

**Public Notice No. 769/2014 Documentary tender opening for “Professor Adjunto” under contract in public functions for an indefinite period with a five-year trial period**

1. In accordance with paragraph (g) of article 38 of the Polytechnic Institute of Cávado and Ave (IPCA) Statuts, approved by Legislative Decree No. 21/2010 published in Diário da República, second series, no. 141, July 22, 2010, it becomes public that by my dispatch of July 22, 2014, according to the proposal of the Director of the Higher School of Technology of the Polytechnic Institute of Cávado and Ave, a documentary tender opening, for a period of thirty (30) days from the date of publication of this notice in the Diário da República, for the occupation of one (1) workstation and not busy on the faculty map of IPCA, the Career for Teaching staff of Higher Polytechnic Education, in the category of “Professor Adjunto” to the Higher School of Technology of the Polytechnic Institute of Cávado and Ave to the disciplinary area of Industrial Design, as art. 15 ECPDESP, in the form of employment contract in public functions for an indefinite period, in accordance with the Career Statutes for Teaching Staff of Higher Polytechnic Education (ECPDESP), approved by Decree-Law No. 185/81, of July 1, as amended by Decree-Law No. 69/88, of March 3 and by Decree-Law No. 207/2009, of August 31, republished in annex to Decree-Law No. 207/2009, August 31, and amended by law No 7/2010 of May 13, as well as regulation of Competitions for the Recruitment of the Staff of the Educational Career of the Polytechnic Institute of Cávado and Ave, published in Diário da República, series 2, no. 73, of April 13, 2011, through Decree No. 6366/2011.
2. Workplace — School of Technology of the Polytechnic Institute of Cávado and Ave, in Barcelos, or any other place where IPCA may carry on activities within the region of Cávado and Ave.
3. Number of jobs to occupy — 1.
4. Mode of employment legal relationship — employment contract in public functions for an indefinite period, with a 5-year trial period, according to article 10.º -B of the ECPDESP.
5. Period of validity of the contest.
  - 5.1. Validity period – the tender is valid for this position only, expiring when the position is taken.
  - 5.2. The competition may still stop by reasoned Act of the President of the Polytechnic Institute of Cávado and Ave, respected the general principles of administrative activity as well as the legal limits and regulations.
6. Recruitment scope - Are cumulative requirements for admission to the competition:
  - 6.1. To hold a doctorate or the title of specialist in the field or related area to which the contest is open;
  - 6.2. To this competition can be opponents the candidates which are in accordance with the conditions laid down in article 17 of the Statute of Teaching Staff of Higher Polytechnic Education, republished by Decree-Law No. 207/2009, of August 31, and amended by law No. 7/May 13, 2010; and in article 14, as well as in other articles here applicable, of Decree-Law No. 207/2009, of August 31, amended by law No. 7/May 13, 2010.
  - 6.3. 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.
  - 6.4. Candidates with foreign degrees have to prove the certification, equivalence or the recognition of the Ph.D degree, according to the existing law.

7. Characterization of functional content — To “Professor Adjunto” competes the functions set out in paragraph 4 of article 3 of Decree-Law No. 185/81, July, amended by Decree-Law No. 207/2009, of August 31 and by law No. 7/2010, 13 May (ECPDESP).
8. Remuneratory position (35<sup>th</sup> 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.”
9. Application formalization.
  - 9.1. The application must be submitted on paper;
  - 9.2. The application must be submitted in person, against the delivery of receipt, or by mail, 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: Campus of IPCA, Vila Frescaíña, S. Martinho, 4750-810 Barcelos.
  - 9.3. 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:
    - 9.3.1. Identification of the candidate by name, date of birth, nationality, identification number, tax number, postal and electronic addresses and phone numbers;
    - 9.3.2. Identification of the tender he is applying, with the reference number of the public notice and to the Diário da República where it was published;
    - 9.3.3. Indication of the category and institution where the teaching service is provided, if applicable, and position currently held;
    - 9.3.4. Indication of academic degrees and titles held by the applicant;
    - 9.3.5. Signed statement in which the applicant declares that the elements or facts contained in the application are true;
    - 9.3.6. Declaration that the “Regulation of the Performance Assessment for the teaching staff of IPCA, published in the Diário da República, dispatch number 11965/2010 of the 23<sup>rd</sup> July, which is available in <http://www.ipca.pt>, is known and understood.
    - 9.3.7. List of documents accompanying the application.
  - 9.4. The application is accompanied by the following documentation:
    - 9.4.1. Two paper copies of the detailed CV, dated and signed, and a digital copy of the CV;
    - 9.4.2. Two examples of works and documents, one in paper and one in digital format, for assessment as set in number 13.4. of this announcement, organized by the criteria of scientific performance, the pedagogical skills and the other relevant activities and the parameters as in the numbers 13.4.1.1. to 13.4.1.3..
    - 9.4.3. 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;
    - 9.4.4. Certificate to prove the ownership and date of the degree and qualifications required for the contest;
    - 9.4.5. Photocopy of the identity card or citizen ID card;
    - 9.4.6. Certificate of the criminal record;
    - 9.4.7. Medical certificate, demonstrating physical robustness and personal profile to carry out public functions;
    - 9.4.8. Updated record of mandatory vaccinations.
  - 9.5. The documents referred to by the points 9.4.6., 9.4.7. e 9.4.8. 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.

