POLITÉCNICO
DE PORTALEGRE

Public Notice

Documentary competition for the recruitment of two *Professores Adjuntos* (Assistant Professors),

subject area of Social Service, Higher School of Education and Social Sciences, Polytechnic Institute of Portalegre

1. In accordance with the provisions of Articles 3, 5, 10b, 15 and 17 of the Career Statute of Polytechnic Higher Education Teaching Staff (hereinafter referred to as ECPDESP), approved by Decree-Law no. Law No. 185/81, of July 1, amended by Decree-Law No. 69/88, of March 3, by Decree-Law No. 207/2009, of August 31, which republishes it in addendum, and by Law 7/2010, of May 13, it is hereby made public that, by order of September 11, 2019, of the President of the Polytechnic Institute of Portalegre, stated in the use of the powers provided for in sub-paragraph d) of number 1, of Article 92 of Law No. 62/2007 of 10 September, of number 2 of Article 29 of Normative Order 3/2016, of April 20, 2016, published on *Diário da República* No. 85, II Series, of May 3, 2016, a documentary competition for the recruitment of two *Professores Adjuntos* (Associate Professors), foreseen in the teaching staff map for 2019, of the Higher School of Education and Social Sciences of the Polytechnic Institute of Portalegre is open for a period of thirty working days from the date of publication of this notice on *Diário da República*, in the form of employment contract in public functions for an indefinite period, for the subject area of Social Service.

2. Workplace: Facilities of the organic units that integrate the Polytechnic Institute of Portalegre.

3. Number of posts to be occupied: two (2) posts.

4. Type of legal relationship of employment to be constituted: Public employment contract for an indefinite period, on an experimental basis for 5 years, according to article 10-B of ECPDESP.

5. Validity period:

5.1 The competition is valid for this vacancy only, expiring once it has been occupied or in the absence of applicants.

5.2 The contest may also cease by duly motivated act of the President of the Polytechnic Institute of Portalegre, respecting the general principles of administrative activity, as well as the legal, regulatory and competition limits.

6. The cumulative requirements for admission to the competition are:

6.1 General Requirements: Meeting the general requirements provided for in paragraph b) to e) of article 17 of Law No. 35/2014 of 20 June (General Law on Civil Service, hereinafter referred to as LTFP), in its current wording:

a) Having completed 18 years of age;

b) Not being inhibited from the exercise of public functions;

c) Having physical fitness and the psychological profile indispensable to the performance of the required duties;

d) Having complied with the mandatory vaccination laws.

6.2 Special Requirements:

a) May apply to this competition candidates holding the doctoral degree or the title of specialist in the area or related area for which the competition is opened, as provided for in article 17 of ECPDESP;

b) Having command of the spoken and written Portuguese language; if not coming from Portuguese-speaking countries the candidate may be subject to specific tests;

c) Applicants holding qualifications obtained abroad, must provide proof of recognition, equivalence or registration of the doctoral degree, in accordance with the applicable national law, until the deadline for the application.

7. Functions and functional content of the category: The assistant professor is responsible for the duties referred to in articles 2-A and number 4 of article 3 of ECPDESP.

8. Remuneration Position: Provided under the remuneration system of polytechnic higher education teaching staff, as provided for in number 1 of article 35 of ECPDESP and Decree-Law 408/89 of 18 November in its current wording.

9. Application formalization:

9.1 The application must be formalized upon request addressed to the President of the Polytechnic Institute of Portalegre and delivered in person or sent by post, with acknowledgment of receipt, sent by the deadline for submission of applications, to the address: Instituto Politécnico de Portalegre, Praça do Município, 11, 7300-110 Portalegre, which can be delivered personally to the same address.

9.2 The application shall contain the following elements:

a) Full identification (name, marital status, parents' identification, place of birth, date of birth, number and date of citizen card or of other legally recognized document, expiration date, address, postcode, telephone and e-mail address);

b) Academic qualifications and/or professional/academic titles;

c) Category, group or subject area to which s/he belongs, service time as a higher education teacher and institution to which s/he belongs, if applicable;

d) Any other elements that the candidates consider may influence the appreciation of their merit or constitute grounds for legal preference;

e) Identification of the competition which the candidate is applying for, indicating the notice number and the date of publication on *Diário da República* in which this notice was published;

f) Date and signature.

