

## Instituto Politécnico do Cávado e do Ave

### Notice nº1301/2023

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 May 22, 2023, 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, amended by dispatch No. 02/2022, published in the 2nd series of the Diário da República on January 25, 2022 approved by the technical-scientific council of the School of Hospitality and Tourism, on 25th January 2023, 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 “adjunct Teacher”, for the disciplinary area of Hospitality and Tourism in 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 the School of Hospitality and Tourism has or will have activity.
3. Number of jobs to be filled: one (1) place.
4. Modality of the legal employment relationship to be constituted: employment contract in public functions for an indefinite period of time, on an experimental basis for five (5) years, according to article 10.º-B of ECPDESP.
5. Tender deadline:
  - 5.1. The tender is valid for this position only, expiring when the position is taken or due to a lack of candidates.
  - 5.2. The tender 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. Admission requirements:

6.1. Under the terms set in article 17 of the Career Statutes for Teaching Staff in Higher Polytechnic Education, in the current publication, can apply the candidates with PhD degree or the title of specialist in Tourism. Candidates under the conditions of article 17 of ECPDESP, republished by Decree-Law no. 207/2009, of August 31, and altered by Law no. 7/2010, of May 13, may apply to the above-mentioned competition.

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 Adjunct Teacher is responsible for the functions contained in articles 2-A and article 3, No. 4 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 4 of article 3 of the ECPDESP, the Adjunct Professor is responsible for collaborating with the coordinating professors in the scope of a discipline or scientific area and, namely: governing and teaching theoretical, theoretical-practical classes; guide, direct and monitor internship, seminars and laboratory or field work; direct, develop and carry out activities of scientific research and experimental development, according to the general lines previously and superiorly defined within the scope of the respective discipline or scientific area; cooperate with the other professors of the discipline or scientific area in the coordination of programs, teaching methodologies and general lines of investigation concerning the disciplines of that area.

8. Remuneratory position (35th article, No. 1 of the ECPDESP): *“The system of payment applied to the career teachers and to the teaching staff hired beyond the career is in a proper diploma”* - Decree-Law no. 408/89, November 18, as amended by Decree-Law no. 76/96, June 18, and Decree-Law no. 124/99, April 20, and Decree-Law no. 373/99, September 18.

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, or by mail [cp-2023-pa-mkt-esht@ipca.pt](mailto:cp-2023-pa-mkt-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 Frescaínha S. Martinho – Barcelos, with reference CP 2023 - Prof.Adj-Turismo/ESHT.
- 9.2. The application is submitted through an application of admission to this tender, 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 tender he is 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:
- “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;
  - “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-dopessoal-docente/>.
- 9.2.7 List in non-editable digital support (Pendrive) that contains the exact identification of all documents, elements or facts that accompanying the application.
- 9.2.8 When the application is delivered in person or sent by post the application must be submitted on paper and duly signed.
- 9.3 The application is accompanied by the following documentation:
- 9.3.1 Detailed dated and signed *curriculum vitae*, organized in the order and according to the selection criteria identified in number 15 of this announcement, under penalty of exclusion, which, in the

event the application is delivered in person or sent by mail, must have one hard copy 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 the order and according to the selection criteria identified in number 15 of this announcement, must be sent in PDF format.

- 9.3.2 Documents in non-editable digital support for the purposes of the assessment provided for in paragraph 15.4, organized in order by the criteria of scientific performance, pedagogical capacity and other relevant activities and by the parameters provided between paragraphs 15.4.1.1 and 15.4.1.3. When delivered on paper, one paper copy and one digital copy in non-editable digital format (Pendrive) must be delivered.
- 9.3.3 A scientific-pedagogical project that the candidate proposes to develop in the disciplinary/scientific area of the tender, in non-editable digital support (Pendrive) and one on paper, with a maximum of 10,000 words, and that should include a program for the development of the disciplinary area adjusted with mission of the School of Hospitality and Tourism, of which statutes were approved by dispatch No. 6981/2020, published in the 2nd series of the *Diário da República*, No. 130, 7th July 2020, properly related with the general curricular units of the disciplinary area of Hospitality and Tourism, whose teaching is the responsibility of the organic unit which the tender is include, so that suitability of the candidate's profile is demonstrated to the real needs of the School of Hospitality and Tourism regarding the reinforcement of its faculty team.
- 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 documents supporting the facts stated in the curriculum;
- 9.3.6 Certificate to prove the ownership and date of the degree and qualifications required for the contest;
- 9.3.7 Non-editable digital support (Pendrive) of the PhD thesis or documents produced by the candidate to obtain the title of specialist. If the digital format is not available, it is possible to replace it with the delivery of two paper copies.
- 9.3.8 Declaration by the candidate, 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.
- 9.3.9 The documents delivered in digital format, either by email or delivered via USB stick, must respect the Portable document format (PDF), preferably in PDF/A version, except for situations in which the document to be submitted can not assume the indicated format, at the risk of not being possible to access/download the documents, which will be the sole and exclusive responsibility of the candidates and may determine their exclusion from the competition, must comply with the following:

