

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 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 No. 6366/2011, it is hereby made public, that by dispatch of the President of the Polytechnic Institute of Cávado and Ave, Professor João Baptista da Costa Carvalho, on 19st October, 2012, according to the proposal of the Director of the Higher School of Management of the Polytechnic Institute of Cávado and Ave that, 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 recruiting a “Coordinating Teacher”, in the form of an employment contract in public functions for indefinite time for the disciplinary group of Business Accounting of the Higher School of Management of the Polytechnic Institute of Cávado and Ave.

Disciplinary Group of Business Accounting - one place.

2. Validity period – the tender is valid for this position only, expiring when the position is taken.
3. Admission requirements:
 - 3.1. The candidates have to fulfil the conditions according to 3rd number of the article 9th A of 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, and in the 8th and 14th articles of the Decree-Law 207/2009 of 31st August, amended by the 3rd article of the law number 7/2010 of 13th May: To own a PhD degree for more than 5 years or an equivalent title;
 4. Functions and functional content of the category: 2nd articles – A and 3rd article number 5 and 9th article – A, number 1 of the ECPDESP.
 5. Remuneratory position (35th article, number 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.”
6. Application formalization:
 - 6.1. The application must be submitted on paper;
 - 6.2. The application must be submitted in person, against the delivery of receipt, or by mail, 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 tender he is applying, with the reference number of the public notice and to the Diário da República where it was published;

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

6.3.3. Indication of the category and institution where the teaching service is provided, 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 that the elements or facts contained in the application are true;

6.3.6. 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 the most representative, one in paper and one in digital format, 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 the degree and qualifications required for the contest;

iv. Photocopy of the identity card or citizen ID card;

v. Certificate of the criminal record;

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 subparagraphs, the applicant must define its precise situation regarding the content of those subparagraphs.

- 6.4.2. Candidates belonging to IPCA mustn't hand in the required documents as they are in their individual process.
- 6.4.3. The required documents have to be original or authenticated.
- 6.4.5. The term for the application.
- 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:** Maria Manuela Cruz Cunha, vice president of the Polytechnic Institute of Cávado and Ave, under delegated powers given by Order (PR) n.º 146/2012;

7.1.2. Members:

7.1.2.1. Professor Daniel Carrasco - Visiting University Professor of the University of Granada;

7.1.2.2. Professor Isabel Branco Dópico - Visiting University Professor of the University Santiago de Compostela;

7.1.2.3. Professor Leandro Cañibano Calvo - Visiting University Professor of the Autonomous University of Madrid;

7.1.2.4. Professor José Joaquim Marques de Almeida, Principal Coordinating Professor of the Higher Institute of Accounting and Administration of Coimbra and of the Polytechnic Institute of Coimbra.

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, abstentions are not allowed.

8. Admission and exclusion of candidates:

8.1.1. The admission and exclusion of applications and the notification to the excluded candidates, is according to the terms and the purposes of the 100th Article of the Code of Administrative Procedure, and are conducted in accordance with the provisions of the 29th Article of 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, 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. According to the requirements of the functions corresponding to the category to which the present competition is related to, the curricular evaluation are to be considered by the following criteria:

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. To the criteria outlined in the previous paragraph there will be given the following factors:

9.3.1. Scientific performance: 45%;

9.3.2. Teaching skills: 30%;

9.3.3. Other relevant activities: 25%.

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, committees, organization or scientific network (15 points); supervision of concluded Master dissertations (10 points), participation as a 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 graduation students and technological specialized 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 committees, management of degrees, departments and disciplinary groups (20 points); participation in academic bodies, namely any Scientific Council, the Pedagogical Council, Academic Council (20), provision of services to public and private entities (20 points), participation in projects and competitions (20 points).
- 9.4.2. Each one of the evaluation parametres will be assessed as follows:
- 1- Technical-scientific performance: Publication of articles and scientific books: 1 point each published article (with review) until the maximum of 4 in national journals, 2 points each international article (ISI) until the maximum of 4 articles, 1 point each international article (another indexation) until the maximum of 4 articles, 1 point each published book until the maximum of 4 books;
 - 1.2. Presented communications in scientific congresses and colloquiums: 1 point each communication in a national congress until the maximum of 5 communications, 2 points each communication in an international congress until the maximum of 5 communications;
 - 1.3. Participation in bodies of scientific journals: 2 points each participation in international journals until the maximum of two journals, 1.5 points each participation in national journals until the maximum of 4 participations;
 - 1.4. Participation in scientific research centres, committees, organizations or scientific network: 1 point each national participation until the maximum of 5, 2 points each international participation until the maximum of 5;
 - Concluded supervisions of non-teaching components of PhD courses: 2.5 points each theses until the maximum of 2;
 - 1.6. Concluded supervisions of non-teaching components of PhD courses: 2 points each concluded

