

**Politécnico do Cávado e do Ave**  
**Notice nº 1031/2025**

1. Under the terms of the IPCA Specialist Teaching Staff Career Regulations approved by Order no. 1767/2024, published in the 2<sup>nd</sup> series of the Diário da República, of 15 February, hereinafter the Regulations, drawn up under the enabling rule of article 4 of Decree-Law no. 63/2018, of 6 August, of article 134(3) of the Legal Framework for Higher Education Institutions, approved by Law no. 62/2007, of 10 September, and articles 64, 65 and 75 of the IPCA Statutes, approved by Normative Order no. 1 -A/2019, of 14 June, amended and approved by Normative Order no. 2/2022, of 25 January, it is hereby made public that, by authorising order of the President of IPCA, Maria José da Silva Fernandes, of April 9, 2025, in the use of her own competence under the terms of the provisions of paragraph d) of no. 1 of article 92 of RJIES and of paragraph g) of no. 2 of article 38 of the IPCA Statutes, with the favourable ruling of the Technical-Scientific Council of Escola Técnica Superior Professional in its decision of 19 of March 2025, a call for applications is open for a period of thirty working days from the date of publication of this notice in the Diário da República, for the recruitment, under private law, of a Specialist Professor for the disciplinary/scientific area of **Hospitality and Catering** of the Department of **Business Sciences** of Escola Técnica Superior Professional (hereinafter, ETeSP) of IPCA.
2. Workplace: the place of work is at IPCA premises, namely at the location where ETeSP is or will be active.
3. Number of posts to be filled: 1 (one) post.
4. Type of legal employment relationship to be established: employment contract under private law for an indefinite period, on a trial basis for five (5) years, in accordance with Article 31 of the Regulations.
5. Validity period:
  - 5.1. The tender is valid for this vacancy and will expire if it is filled or if there are no candidates.
  - 5.2. The tender may also be terminated by a duly substantiated act of the President of IPCA, respecting the general principles of administrative activity as well as the legal, regulatory and tendering limits.
6. Admission requirements
  - 6.1. Holders of a higher academic degree and the title of specialist obtained by passing public exams awarded by higher education institutions under the terms of Decree-Law no. 206/2009, of 31 August, in its current wording, are eligible to apply, under the terms of article 15(1) of the Regulations. Holders of the title of specialist must have taken the teste referred to in article 5(2)(b) of Decree-Law no. 206/2009 of 31 August, as amended.

- 6.2. The following are special mandatory requirements for recruitment and entry into the specialised teaching career:
  - 6.2.1. The submission of a scientific-pedagogical project that the candidate proposes to develop in the disciplinary/scientific area of the tender.
  - 6.2.2. Proficiency in spoken and written Portuguese, which may be subject to specific tests if the candidate does not come from a Portuguese-speaking country.
7. Duties and functional content of the category: the Specialist Professor is responsible for the duties set out in articles 7, 8 and 9 of the Regulations, more specifically, under the terms of article 9, no. 1, of the Regulations, they are responsible for collaborating with the specialist coordinating professors within the scope of a discipline or scientific area, and in particular: conducting and teaching theoretical, theoretical-practical and practical classes; guiding, directing and monitoring internships, seminars and laboratory or field work; directing, developing and carrying out scientific research and experimental development activities, in accordance with the general lines previously and superiorly defined within the scope of the respective discipline or scientific area; cooperating with the other professors of the discipline or scientific area in the coordination provided for in article 9(2)(d) of the Regulations.
8. Conditions of service and remuneration:
  - 8.1. The service provision regime is laid down in Article 18 of the Regulations and corresponds to the full-time regime. Full-time regime may be granted when the lecturer fulfils certain duties and positions, which will entitle them to a remuneration supplement of up to one third basic monthly salary.
  - 8.2. Remuneration position corresponds to the remuneration position set out in the table annexed to the Regulations, in accordance with Article 23 of the Regulations.
9. Formalising the application:
  - 9.1. Applications must be submitted in person, during office hours, at the IPCA Central Services, Human Resources Division, with a receipt, or sent electronically to the address of [cp062025-profesp-hr-etesp@ipca.pt](mailto:cp062025-profesp-hr-etesp@ipca.pt), with a delivery receipt, or by post, by registered letter with acknowledgment of receipt sent by the deadline for submitting applications referred to in no. 1 of this Notice, to the postal address of IPCA, Human Resources Division, Vila Frescaínha S. Martinho, Barcelos, Portugal, indicating Reference CP062025-ProfEsp-HR-ETESP
  - 9.2. Applications must be submitted by means of a request for admission to the tender addressed to the Chairman of the Jury, duly signed and dated, and must contain, among other things, the following elements:
    - 9.2.1. Identification of the candidate by name, date of birth, nationality, civil and tax identification numbers, postal and email addresses and telephone/mobile number;
    - 9.2.2. Identification of the tender you are applying for, and the number of the public notice with reference to the Diário da República in which it was published;
    - 9.2.3. Indication of the category and institution where you provide teaching services, when applicable, and the position you currently hold;

