Access to the minutes - The minutes of the selection board will be made available to candidates on request.

22. The deadline for the jury's final decision may not exceed 90 consecutive days from the deadline for submitting applications.

23. Once the procedure set out in the previous paragraph has been completed, the lists accompanied by all the jury's decisions are submitted to the President of the IPCB for approval.

24. The documentation submitted by candidates will be destroyed if it is not returned within one year of the end of the competition.

25. Composition of the selection board:

25.1. The jury is made up of the following members:

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

Members:

Carlos Miguel Ferraz Baquero-Moreno, Full Professor, Faculty of Engineering, University of Porto;

Francisco José Baptista Pereira, Coordinating Professor of the Coimbra Higher Institute of Engineering of the Polytechnic Institute of Coimbra;

Maria Clara dos Santos Pinto Silveira, Coordinating Professor, School of Technology and Management, Polytechnic Institute of Guarda;

Maria Leonilde dos Reis, Coordinating Professor, School of Business Sciences, Polytechnic Institute of Setúbal;

Patrício Rodrigues Domingues, Coordinating Professor, from the School of Technology and Management of the Polytechnic Institute of Leiria;

Alternate members:

Ana Cristina Wanzeller Guedes de Lacerda, Coordinating Professor, Polytechnic Institute of Viseu;

Nuno Manuel Garcia dos Santos, Full Professor, Faculty of Sciences, University of Lisbon.

In the event of absence or impediment, the chairman of the jury will be replaced by the first member in the order in which they appear.

This notice will be published in the Diário da República, 2nd series and on the IPCB website at [www.ipcb.pt](http://www.ipcb.pt), in Portuguese and English. In compliance with Article 9 h) of the Constitution of the Portuguese Republic, the IPCB actively promotes a policy of equal opportunities for men and women in access to employment and professional progression, endeavouring to avoid any form of discrimination.

Castelo Branco, 10th October 2023, President António Augusto Cabral Marques Fernandes