

Instituto Politécnico do Cávado e do Ave

Aviso nº 10440/2021

1. Under the terms set in the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), approved by the Decree-Law 185/81 of 1st July, as amended by the Decree-Law No. 69/88 of 3rd March, republished in annex to the Decree-Law No. 207/2009 of 31st August, and amended by the Law No. 7/2010 of 13th May, as well as the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave published in Diário da República, 2nd Series, No. 73, 13th April, 2011, through the Dispatch n.º. 6366/2011, it is hereby made public, that by dispatch of the President of the Polytechnic Institute of Cávado and Ave, Maria José Silva Fernandes, on the 9th February 2021, under the terms of paragraph d), No. 1, article 92 of Decree-Law No. 62/2007 of 10th September, and paragraph g), No. 2 of article 38 of the Polytechnic Institute of Cávado and Ave Statues, approved by normative dispatch No. 1-A/2019, published in the 2nd series of the Diário da República (Official Gazette of the Republic of Portugal) on 14th June, approved by the technical-scientific council of the School of Hospitality and Tourism on 12th October 2020 and 5th February 2021, is open for a period of time of thirty working days, from the publication of the present announcement in the Diário da República, applications are now awaited for the purpose of a international recruitment for a “Coordinator Professor”, for the disciplinary area of Marketing at the department of Tourism and Marketing for the School of Hospitality and Tourism of the Polytechnic Institute of Cávado and Ave.

2. Workplace: The work shall be carried out and conducted in the Polytechnic Institute of Cávado and Ave Campus, namely in the places where IPCA has or will have activity.

3. Number of vacancies to be filled: one (1) places.

4. Modality of the legal employment relationship to be constituted: employment contract in public functions for an indefinite period of time, according to article 10º and 10º-A of ECPDESP.

5. Offer deadline:

5.1. The offer is valid only for this position, expiring when the position is taken, or if there are no applicants.

5.2. The offer may also expire by a dispatch of the President of the Polytechnic Institute of Cávado and Ave, respecting the general principles of administrative activity and legal limits.

6. Application requirements:

6.1. Under the terms set in article 19 of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), in the current offer, can apply the candidates with PhD degree, for at least 5 years,

or the title of specialist in the disciplinary areas or related areas of this proposal, altered by Decree-Law n.º207/2009, 31st August and Law n.º 7/2010, 13th May.

6.2. To be proficient in the Portuguese written and spoken language, the candidate may be subject to specific evidence in case of not being natural from countries with Portuguese as an official language.

6.3. Candidates with foreign degrees have to prove the certification, equivalence or the recognition of the PhD degree, according to the existing law, Decree-Law n.º 66/2018, 16th August.

7. Functions and functional content of the category: the Coordinator Professor is responsible for the functions contained in articles 2-A and article 3, No. 5 of the ECPDESP.

7.1. In particular, it is incumbent upon teachers of polytechnic higher education, under the terms of Article 2-A of ECPDESP, to provide the teaching service that is distributed to them and to monitor and guide students; carry out research, cultural creation or experimental development activities; participate in tasks of extension, scientific and technological dissemination and economic and social valorization of knowledge and participate in the management of the respective higher education institutions.

7.2. Under the terms of paragraph 5 of article 3 of the ECPDESP, the Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a discipline or scientific area and, namely: governing and teaching theoretical classes , theoretical-practical; guide, direct and monitor internships, seminars and laboratory or field work; supervise the pedagogical, scientific and technical activities of the assistant professors of the respective discipline or scientific area; participate with the other coordinating professors in your scientific area in the coordination of programs, teaching methodologies and general lines of investigation regarding the disciplines in that area; direct, develop and carry out scientific research and experimental development activities within the scope of the respective discipline or scientific area.

8. Salary position (35th article, No. 1 of the ECPDESP): *“The system of payment applied to the professors career and to the teaching staff hired beyond the career is in a proper diploma”*. Decreto-Lei nr.º 408/89, 18th november, changed by the Decreto-Lei nr.º 76/96, 18th June, and Decreto-Lei nr.º 124/99, of 20th April and Decreto-Lei nr.º 373/99, 18th September.

9. Application formalization:

9.1. The application must be submitted in person, during office hours, in Central Services of IPCA, Human Resources Office, against the delivery of receipt, CP_001_2021_PC_TUR_ESHT@ipca.pt, by registered mail with acknowledgment of receipt until the deadline for the presentation of applications referred to in number 1 of this announcement, to the following mail address of: the Polytechnic Institute of Cávado and Ave, Human Resources Office, Campus of IPCA, 4750 - 810 Vila Frescaíña S. Martinho – Barcelos, with reference CP Nº 001/2021/Coordinator Professor Marketing/ESHT.