- 9.3.9.1 All documents must be compressed into a single folder in ZIP or RAR format, organized in order by the criteria of scientific performance, teaching ability, and other relevant activities, and by the parameters foreseen in numbers 15.4.1.1 to 15.4.1.3.
- 9.3.9.2 If you choose to send the documents by email, in addition to the duty to comply with the provisions of the preceding paragraphs, if it is not possible to send all the documents in a compressed folder in a single email, the documents should be sent preferably through the WeTransfer platform;
- 9.3.9.3 The file name, which should be as short as possible, cannot contain any of the following characters:  
/, /, |, |, :, \*, ?, ", >, <.
- 9.3.10 The application and accompanying documents must be written in Portuguese or English.
- 9.4 Failure to comply with the deadline for submission of the application, as well as failure to submit or late submission of the elements mentioned in point 9.2 and the documents mentioned in points 9.3.1 to 9.3.8 of this announcement, which must be submitted, will result in the exclusion of the application.
- 9.5 False declarations and documents determine the immediate exclusion from the tender.
- 9.6 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.
- 9.7 The process can be consulted at Human Resources Office, Central Services of IPCA, Campus do IPCA, 4750 - 810 Vila Frescaíinha S. Martinho - Barcelos, during office working time and previous appointment through the electronic address: [drh@ipca.pt](mailto:drh@ipca.pt).

## 10. Contest Jury

10.1. The jury is composed as follows:

10.1.1. Professor Doctor Maria José Fernandes - President of the Polytechnic Institute of Cávado and Ave.

10.1.2. Vowels:

Professor Doctor Alcina Maria de Almeida Rodrigues Nunes, Coordinating Professor, Polytechnic Institute of Bragança;

Professor Doctor Carlos Manuel Martins da Costa, Full Professor, University of Aveiro;

Professor Doctor Fernando Pereira A. Perna, Coordinating Professor, University of Algarve;

Professor Doctor Gonçalo José Poeta Fernandes, Coordinating Professor Polytechnic Institute of Guarda.

10.2. Jury deliberations:

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

- 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 Tender 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 School of Technical Short Cycles, under the terms of article 21 of the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.

10.3. Jury meetings:

- 10.3.1. Without prejudice to the provisions of article 16 of the regulation mentioned in the previous point, while Decree-Law 10-A/2020 of March 13 is in force, as well as under the provisions of article 24 - A of the Administrative Procedure Code, the meetings of the bidding jury may be held, in all phases of the procedure, by videoconference, as long as there are technical conditions for the effect.

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 29<sup>th</sup> Article of the Tender Rules for the recruitment of Career Teaching Staff of IPCA.

12. The minute of jury selection can be consulted, at the 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](mailto:drh@ipca.pt).

13. Evaluation and selection:

13.1. At the end of admission contest, the jury begins to assess candidacy, according to the documents required and technical-scientific and professional performance, pedagogical skills, and other relevant activities for the mission of the Polytechnic Institute of Cávado and Ave, for the purpose of drawing up a list of the candidates approved in absolute merit.

13.2. Analysis of absolute merit:

13.2.1. Absolute merit is analyzed based on the merit of the overall curriculum of the candidates in the subject area of the competition (which the members of the jury understand to have

a scientific and pedagogical level, research capacity and developed activity compatible with the subject area and category for which the competition, namely publication of articles in magazines indexed to Scopus/WoS, integration in a research center accredited by FCT with a minimum classification of Very Good, participation in pedagogical training actions ) and taking into account the scientific-pedagogical project mentioned in point 9.3.3..

13.2.2. To verify the absolute merit approval, each candidate must obtain the favorable vote of absolute majority of the jury members.

13.2.3. The decision of non-approval on absolute merit and consequently exclusion, is taken by an absolute majority, and each jury member must present a document with the reasons for their vote.