- 9.6. The required documents have to be original or authenticated.
- 9.7. The candidates belonging to the Polytechnic Institute of Cávado and Ave may be excepted from the presentation of the supporting documents to the requirements that are included in their personal file.
- 9.8. Failure to comply with the deadline of submission set, and the lack of submission or late submission of documents referred to in points 9.4.1. to 9.4.6. of this public notice, of mandatory delivery, determine the exclusion of the application.
- 9.9. False declarations determine the immediate exclusion of the candidate.
- 9.10. The process can be consulted at Campus of the Polytechnic Institute of Cávado and Ave, Vila Frescaíña, S. Martinho- 4750-810 Barcelos, during office working time.

#### 10. Jury of the contest

- 10.1. The jury is composed as follows:
- 10.1.1. President: Professor Nuno Miguel Feixa Rodrigues, Director of the School of Technology of the Polytechnic Institute of Cávado and Ave, by delegation of authority of the President of IPCA.
- 10.1.2. Members:
- Professor Fernando José Carneiro Moreira da Silva, Associate Professor with Aggregation of the Faculty of Architecture Technical University of Lisbon.
- Professor Carlos Alberto Miranda Duarte, Associate Professor of the Institute of Arte, Design and Enterprise.
- Professor José Manuel da Silva Bártolo, Coordinating Professor of the Higher School of Arts and Design.

Professor Eduardo Alberto Vieira de Meireles Côrte - Real, Associate Professor of the Institute of Arte, Design and Enterprise.

Professor Raúl Cunca, Associate Professor of the Faculty of Belas Artes of the University of Lisbon.

#### 10.2. Jury deliberations

- 10.2.1. The jury can decide when at least the President and two-thirds of its members are present and the majority of the present members is external;
- 10.2.2. Decisions are taken by absolute majority of votes of its members present at the meeting, abstentions are not allowed;
- 10.2.3. If necessary, the jury requires the candidates to additional documentation related to their presented curriculum vitae, according to the terms and conditions in the 31<sup>st</sup> article of the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.
- 10.2.4. The jury decides the evaluation definition within each parameter set by the Technical-Scientific Council, according to the terms and conditions in the 21<sup>st</sup> article of the Tender Rules for the Recruitment of Career Teaching Staff of the Polytechnic Institute of Cávado and Ave.
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 100<sup>th</sup> 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 the Polytechnic Institute of Cávado and Ave, published in Diário da República, 2<sup>nd</sup> Series, No. 73, April 13, 2011.
12. The minutes of the jury are made available to candidates whenever they request.

### 13. Method and selection criteria

13.1. 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.

13.2. 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:

13.2.1. Scientific performance of the candidate;

13.2.2. Pedagogical skills of the candidate;

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

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

13.3.1. Scientific performance: 35%;

13.3.2. Teaching skills: 35%;

13.3.3. Other relevant activities: 30%.

13.4. Parameters for evaluation and scoring

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

13.4.1.1. Scientific performance: 1.1 Publication of scientific articles and books (20 points); 1.2. Presented communications in scientific congresses and colloquiums (20 points); 1.3. Participation in committees, organization of events or scientific network (20 points); 1.4. Professional experience relevant to the area or discipline group in contest (20 points); 1.5. Recognition for the community and society in general (20 points).

13.4.1.2. Teaching skills: 2.1. Time of service in higher education institutions (20 points), 2.2. Diversity of courses taught (materials and study

cycle) (20 points); 2.3. Publication of lessons and other educational materials (10 points), 2.4. Prizes and honours (10 points), 2.5. Evaluation of teaching performance (20 points), 2.6. Coordination and participation in educational projects (20 points).

13.4.1.3. Other relevant activities: 3.1. Participation in management in institutions of higher education and research (20 points); 3.2. Participation in commissions, degree coordination, department supervision and disciplinary groups (20 points); 3.3. Participation in academic bodies, namely any Scientific Council, the Pedagogical Council, Academic Council (20 points); 3.4. Non-teaching work experience relevant to the contest area (20 points); 3.5. Valorization and transfer of knowledge (20 points).

### 14. Evaluation and selection

14.1. 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.

14.2. The jury deliberates on the absolute merits approval, based on the merits of the overall curriculum of the candidates in the disciplinary group of the competition.

14.3. In order to check the absolute merit approval, each candidate must obtain the affirmative vote of an absolute majority of the jury members.

14.4. The determination of no absolute merit approval and therefore exclusion of the competition is taken by an absolute majority (half plus one of the votes of the members present at the meeting), each jury member must present a document with the fundamentals of his vote.

14.5. 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.

14.6. The jury will then proceed, to draw a list of candidates who have been approved in absolute merit, sorted alphabetically.

14.7. 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.

15. Ordering and voting methodology:

15.1. 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.

15.2. Before the voting begins, each jury member presents a written document, which will be attached to the minutes, with the classification from 0 to 100 and with the order of the candidates correctly explained considering the previous number.

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

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

15.4.1. 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.

16. Participation of the interested parties and decision:

16.1. 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 29<sup>th</sup> of the Tender Rules for the Career of Teaching Staff Hiring of the Polytechnic Institute of Cávado and Ave..

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

17. Deadline for the final decision:

17.1. 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.

17.2. 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.

18. Publication of the final tender protocol:

18.1. In the 2<sup>nd</sup> series of Diário da República;

18.2. In the public employment pool, [www.bep.gov.pt](http://www.bep.gov.pt), on the first working day following that of publication in the Diário da República;

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

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

19. In accordance with subparagraph h) of the 9<sup>th</sup> 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.

August 13, 2014. — Prof. Doutor João Carvalho.  
The President of the Polytechnic Institute of Cávado and Ave