9.2. The application should be submitted through an application of admission to this offer, addressed to the President of the Jury, and must contain, among others, the following elements:

9.2.1. Identification of the candidate by name, date of birth, nationality, identification number, tax number, postal and electronic addresses, and phone numbers;

9.2.2. Identification of the offer to which you are applying, with the reference number of the public notice and to the Diário da República.

9.2.3. Indication of the category and institution where the teaching service is provided, if applicable, and position currently held (if applicable);

9.2.4. Indication of academic degrees and titles held by the applicant;

9.2.5. Signed statement in which the applicant declares that the elements or facts contained in the application are true;

9.2.6. Declaration by the candidate proving that he is aware of the following regulations:

9.2.6.1. “*Regulation of the Performance Assessment for the teaching staff of IPCA*”, published in 2nd series of the Diário da República, of 22nd December 2014, through the rectification declaration No. 1312/2014;

9.2.6.2. “*Regulation of the Performance Activity developed during the experimental basis period – IPCA*”, published in 2nd series of the Diário da República, of 15th January 2014, through regulation No 17/2014, which is available in <https://ipca.pt/ipca/servicos-ipca/recursos-humanos/avaliacao-de-desempenho-do-pessoal-docente/>.

9.2.7. List in non-editable digital support, when delivered on paper or by registered mail in a *Pendrive*, that contains the exact identification of all documents, elements or facts that accompanying the application.

9.2.8. When delivered on paper or by registered mail, the application of admission must be delivered on paper and signed.

9.3. The application must be accompanied by the following documentation:

9.3.1. *Detailed* and signed *Curriculum vitae* – organized in order and according to the selection criteria identified in point 13 of this notice, which, in case the application is delivered in person or sent by post, must have two paper copies and one copy in non-editable digital support (Pendrive). In case the application is sent electronically, the detailed dated and signed *Curriculum vitae*, organized in order and in accordance with the selection criteria identified in point 13 of this notice, must be sent in PDF format.

9.3.2. Documents in non-editable digital support for the purposes of the assessment provided for in 13.4 point, organized in order by the criteria of scientific performance, pedagogical capacity and other relevant activities and by the parameters provided between 13.4.1.1 and 13.4.1.3 points. When delivered on paper, one paper copy and one digital copy in non-editable digital format (pendrive) must be delivered.

9.3.3. A digital copy of the PhD thesis or documents produced by the candidate to obtain the title of specialist.

9.3.4. If the digital format is not available, it may be replaced by a number of paper copies corresponding to the number of members of the jury.

9.3.5. A copy of the supporting documents for the facts indicated in the curriculum.

9.3.6. Qualifications documents proving the ownership of academic degree or Specialist Title and the date of obtaining the degree and titles required for the offer.

9.3.7. Declaration by the applicant, under honor, in which assures that isn't inhibited or prohibited from the exercise of public functions, have the physical robustness and the psychic profile required for the exercise of functions, and have complied with the mandatory vaccination laws.

9.3.8. Documents delivered in digital format, either by email or delivered via Pendrive, must comply with the Portable document format (PDF), preferably in the PDF/A version, except in situations where the document to be presented cannot take the format indicated, under the risk of not being able to access/download the documents, which will be the sole and exclusive responsibility of the candidates and may determine their exclusion from the competition, and must comply with the following:

9.3.8.1. All documents must be compressed in a single folder in ZIP or RAR format, organized in order by the criteria of scientific performance, pedagogical capacity and other relevant activities and by the parameters set out in numbers 13.4.1.1 to 13.4.1.3.

9.3.8.2. If you choose to send documents by email, in addition to the obligation to comply with the provisions of the previous numbers, if it is not possible to send all documents in a compressed folder in a single email, the documents should preferably be sent through the WeTransfer platform;

9.3.8.3. The name/designation of the files:

a) It should be as succinct/short as possible, to avoid difficulties when downloading;

b) The file name, which must be succinct, cannot contain any of the following characters: /, \, |, :, *, ?, ", (less than), and (greater than).

9.4. The documents required in the notice must be scanned from original or authenticated documents.

9.5. The application and accompanying documents must be written in Portuguese or English.

9.6. Failure to comply with the deadline of submission set, and the lack of submission or late submission of documents referred to in paragraph 9.2 and documents referred to in 9.3.1 to 9.3.7 this public notice, of mandatory delivery, determine the exclusion of the application.

9.7. False declarations and documents determine the immediate exclusion from the job offer.

9.8. Candidates who are part of the teaching career of IPCA or have a contract with IPCA are exempted from presenting the documents proving the requirements contained in their individual file.