13.2.4. The vote for non-approval on absolute merit must be based on one or more of the following circumstances:

13.2.4.1. Relevance and quality of the candidate's curriculum vitae, and academic contributions, namely technical-scientific and professional performance, pedagogical skills, and other relevant activities and with more impact selected by the candidate, show as clearly insufficient for the functions of Adjunct Teacher in disciplinary area of the competition; and/or

13.2.4.2. Scientific-pedagogical project requested in paragraph 9.3.3, presents innovation deficiencies or serious inaccuracies that do not allow the necessary capacity for the functions of Adjunct Teacher in disciplinary area of the competition and related to the mission of the School of Hospitality and Tourism.

13.2.5. In the case of non-approval on absolute merit, the jury proceeds to prior hearing of rejected candidates, and, if the candidate wants to, can pronounce within ten working days, according to No. 3 to 7 of article 29 of the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.

13.2.6. After the hearing of the interested parties, the jury appreciates the allegations presented and then proceeds to a list of candidates who have been rejected and approved in absolute merit, alphabetically ordered.

#### 14. Public hearing:

14.1. If deemed necessary, the jury shall hold public hearings of the candidates with the exclusive aim of clarifying the information contained in the candidates' application, on equal terms established for all candidates.

14.2. The date and length of public hearings shall be determined by the jury depending on the number of candidates.

14.3. Candidates shall be informed of the decision to hold public hearings not less than 10 working days before the date thereof.

15. Method and selection criteria:

15.1. 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.

15.2. 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:

15.2.1. Scientific performance of the candidate;

15.2.2. Pedagogical Skills;

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

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

15.3.1. Scientific performance of the candidate: 30%

15.3.2. Pedagogical Skills: 40%

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

15.4. Assessment Criteria and weights:

15.4.1. In accordance with the criteria referred to in paragraph 15.3, the following parameters are assessed:

15.4.1.1. Scientific and technological performance:

a) Publication of scientific articles and books in the area for which the competition is open (20 points);

b) Coordination and participation in research and technological development projects in the area for which the competition is open (20 points);

c) Communications presented at scientific events in the area for which the competition is open (20 points);

d) Participation in scientific research centers, commissions or networks with scientific nature in the area for which the competition is open (20 points);

e) Completed guidelines for the non-teaching components of master's courses in the area for which the competition is open (20 points);

15.4.1.2. Pedagogical skills:



- a) Length of service in higher education institutions (20 points);
- b) Diversity of taught curricular units (20 points);
- c) Assessment of pedagogical performance (20 points);
- d) Monitoring and guidance of undergraduate and CTeSP students (20 points);
- e) Coordination and participation in educational projects (20 points)

15.4.1.3. Other activities relevant to the IPCA:

- a) Participation in commissions, course directors, department and disciplinary areas directors, project coordination and others (20 points);
- b) Participation in academic bodies, namely Scientific Council, Technical-Scientific Council, Pedagogical Council, Academic Council (20 points);
- c) Non-teaching professional experience relevant to the area in competition (20 points);
- d) Valorization and knowledge transfer (20 points)
- e) Participation in projects and competitions (20 points).

16. The jury assess the candidates approved on absolute merit, considering the assessment criteria and parameters, as well as weighting factors, included in this competition.

17. Rank and voting method:

17.1. The candidates ranking must be substantiated on assessment criteria and parameters, as well as weighting factors, included in this competition.

17.2. Before voting begins, each jury member presents a written document, which will be attached to the relatory, with the classification from 0 to 100 and candidates ordering, substantiated, considering the purpose referred to in preceding paragraph.

17.3. In votes sessions, each jury member must respect the order he presented, with no abstentions allowed.

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

17.4.1. First vote session is intended to determine the candidate to place first. The candidate that obtains more than half of the votes 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 first vote session. 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 tie 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.

17.4.2. Whenever there is a tie, the vote is repeated and if the tie persists, the President of the Jury has the quality vote and decides the direction of deliberation.

18. Candidate participation and decision:

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

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

19. Final decision deadline:

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

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

19.3. 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.

## 20. Employment contract:

20.1. 20.1 The President of the Polytechnic Institute of Cávado and Ave may decide not to celebrate the contract, if there is a reduction in the State Budget allocation that does not allow for the existence of an available allocation, or if the requirements foreseen in the State Budget Law for the year in which the contracting takes place are not taken.

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

## 21. Publication of the public notice:

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

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

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

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

22. 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.

23. 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/>

June 26, 2023 - President of IPCA, *Maria José da Silva Fernandes*.