

Public Notice

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 March 3, republished in annex to the Decree-Law No. 207/2009 of 31st August, and amended by the Law No. 7 / 2010 of May 13, as well as the Tender Rules for the Career of Teaching Staff Hiring of the Institute Polytechnic of Cávado and Ave published in Diário da República, 2nd Series, No. 73, April 13, 2011, through the Dispatch No. 6366/2011, it is hereby made public, by dispatch of the President Polytechnic Institute of Cávado and Ave, Professor João Baptista da Costa Carvalho, on August 1, 2011, according to the proposal of the Director of the School of Management of the Polytechnic Institute of Cávado and Ave that, for a period of thirty working days from the publication of the present announcement in the Diário da República applications are now invited for the purpose of recruiting a “Coordinator Teacher”, in the form of an employment contract in public functions for indefinite time for the disciplinary group of Business Accounting of the School of Management of the Polytechnic Institute of Cávado and Ave.

Disciplinary Group of Business Accounting - one place.

2. Expiry date – the tender is valid for this position only, expiring when the position is filled.
3. Admission requirements:
 - 3.1. To own a PhD degree or title of specialist in the field of accounting, or a PhD in business sciences with a thesis in the field of business accounting, or PhD in related fields with thesis in business accounting;
 - 3.2. Can be opposites to this tender, candidates who meet the conditions laid down in Article 19 of the Career Statutes for Teaching Staff in Higher Polytechnic Education republished by the Decree-Law No. 207/2009 of 31 August, and amended by Law No. 7 / 2010 of May 13, and Articles 8. and 14. of Decree - Law No. 207/2009, of August 31, as amended by Article 3 of Law no. 7 / 2010, May 13;
 - 3.3. Possess domain of Portuguese language, spoken and written; the candidate can be subjected of specific examinations if he is not coming from Portuguese speaking countries;
 - 3.4. Opponents to the tender, owning habilitations obtained in a foreign country must prove the recognition, equivalency or register of the PhD degree, in terms of the applicable legislation.
4. Functions and functional content category: Articles 2 - A and Article 3, paragraph 5 of ECPDESP.
5. Position remuneration (Article 35. of No. 1, ECPDESP): The remuneration regime applicable to career teachers and to staff hired in addition to the career consists is object of specific regulation.

6. Application formalization:

- 6.1. The application must be submitted on paper support;
- 6.2. The application must be submitted in person, against the delivery receipt, or by post, by registered mail with acknowledgment of receipt to the following postal address of the Polytechnic Institute of Cávado and Ave: Central Services at the Polytechnic Institute of Cávado and Ave, Avenida Sidonio Pais, 222 - 4750-333 Barcelos, until the closing date for applications referred in paragraph 1 of this public notice;
- 6.3. The application is submitted through an application of admission to this tender, addressed to the President of the Polytechnic Institute of Cávado and Ave, and must contain, among others, the following elements:
 - 6.3.1. Identification of the candidate by name, date of birth, nationality, identification number, tax number, postal and electronic addresses and phone numbers;
 - 6.3.2. Identification of the tender he is applying, with the reference number of the public notice and to the Diário da República where it has been published;
 - 6.3.3. Indication of the category and institution where he provides teaching service, if applicable, and position currently held;
 - 6.3.4. Indication of academic degrees and titles held by the applicant;
 - 6.3.5. Signed statement in which the applicant declares to be true the elements or facts contained in the application;
 - 6.3.6. Declaration of knowledge of "Rules of Performance Evaluation of Teachers of IPCA", published in Diário da República, Dispatch No. 11965/2010 of 23 July and available in <http://www.ipca.pt>;
 - 6.3.7. List of documents accompanying the application.
- 6.4. The application is accompanied by the following documentation:
 - i. Two paper copies of the detailed CV, dated and signed, and a digital copy of the CV;
 - ii. Two copies of the works selected by the candidate as more representative, one in paper and one in digital format, for the evaluation referred in 9.4.1. of this notice, organized accordingly to the scientific performance criteria, pedagogical capacity and other relevant activities, and by the parameters previewed in 9.4.1.1., 9.4.1.2. and 9.4.1.3.
 - a) 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.