9.9. The process can be consulted at Human Resources Office, Central Services of IPCA, Campus do IPCA, 4750 - 810 Vila Frescaíña S. Martinho - Barcelos, during office working time and previous appointment through the electronic address: drh@ipca.pt

10. Contest Jury:

10.1. The jury is composed as follows:

10.1.1. President: Professora Doutora Maria José Fernandes - President of the Polytechnic Institute of Cávado and Ave.

10. 1.2. Vowels:

- Professora Doutora Alzira Maria da Ascensão Marques, Professora Coordenadora na Escola Superior de Tecnologia e Gestão do Instituto Politécnico de Leiria;
- Professora Doutora Ana Maria Soares, Professora Associada na Escola de Economia e Gestão da Universidade do Minho;
- Professora Doutora Helena Santos Rodrigues, Professora Coordenadora na Escola Superior de Tecnologia e Gestão do Instituto Politécnico de Viana do Castelo;
- Professor Doutor Joaquim Gonçalves Antunes, Professor Coordenador na Escola Superior de Tecnologia e Gestão do Instituto Politécnico de Viseu;
- Professor Doutor José Carlos Pinho, Professor Associado na Escola de Economia e Gestão da Universidade do Minho;

10.2. Jury deliberations:

10.2.1. The jury has the competence and works under the terms of the Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave, namely articles 15º and 16º.

10.2.2. The jury may decide when the President and at least two thirds of its members were present and when most of members are external.

10.2.3. Resolutions are taken by an absolute majority of the members present, with no abstentions allowed.

10.2.4. If necessary, the jury request for additional documentation related to the curriculum vitae submitted, under the terms and conditions of article 31 of the Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.

10.2.5. The Jury is responsible for defining the evaluation criteria defined by the Technical-Scientific Council of the Design School, under the terms of article 21 of the Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.

10.3. Jury meetings:

10.3.1. While Decree-Law No. 10-A/2020, of 13th March, is in force, the meetings of contest jury may be held, in all procedure phases, by videoconference, if there are technical conditions for that purpose.

11. Admission and exclusion of candidates: The admission and exclusion of applications and the notification to the excluded candidates, is according to the terms and the purposes of the 121th Article of the Code of Administrative Procedure, and are conducted in accordance with the provisions of the 29th Article of the Rules for the recruitment of Career Teaching Staff of IPCA.

12. The minute of jury selection can be consulted, by candidate request, at the Human Resources Office, Campus of IPCA, 4750 - 810 Vila Frescaíinha S. Martinho – Barcelos, during office hours, by prior appointment through the email address: drh@ipca.pt

13. Method and selection criteria:

13.1. The selection method consists in the assessment of the candidate's curriculum, by analysing the scientific performance, pedagogical capacity, and the performance in other educational activities relevant to the mission of the Polytechnic Institute of Cávado and Ave.

13.2. When evaluating the candidate's curriculum, the following criteria must be considered and weighted according to the requirements of the functions in the category referred to in this competition:

13.2.1. Scientific performance of the candidate;

13.2.2. Pedagogical Skills;

13.2.3. Other activities relevant to the mission of the Polytechnic Institute of Cávado and Ave.

13.3. In accordance with the criteria referred to in paragraph 13.2, the following parameters are assessed:

13.3.1. Scientific performance of the candidate: 40%

13.3.2. Pedagogical Skills: 30%

13.3.3. Other activities relevant to the mission of the Polytechnic Institute of Cávado and Ave: 30%

13.4. Assessment Criteria and weights:

13.4.1. In accordance with the criteria referred to in paragraph 13.3, the following parameters are assessed:

13.4.1.1. Scientific and technological performance:

a) Publication of scientific articles and books (20 points);

b) Communications presented at scientific congresses and colloquia (20 points);

c) Coordination and participation in research and technological development projects (10 points);

- d) Participation in scientific research centers, commissions, organizations or networks of a scientific nature (15 points);
- e) Completed guidelines for the non-teaching components of master's courses supervision (15 points);
- f) Guidelines or co-orientations of completed doctoral theses (5 points);
- g) Participation in juries of academic exams and competitions for teaching and research careers (15 points);

13.4.1.2. Pedagogical skills:

- a) Length of service in higher education institutions (20 points);
- b) Diversity of taught curricular units (subjects and study cycles) (20 points);
- c) Academic awards and distinctions (5 points);
- d) Evaluation of pedagogical performance (20 points);
- e) Coordination and participation in educational projects (15 points);
- f) Monitoring and guidance of undergraduate students and technological specialization courses (20 points);

13.4.1.3. Other activities relevant to the IPCA:

- a) Participation in management boards of higher education and research institutions (20 points);
- b) Participation in councils, course directors, department and disciplinary group directors, project coordination and others (20 points);
- c) Participation in academic boards, namely Scientific Committee, Technical-Scientific Committee, Pedagogical Committee, Academic Committee (20 points);
- d) Provision of services to public and private entities (10 points);
- e) Participation in projects and contests (20 points);
- f) Valorization and Knowledge Transfer (10 points);

14. Rank and voting method:

14.1. After the admission to the evaluation phase, the jury starts evaluating the applications, taking into account the criteria, evaluation parameters and weighting factors for evaluating the candidates, defined by the jury, for the purpose of preparing a list of the candidates approved in absolute merit.

