

## **Instituto Politécnico do Cávado e do Ave**

### **Notice number 1766/2024**

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 17th April 2024, 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 Design, on 24th May 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 Audiovisuals in the Department of Art and Communication for the School of Design 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, namely in the places where the School of Design 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 Audiovisuals. 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.
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\\_2024\\_padj\\_aud\\_esd@ipca.pt](mailto:cp_2024_padj_aud_esd@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 Frescaíinha S. Martinho – Barcelos, with reference CP 2024 - Prof.Adj-Audiovisuais/ESD.

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/>

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

9.3.1. 9.3.1 Curriculum vitae

9.3.1.1. The detailed curriculum vitae, dated, signed and, if not signed with a digital signature associated with the citizen's card or digital mobile key, initialled on all pages;

9.3.1.2. The curriculum vitae organised in the order and according to the selection criteria identified on the application form, which, if the application is delivered in person or sent by post, must have a copy on a non-editable digital medium (Pendrive).

9.3.1.3. The curriculum vitae must identify, in as complete and detailed a manner as possible, all the elements indicated on the Application Form and contextualise them so that the members of the jury can correctly assess the fit of the curricular elements within the respective Parameter, Item and Sub-item. Any information on curricular elements that is not indicated on the Application Form will not be taken into account in the evaluation process.

9.3.1.4. All curricular elements presented in the curriculum vitae must be supported by documentation attached to the curriculum vitae. The annexes must be identified with the same coding as the corresponding item on the Application Form in which the candidate inserted the curricular element to be proven, followed by the identification of the document and, if there is more than one annex for that item, with a sequential

identification number (example: if the annex corresponds to item H1, it must be identified with 'Annex H1 - Degree in X' and, if the candidate has more than one degree, 'Annex H1.1 - Degree in X'; 'Annex H1.2 - Degree in Y').

- 9.3.2. Application form
- 9.3.2.1. The Application Form is the central document in the evaluation and ranking of applications and the jury will only consider, in its evaluation and decision, data that is correctly entered and indicated on the Application Form;
- 9.3.2.2. An application form specifically designed for this competition, available on <https://ipca.pt/procedimentos-concursais/pessoal-docente-e-investigador>, duly completed, including a scoring grid, which must be submitted in two separate formats:
- 9.3.2.2.1. in PDF format, dated, signed and, if not signed with a digital signature associated with the Citizen Card or Digital Mobile Key, initialled on all pages;
- 9.3.2.2.2. in Excel format, editable;
- 9.3.3. Copies of the work and documents in non-editable digital format for the purposes of the assessment provided for in the application form, organised in accordance with this form. When submitted on paper, one copy must be submitted on paper and another in non-editable digital format (Pendrive).
- 9.3.4. If a digital format is not available for any of the documents, this may be replaced by the paper submission of a number of copies corresponding to the number of members of the jury.
- 9.3.5. One copy of the documents proving the facts indicated on the CV and application form.
- 9.3.6. Certificate of Academic and Professional Qualifications showing that you hold and have obtained the degree and qualifications required for the competition;
- 9.3.7. doctoral thesis or documents produced by the candidate to obtain the title of specialist.
- 9.3.8. A declaration by the candidate on their honour that they are not disqualified from exercising public functions or barred from exercising the functions they intend to perform, that they are physically fit and have the mental profile required to perform the functions and that they have complied with the compulsory vaccination laws.
- 9.3.9. Documents submitted in digital format, either by email or by USB stick, must be in Portable Document Format (PDF), preferably in PDF/A version, with the exception of situations in which the document to be submitted cannot be in the format indicated, at the risk of the documents not being accessible/downloadable, which will be the sole and exclusive responsibility of the candidates and may lead to their exclusion from the competition, must comply with the following:
- 9.3.9.1.1. all documents must be compressed into a single folder in ZIP or RAR format, organised in the order of the application form.
- 9.3.9.1.2. If you choose to send the documents by email, in addition to the duty to comply with the provisions of the previous paragraphs, if it is not possible to send all the documents in a compacted folder in a single email, the documents should preferably be sent via the WeTransfer platform, and the candidate must ensure receipt of delivery of their application.
- 9.3.9.1.3. The name of the files, which must be as succinct as possible, must not 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 submission after the deadline of the elements referred to in point 9.2 and the documents referred to in points 9.3.1. to 9.3.9. of this notice, which must be submitted, will result in the application being rejected.