9.3 The application is accompanied by the following documents proving the general requirements provided for in article 17 of the LTFP:

a) Certificate of criminal record proving the non-inhibition of the exercise of public functions, or the non-prohibition of the exercise of those intended to be performed;

b) Medical certificate proving to possess the physical fitness and the psychological profile indispensable to the performance of the functions which the candidate is applying for;

c) Mandatory vaccination record bulletin;

9.4 The application must be accompanied by the following documents, under penalty of exclusion from the competition:

a) Photocopy of the certificate of academic qualification or other suitable document, legally recognized for the purpose;

b) Documents proving the fulfillment of the special requirements provided for in paragraph 6.2 of this Notice;

c) Detailed *curriculum vitae*, dated and signed, indicating the technical, scientific and/or professional performance, as well as the pedagogical activities developed, and practices relevant to the Institute's Mission and any other documents that facilitate the production of a judgment on the candidates' abilities to perform the functional content of the category which the candidate applies for;

d) One copy, in digital format (CD/DVD/USB Drive), of each work of scientific or professional nature mentioned in the curriculum.

e) A copy in digital format (CD/DVD/ USB Drive) of the scientific-pedagogical project elaborated by the candidate, considering its potential contribution to the pedagogical quality, in its theoretical and practical aspects, and the scientific development of applied research and services to the community in the subject areas of the competition;

f) Documents proving any other elements that the candidates consider likely to influence the appreciation of their merit or constitute grounds for legal preference;

g) Document ordering form, which should indicate the location of the curriculum elements in the application;

9.5 Documents must be submitted in Portuguese or English.

9.6 Candidates who are teaching staff at the Polytechnic Institute of Portalegre are exempt from submitting the documents in their individual file and must state this in their application form.

9.7 Failure to submit the documents required under this notice or their submission after the defined deadline will result in exclusion from the competition.

9.8 In the application stage, however, the presentation of the documents referred to in paragraphs a), b) and c) of 9.3 of this notice shall be waived, provided that the applicants declare in the application, on an honorary basis, in separate paragraphs, the precise situation they are in regarding each of these requirements.

9.9 Failure to present the documents related to the *curriculum vitae* submitted by the applicant implies the non-valuation of the evidence they should prove.

9.10 The presentation of forged document determines the immediate exclusion of the competition and the notification to the competent entity for the purposes of criminal proceedings.

10. Selection methods: The evaluation method to be used is curriculum evaluation.

11. Candidate selection and ranking criteria:

11.1 Pursuant to the provisions of Article 15-A of ECPDESP, the criteria for selecting and ranking candidates, in order to ascertain the merit of candidates for the duties to be performed, are as follows:

a) Technical-scientific and professional performance with a relative weight of 40%;

b) Pedagogical capacity with a relative weight of 40%;

c) Scientific-Pedagogical Project with a relative weight of 10%;

d) Other activities relevant to the mission of the institution with a relative weight of 10%.

11.2. The evaluation of the curriculum path focuses on the relevance, quality and timeliness of the activities indicated in the *curriculum vitae* with a higher value to be given to the last five years, in each of the components set out in the points above.

11.2.1 The period of five years referred to in the previous paragraph may be extended by the jury, at the applicant's request, when it is based on suspension of scientific activity for socially protected reasons, namely on grounds of parental leave, prolonged serious illness, and other situations of unavailability for work legally protected.

11.3 In the evaluation of technical-scientific and professional performance, the following parameters are taken into consideration by the jury: the coordination/co-ordination of research projects with external evaluation and funding; participation in national and international research project teams with external evaluation and funding; evaluation of national and international research projects; book publishing, technical-scientific book chapters, scientific articles in scientific journals, editing/co-editing of multi-authored technical-scientific work, participation in editorial boards of national and international scientific journals, publication of technical-scientific articles in proceedings of national and international congresses with peer review, coordination of the organization of international technical-scientific congresses/seminars, participation in scientific committees or organizers of international technical-scientific seminars, coordination/sub-coordination of a Research Unit evaluated by FCT (Foundation for Science and Technology) with Very Good or Excellent, integration of research units funded by FCT rated Very Good or Excellent, the orientation co-orientation of PhD Theses, the orientation/ co-orientation of Post-doc works; the orientation/co-orientation of Master's Projects/Dissertations/ Internships; the integration of doctoral thesis juries, Specialist Title, Master's Dissertation, member of juries of other academic exams of competitions of polytechnic or university teaching staff; awards and distinctions; other activities that the jury deems relevant.