- iii. Certificate to prove the ownership and date of obtaining the degree and qualifications required for the contest;
 - iv. Photocopy of identity card or citizen card;
 - v. Copy of criminal record certificate;
 - vi. Medical certificate, demonstrating physical robustness and personal profile to carry out public functions;
 - vii. Updated record of mandatory vaccinations.
- 6.4.1. The documents referred to by the points v) vi) and vii) of the preceding paragraph may be replaced by a statement given in the application where, under oath, in separate paragraphs, the applicant must define its precise situation regarding the content of those points.
- 6.4.2. The documents required in the tender must be originals or authenticated copies.
- 6.5. Failure to comply with the deadline of submission set, and the lack of submission or late submission of documents referred to in points i) to iv) of paragraph 6.4 of this public notice, of mandatory delivery, determine the exclusion of the application.
- 6.6. The process can be consulted at Central Services of the Polytechnic Institute of Cávado and Ave, Avenida Dr. Sidónio Pais, 222 - 4750-333 Barcelos, during office working time.

7. Jury of the contest

- 7.1. The jury is composed as follows:
- 7.1.1. President: João Baptista da Costa Carvalho, President of the Polytechnic Institute of Cávado and Ave;
 - 7.1.2. Members:
 - 7.1.2.1. Lúcia Portela Lima Rodrigues, Associate Professor at the University of Minho;
 - 7.1.2.2. Domingos José da Silva Cravo, Coordinator Professor at the University of Aveiro.
 - 7.1.2.3. Francisco José Alegria Carreira, Coordinator Professor at the Polytechnic Institute of Setúbal;
 - 7.1.2.4. Maria José da Silva Fernandes, Coordinator Professor at the Polytechnic Institute of Cávado and Ave;

7.1.2.5. Natalia Maria Prudêncio Rafael Canadas, Coordinator Professor at the Polytechnic Institute of Leiria.

7.2. Jury deliberations:

7.2.1. The jury can decide when at least two-thirds of its members are present and the majority of the present members is external;

7.2.2. Decisions are taken by absolute majority of votes of its members present at the meeting, with no abstentions.

7.3. Whenever necessary, the jury can request additional documentation to the candidate, related with the curriculum vitae presented, on the terms and conditions set out in Article 31 of the Tender Rules for the Career of Teaching Staff Hiring of the Institute Polytechnic of Cávado and Ave.

8. Admission and exclusion of candidates: The admission and exclusion of applications and notification of excluded candidates, follows the terms and for the purposes of Article 100 of the Code of Administrative Procedure, and are conducted in accordance with the provisions of Article 29 of the Tender Rules for the Career of Teaching Staff Hiring of the Institute Polytechnic of Cávado and Ave, published in Diário da República, 2nd Series, No. 73, April 13, 2011.

9. Method and selection criteria:

9.1. The method of selection is the curricular evaluation, aiming to assess the scientific performance, pedagogical capacity and the performance in other educational activities relevant to the mission of the Polytechnic Institute of Cávado and Ave.

9.2. In the curricular evaluation are necessarily considered and weighed the following criteria, in accordance with the requirements of the functions corresponding to the category to which the present competition:

9.2.1. Scientific performance of the candidate;

9.2.2. Pedagogical skills of the candidate;

9.2.3. Other activities relevant to the mission of the Institute that have been developed by the candidate.

9.3. The criteria outlined in the previous paragraph are given the following weighting factors:

9.3.1. Scientific performance: 40%;

9.3.2. Teaching skills: 30%;

9.3.3. Other relevant activities: 30%.

9.4. Parameters for evaluation and scoring:

9.4.1. In applying the criteria referred in the preceding article, the following parameters are evaluated:

9.4.1.1. Scientific performance: publication of scientific articles and books (20 points), papers presented at scientific conferences and symposia (20 points), participation on boards of scientific journals (10 points), participation in scientific research centers (15 points); supervision of concluded Master dissertations (10 points), member of juries of academic proofs or examinations, and of competitions for teaching and research careers (15 points) and direction of research units (10 points);

9.4.1.2. Teaching skills: Time of service in higher education institutions (20 points), diversity of courses taught (materials and courses of study - 20 points); publication of lessons and other educational materials (20 points), the supervision of students graduation and technological specialization courses (20 points), coordination and participation in educational projects (20 points);

9.4.1.3. Other relevant activities: Participation in management entities bodies of higher education and research institutions (20 points), participation in commissions, management of degrees, departments and disciplinary groups (20 points); provision of services to public and private entities (20 points), participation in academic bodies, including the Scientific Council, the Pedagogical Council and the Academic Council (20), participation in projects and competitions (20 points).