- 9.5. False declarations or the presentation of false documents will result in immediate exclusion from the competition.
  - 9.6. When formalising the application, if it contains a classified document that reveals a commercial or industrial secret, or a secret relating to literary, artistic or scientific property, the candidate must expressly indicate this reservation, failing which the work in question may be freely accessed by any of the other candidates when consulting the file.
  - 9.7. Candidates who are already part of the IPCA's teaching career or who have a contract with the IPCA are exempt from submitting documents proving the requirements in their individual file.
  - 9.8. The file can be consulted by candidates who wish to do so at the Human Resources Division, on the IPCA Campus, Vila Frescaíinha S. Martinho, 4750 - 810 Barcelos, during office hours, by prior appointment via email: [drh@ipca.pt](mailto:drh@ipca.pt) and any clarification on the procedure should be addressed to the President of the Jury, and should also be sent to the following e-mail address: [drh@ipca.pt](mailto:drh@ipca.pt), always indicating the procedure reference CP 2024 - Prof.Adj-Audiovisuais/ESD.
10. Contest Jury
- 10.1. The jury is composed as follows:
    - 10.1.1. Professor Doctor Paula Cistina de Almeida Tavares, Vice-President and Coordinator Professor of the School of Design of the Polytechnic Institute of Cávado and Ave, under powers delegated by order of the President of the Polytechnic Institute of Cávado and Ave, Professor Doctor Maria José Fernandes, PhD, on May 17th 2024.
    - 10.1.2. Vowels:

Professor Doctor João Abreu, Coordinating Professor, ESCS, Polytechnic Institute of Lisbon.

Professor Doctor Luís Carlos da Costa Nogueira, Associate Professor, FAL, University of Beira Interior.

Professor Doctor Nelson Troca Zagalo, Full Professor Catedrático, DeCA, University of Aveiro.

Professor Doctor Olívia Marques da Silva, Coordinating Professor, ESMAD, Polytechnic Institute of Porto.

Professor Doctor Patrícia Cristina e Silva Figueira Gouveia, Associate Professor, Fine Arts School, University of Lisboa.
  - 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.
    - 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: 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
    - 13.2.5. 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: 40%
  - 15.3.2. Pedagogical Skills: 30%
  - 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:
- i) Publication of scientific articles and books in the area for which the competition is open (15 points);
  - ii) Other scientific or technological production in the area for which the competition is (15 points);
  - iii) Coordination and participation in research and technological development projects in the area for which the competition is open (10 points);
  - iv) Communications presented at scientific congresses and colloquia in the area for which the competition is open (10 points);
  - v) Participation in scientific research centres, commissions, organisations or networks of a scientific nature, in the area for which the competition is open (10 points);
  - vi) Finalised supervision of non-teaching components of master's degree courses, in the area for which the competition is open (10 points);
  - vii) Participation in juries for academic exams and competitions for teaching and research careers (10 points);
  - viii) Professional experience relevant to the area or disciplinary group for which the competition is open (10 points);
  - ix) Recognition by the community and society in general (10 points)
- 15.4.1.2. Pedagogical skills:
- i) Length of service in higher education institutions (15 points);
  - ii) The diversity of curricular units taught (subjects and study cycles) (15 points);
  - iii) Publication of lessons and other teaching material (5 points);
  - iv) Academic prizes and awards (10 points);
  - v) Evaluation of teaching performance (20 points);
  - vi) Accompanying and guiding undergraduate students and students on technological specialisation courses (20 points);
  - vii) Coordination and participation in pedagogical projects (15 points).
- 15.4.1.3. Other activities relevant to the IPCA:
- i) Participation in management bodies in higher education and research institutions (10 points);

- ii) Participation in commissions; course directorates; departmental and disciplinary group directorates; project coordination and others (15 points);
- iii) Participation in academic bodies, namely the Scientific Council; Technical-Scientific Council; Pedagogical Council; Academic Council (10 points);
- iv) Non-teaching professional experience relevant in the area for which the competition is open (15 points);
- v) Provision of services to public and private organisations (10 points);
- vi) Valorisation and transfer of knowledge (20 points);
- vii) 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 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/informacao-institucional/politica-de-privacidade-e-protecao-de-dados/>

30th October 2024, 2024 – The President of IPCA, Maria José da Silva Fernandes.