14.2. The jury deliberates on approval on absolute merit, based on the merit of the applicants' global curriculum in the subject area of the competition.

14.3. In order to obtain approval in absolute merit, each applicant must obtain the favourable vote of the majority of the members of the jury.

14.4. The decision of non-approval on absolute merit and consequently exclusion is taken by an absolute majority (half plus one of the votes of the members present at the meeting) and each member of the jury must present a document with the reasons for their vote.

14.5. In the event of non-approval on absolute merit, the jury proceeds to the prior hearing of the excluded applicants, who, if they wish, can speak within ten working days, applying what is referred to in points 3 to 7 of article 29th of Rules for the hiring of teaching staff at the Polytechnic Institute of Cávado and Ave.

14.6. The jury proceeds to prepare a list of candidates that has been forwarded in absolute merit, ordered alphabetically.

14.7. The jury proceeds to evaluate the candidates' merits in absolute merit, considering the evaluation criteria and parameters, as well as the weighting factors, included in the evaluation grid and in this public notice.

15. Ordering and voting methodology:

15.1. The ranking of applicants must be based on the evaluation made based on the evaluation criteria and parameters and corresponding weighting factors contained in this notice.

15.2. Before voting begins, each member of the jury presents a written document, which will be attached to the minutes, with the classification from 0 to 100 ordering the applicants, duly substantiated, considering the purpose referred to in the preceding paragraph.

15.3. In the various votes, each member of the jury must respect the order he/she presented, with no abstentions allowed.

15.4. The jury will use the following voting methodology to form an absolute majority in the final ranking of candidates:

15.4.1. The first vote is intended to determine the candidate to place first. In the event that a candidate obtains more than half the votes of the members of the jury present at the meeting, he/she is immediately placed first. If this does not happen, the vote is repeated, only among the candidates who obtained votes for the first place, after removing the least voted candidate in the first vote. If there is a tie between two, or more, candidates in the least voted position, a vote is taken on them to break the tie, and if the tie still persists, the President of the jury decides which candidate to withdraw. The process will be repeated until a candidate obtains an absolute majority to be placed first. Once this candidate is removed, the same

process is repeated to obtain the candidate ranked second, and so on until an ordered list of all admitted candidates is obtained.

15.4.2. Without prejudice to the provisions of the previous number, whenever there is a tie, the vote is repeated and if the tie still persists, the president of the jury decides the direction of the deliberation.

16. Applicants participation and decision:

16.1. The final ordering project is notified to the applicants, for the purpose of holding the hearing of interested parties, under the terms of articles 121th and following of the Administrative Code Procedure, applying, with due adaptations, the provisions of article 29 of the Rules for the Recruitment of Teaching Staff at the Polytechnic Institute of Cávado and Ave.

16.2. After the hearing of interested parties, the jury substantially appraises the allegations offered and approves the candidates' final ranking list.

17. Final decision deadline:

17.1. The final decision of the jury must not exceed sixty working days from the indicated closing date for the submission of applications.

17.2. The period aforementioned may be extended due to the high number of candidates or the complexity of the competition.

17.3. The final ranking list of the candidates shall be submitted for approval by the President of IPCA and the candidates shall be notified of the respective order of approval.

18. Employment contract:

18.1. The President of the Polytechnic Institute of Cávado and Ave may decide not to conclude the contract, if there is a reduction in allocation of the state budget that doesn't allow available funding or if the requirements foreseen in article 46th of State Budget Law, approved by Law No. 75-B/2021, 31st December.

18.2. It will be used as a reference the article 37 and article 42th of the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.

19. Publication of the public notice:

19.1. In addition to the publication in 2nd series of the Diário da República, this notice is also published:

19.1.1. BEP's (Public Employment Exchange) digital platform.

19.1.2. Foundation for Science and Technology IP's website (in Portuguese and English).

19.1.3. Polytechnic Institute of Cávado and Ave website (in Portuguese and English).

20. In compliance with paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Polytechnic Institute of Cávado and Ave, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and in professional progression, providing scrupulously to avoid any form of discrimination.

21. The processing of personal data within the scope of tender procedure complies with the personal data protection policy available at: <https://ipca.pt/ipca/apresentacao/o-ipca/politica-de-privacidade-e-protecao-de-dados/>

13 de maio de 2021 – A Presidente do IPCA, *Maria José da Silva Fernandes*.