10. Evaluation and selection:

10.1. After the admission to competition phase, the jury will start assessing the applications, taking into account the criteria, parameters and weights contained in this notice, for the purpose of drawing up a list of successful candidates in absolute merit.

10.2. The jury deliberates on the approval in absolute merit approval, based on the merit of the candidates' curriculum on the subject area of the competition.

10.3. In order to check the absolute merit approval each candidate must obtain the positive vote of a majority of the jury.

10.4. The decision of not approval in absolute merit, and therefore the exclusion of the candidate, is taken by an absolute majority (half plus one vote of the members

present at the meeting) and each member of the jury must present a document with the fundamentals of his vote.

- 10.5. In case of no absolute merit approval, the jury will hear the candidates excluded that, wanting, may pronounce within ten days, under the paragraphs 3 to 7 of Article 29 of the Tender Rules for the Career of Teaching Staff Hiring of the Institute Polytechnic of Cávado and Ave.
- 10.6. The jury will draw up an alphabetically sorted list of candidates that have been approved in absolute merit.
- 10.7. The jury proceeds with the assessment of the candidates on absolute merit, considering the criteria and evaluation parameters and the weighting factors listed in this notice.

11. Ordering and voting methodology:

- 11.1. The ordering of candidates should be justified on the assessment based on the criteria and evaluation parameters and corresponding weighting factors contained in this notice.
- 11.2. Before the commencement of voting, each jury member presents a written document, which will be attached to the minutes, with a classification between 0 and 100 and the ordering of the candidates, duly substantiated, considering the previous number.
- 11.3. In several polls, each jury member must respect his order, and no abstentions are possible.
- 11.4. The jury will use the following method of voting, for the formation of an absolute majority in the final ranking of candidates:
 - 11.4.1. The first voting round is intended to determine the candidate to place in first. In the case of a candidate with more than half of the votes of the members present at the meeting, he is immediately placed in the first place. If not, the voting will be repeated, only among the candidates who received votes for the first place, after withdrawal of the candidate least voted on the first round. If there is a tie between two or more candidates for the position of less voted, the jury proceeds a voting to break ties on them, and if the tie still persists the President of the jury decides which candidate will be withdrawn. The process will be repeated until one candidate obtains an absolute majority to be placed first. Removed such a candidate, the same process is repeated to get the candidate ranked second, and so on until it is obtained an ordered list of all candidates.
 - 11.4.2. Notwithstanding the preceding paragraph, 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.

12. Participation of the interested parties and decision:

- 12.1. Candidates are notified of the draft of the final ordering for the purpose of the hearing of interested parties, in accordance with Articles 100 *et seq.* of the Code of Administrative Procedure, applying, with the due adaptations, the referred in Article 29.º of the Tender Rules for the Career of Teaching Staff Hiring of the Institute Polytechnic of Cávado and Ave.
 - 12.2. After the audience of the interested parties, the jury appreciates the claims offered and approves the final list of ordering of candidates.
13. Deadline for final decision:
- 13.1. Without prejudice to the following paragraph, the deadline for delivery of the final decision of the jury cannot exceed ninety consecutive days, counting from the deadline for submission of applications.
 - 13.2. The period referred to in the preceding paragraph may be extended when the high number of candidates and / or special complexity of the contract justifies it.
14. Publication of the notice of the contract:
- 14.1. In addition to the publication in the 2nd series of Diário da República , this notice is also published:
 - 14.1.1. In the public employment exchange;
 - 14.1.2. In the website of the Foundation for Science and Technology, IP, in Portuguese and English language;
 - 14.1.3. On the website of the Polytechnic Institute of Cávado and Ave, in Portuguese and English language.
15. In accordance with point h) of Article 9 of the Constitution of the Portuguese Republic, the Government, as employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional development, scrupulously providing for to avoid any form of discrimination.

Polytechnic Institute of Cávado and Ave, August 18, 2011

The President, Professor João Baptista da Costa Carvalho