11.4 In assessing pedagogical capacity, the following parameters are taken into account by the jury: valuing the quality and extent of pedagogical practice, teaching experience in polytechnic and/or university education; the coordination and teaching of curricular units; the training activity in accredited short programs/courses; the preparation of manuals, textbooks and other teaching support manuals; the elaboration of curricular unit programs; supervision and monitoring of internship students; chairing/coordinating examination panels; organization of national and international educational events; participation in training events/training courses; the evaluation of teacher quality performance; and other activities relevant to the pedagogical performance that the jury deems relevant in the disciplinary area, or areas related to the one in which the competition is opened;

11.5 In the evaluation of the Scientific-Pedagogical Project, the jury will take into account the potential contribution of the submitted document to the scientific and pedagogical development of the subject area of the competition (the evaluation of the proposed scientific-pedagogical project must take into account the scientific pedagogical and organizational objectives, evidenced considering the area of specialty of the application and the respective framing of the proposals in the mission of the institution).

11.6 In the evaluation of the other activities relevant to the mission of the Polytechnic Institute of Portalegre, the following parameters are taken into consideration by the jury: valuation of the performance of HEI positions and/or academic management activities; participation in committees/working groups with reports prepared; participation in juries and student admission selection processes; provision of services to the community; participation in self-assessment processes; coordination/integration of evaluation and accreditation teams of higher education courses; coordination of projects relevant to the scientific area in which the competition is open; other coordination duties and/or activities that the jury deems relevant.

12. Pursuant to paragraphs a) and b) of article 23 of the ECPDESP, the selection board may request candidates to submit additional documentation related to the curriculum submitted and may hold public hearings, under equal circumstances for all candidates.

13. Final Classification:

13.1 Each candidate's final quantitative classification will be expressed on a scale of 0 to 100 points and results from the application of the following formula:

CF = (DTCP * 0.40) + (CP * 0.40) + (PCP * 0.10) + (OA * 0.10)

In which:

DTPC - Technical-Scientific and Professional Performance Component

CP - Pedagogical Capacity Component

PCP - Component referring to the Scientific-Pedagogical Project

OA - Component for Other Relevant Activities for the Polytechnic Institute of Portalegre Mission.

13.2 Candidates who obtain a final score equal to or higher than 50 points are considered to be approved in absolute merit.

13.3 All results will be rounded to one decimal place.

14. Competition Jury:

14.1 The competition jury has the following composition:

President: Luís Carlos Loures, Vice-President, Polytechnic Institute of Portalegre

Members:

Abílio José Maroto Amiguinho, *Professor Coordenador*, Polytechnic Institute of Portalegre;

Alcina Maria de Castro Martins, *Professora Associada*, Miguel Torga Higher Institute;

Francisco Branco, *Professor Associado*, Faculty of Human Sciences, Portuguese Catholic University, Lisboa;

Maria Irene Lopes Bogalho de Carvalho, *Professora Associada*, Higher Institute of Political and Social Sciences, University of Lisboa;

Marília de Carvalho Seixas Andrade, *Professora Catedrática Convidada*, Lusófona Universidty.

14.2 Jury decisions:

14.2.1 The jury may deliberate when the President and at least two thirds of its members are present;

14.2.2 Decisions are taken by an absolute majority of the votes of the members of the jury present at the meeting, with no abstentions allowed.

14.3 The minutes of the Jury may be consulted, at the applicant's request, at Praça do Municipio, 11, 7300-110 Portalegre, during office hours.

15. Participation of interested parties and decision:

The final ranking project is notified to the candidates, for the purposes of hearing interested parties, pursuant to articles 121 et seq. of the *Código do Procedimento Administrativo*.

16. The competion dossier may be consulted by candidates wishing to do so at the Central Services of the Polytechnic Institute of Portalegre during normal working hours.

17. Pursuant to paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, and the Polytechnic Institute of Portalegre, as an employer, actively promotes a policy of equal opportunities for men and women in access to employment and professional promotion, scrupulously taking care as to avoid any form of discrimination.

18. Publication of the competition notice:

In addition to the publication on *Diário da República, 2ª. Série*, this public notice is also published:

18.1 On the public employment pool (*Bolsa de Emprego*);

18.2 On the website of *Fundação para a Ciência e a Tecnologia, I. P*, in Portuguese and English;

18.3 On the website of the Polytechnic Institute of Portalegre, in Portuguese and English.

December 10, 2019. - The President of IPP, Albano António de Sousa Varela e Silva.