theses until the maximum of 5 theses; 1.7. Participation as a member of juries of academic proofs or examinations, and of competitions for teaching and research careers: 1 point each participation in a Masters' Jury (external to IPCA) until the maximum of 5 juries, 2 points each participation in a PhD Jury until the maximum of 5 juries, 1 point each participation in tenders of teaching staff (associate professor and coordinator) until the maximum of 5; 1.8. The board of research units: 1 point each complete year each board in the maximum of 5 years: 2. Pedagogical skills: Time of service in higher education institutions: 2 points each complete year of service in the higher education until the maximum of 10 years; 2.2. Diversity of course units taught (material and cycle of studies): 2 points each unit of the 2nd cycle taught until the maximum of 5 units; 1 point each curricular unit taught until the maximum of 10 curricular units; 2.3. Publication of lessons and other teaching material: 4 points each publication until the maximum of 5 publications; 2.4. Supervision of graduation students and technological specialized courses: 1 point each concluded supervision until the maximum of 20 supervisions; 2.5. Coordination and participation in pedagogical projects: 5 points each coordination and/or participation until the maximum of 4; 3. Other relevant activities: 3.1. Participation in bodies of institutions of higher education and research: 5 points each body until the maximum of 4 bodies; 3.2. Participation in committees, course directions, department directions and disciplinary groups: 2 points each course/department direction and disciplinary group until the maximum of 5 directions, 2 points for being president of a committee until the maximum of 5 committees; 3.3. Participation in academic bodies, namely the CTC, Pedagogical Council, Academic Council: 1 point each year of presidency of the body (maximum 2 bodies) until the maximum of 5 years, 0.5 points each year each participation as a body member (maximum 2 bodies) until the maximum of 10 years; 3.4. Provision of services to public and private entities: 5 points each provided service until the maximum of 4 services; 3.5. Participation in projects and competitions: 5 points each participation in a project until the maximum of 4.

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 reasons of the 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 the 29th Article of the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute 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.
- 10.8. The final classification of the candidates is expressed by a numeric scale from 0 to 100.

11. Additional documentation:

- 11.1. Whenever necessary the jury asks the candidates for additional documentation related to the presented curriculum vitae according to the terms and conditions in the 31st article of the Tender Rules for the recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.

12. Ordering and voting methodology:

- 12.1. 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.
- 12.2. Before the voting begins, each jury member presents a written document, which will be attached to the minutes, with the order of the candidates correctly explained considering the previous number.

12.3. In several polls, each jury member must respect his order, and no abstentions are allowed.

12.4. The jury will use the following method of voting, for the formation of an absolute majority in the final ranking of candidates:

12.4.1. 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.

12.4.2. 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.

13. Participation of the interested parties and decision:

13.1. Candidates are notified of the draft of the final ordering for the purpose of the hearing of interested parties, in accordance with the Articles 100 *et seq.* of the Code of Administrative Procedure, applying, with the due adaptations, the referred in Article 29th of the Tender Rules for the Career of Teaching Staff Hiring of the Polytechnic Institute of Cávado and Ave.

13.2. After the audience of the interested parties, the jury appreciates the claims offered and approves the final list of ordering of candidates.

14. Deadline for the final decision:

14.1. 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 the applications.

14.2. The period referred to in the preceding paragraph may be extended when it may be justified by the high number of candidates and / or special complexity of the contract.

15. Publication of the final tender protocol:

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

15.1.1. In the public employment pool;

15.1.2. In the website of the Foundation for Science and Technology, IP, in Portuguese and English language;

15.1.3. In the website of the Polytechnic Institute of Cávado and Ave, in Portuguese and English language.

16. In accordance with subparagraph h) of the 9th Article 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, 24th October 2012

The President of the Polytechnic Institute of Cávado and Ave, Professor João Baptista da Costa Carvalho