- 9.2.4. Indication of the academic and professional degrees and titles held by the candidate, with express indication of the title of specialist obtained by passing public tests, of the respective area, the institution that awarded the title and the date;
  - 9.2.5. Signed declaration in which the candidate declares that the elements, documents or facts contained in the application are true;
    - 9.2.5.1. Declaration by the candidate that they are aware of the following regulations:
    - 9.2.5.2. “Regulamento de Avaliação de Desempenho dos Docentes do IPCA”, published in the 2<sup>nd</sup> series of the Diário da República of 22 December 2014, by means of rectification declaration no. 1312/2014;
    - 9.2.5.3. “Regulamento de avaliação da atividade desenvolvido durante o período experimental – IPCA”, published in the 2<sup>nd</sup> series of the Diário da República, on January 2014, through Regulation no. 17/2014, available at: <https://ipca.pt/ipca/servicos-ipca/recursos-humanos/avaliacao-de-desempenho-do-pessoal-docente/>.
    - 9.2.5.4. IPCA Specialist Teaching Staff Career Regulations, published in the 2<sup>nd</sup> series of the Diário da República of 15 February 2024, by Order no. 1767/2014, available at: <https://diariodarepublica.pt/dr/detalhe/despacho/1767-2024-852797078>.
  - 9.2.6. A list on a non-editable digital medium, if the application is delivered in person or sent by post, on a pen drive, containing the exact identification of all documents, elements or facts accompanying the application.
  - 9.2.7. When the application is submitted in person or by post, it must be on paper and duly signed.
- 9.3. The application is accompanied by the following documentation:
- 9.3.1. Dated and signed detailed Curriculum vitae, organised in the order and according to the selection criteria identified in point 15 of this notice, which, if the application is delivered in person or sent by post, must be delivered on a non-editable digital medium and be on a pen drive. If the application is sent electronically, the detailed Curriculum vitae, dated and signed, organised in the order and according to the selection criteria identified in point 14 of this notice, must be sent in PDF format.
  - 9.3.2. Copies of the work and documents, in digital format, for the purposes of evaluation provided for in paragraph **14.4** of this notice, organised in order by the criteria of scientific performance, teaching ability and other relevant activities and by the parameters provided for in paragraphs **14.4.1.1 to 14.4.1.3**. When delivered in person or sent by post, it must be delivered in non-editable digital format and be on a pen drive.
  - 9.3.3. A scientific-pedagogical project that the candidate proposes to develop in the disciplinary/scientific area of the tender, to be delivered on a non-editable digital medium, to be included on a pen drive, described in no more than 10,000 words, and which must include a development programme for the disciplinary area within the framework of the mission and attributions of ETeSP, whose statutes were approved by Order no. 9873/2023, published in the 2<sup>nd</sup> series of the Diário da República no. 186, 25 September 2023, duly articulated with the various curricular units that make up the list of subjects in the disciplinary area in progress, the

teaching of which is the responsibility of the organic unit where the tender is taking place, so that the suitability of the candidate's profile to ETESP's real needs in terms of reinforcing its teaching team can be demonstrated.

- 9.3.4. If one of the documents is not available in digital format, it may be replaced by the delivery on paper of a number of copies corresponding to the number of members of the jury.
- 9.3.5. A copy of the documents proving the facts indicated in the CV.
- 9.3.6. Certificate of academic and professional qualifications proving that you hold and have obtained the degree and title of specialist required for the tender.
- 9.3.7. One non-editable digital copy of the documents produced by the candidate to obtain the title of specialist, delivered in pen drive format. If the documents are not available in digital format, they can be replaced by two paper copies.
- 9.3.8. Declaration by the candidate, on their honour, that they are not disqualified from exercising public functions or barred from exercising the functions they propose to perform, that they have the physical strength and mental profile required to perform the functions and that they have complied with the compulsory vaccination laws.
- 9.3.9. Declaration by the candidate, under oath, that they are proficient in spoken and written Portuguese.
- 9.3.10. Documents submitted in digital format, either by email or via USB stick, must be in Portable Document Format (PDF), preferably in PDF/A version, except in situations where 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, they must comply with the following:
  - 9.3.10.1. All documents must be compressed into a single folder in ZIP or RAR format, organised in order by the criteria of scientific performance, teaching ability and other relevant activities and by the parameters set in paragraphs 14.4.1.1 to 14.4.1.3.
  - 9.3.10.2. If the option is taken to send the documents by email, in addition to the duty to comply with the provision 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 it must be ensured that the transfer deadline is after the closing date of the application deadline, and it is the sole and exclusive responsibility of the candidates if this is not the case;
    - 9.3.10.2.1. The name/designation of the files:
      - a. It should be as succinct/short as possible to avoid difficulties when downloading;
      - b. It cannot contain any of the following characters: /, \, |, :, \*, ?, ", > and <.
- 9.3.11. The application and accompanying documents must be written in Portuguese or English.
- 9.4. Failure to comply with the deadline for submitting 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 exclusion of the application.

- 9.5. False declarations or the presentation of false documents will result in immediate exclusion from the tender.
  - 9.6. Candidates who are already part of IPCA's teaching career or who have a contract with IPCA are exempt from submitting documents proving the requirements in the individual file.
  - 9.7. 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 the email address: [srh@ipca.pt](mailto:srh@ipca.pt). Any questions about the procedure should be addressed to the Chairman of the Jury and sent to the following email address: [srh@ipca.pt](mailto:srh@ipca.pt), always indicating the procedure reference CP no. [CP062025-ProfEsp-HR-ETESP](#).
10. Tender jury:
- 10.1. The jury for the tender is made up as follows:
    - 10.1.1. President: Professor Maria José da Silva Fernandes  
Members:
    - 10.1.2. Prof Dr António Augusto Martins de Oliveira Soares Vicente
    - 10.1.3. Prof Dr Nélson Ferreira Félix
    - 10.1.4. Prof Dr Elsa Cristina Dantas Ramalhosa
    - 10.1.5. Prof Dr Vânia Natércia Gonçalves Costa
  - 10.2. Jury deliberations:
    - 10.2.1. The jury has the competence and functions under the terms of the IPCA Specialist Teaching Staff Career Regulations, specifically article 16 and the IPCA Teaching Staff Recruitment Competitions Regulations, specifically articles 15 and 16, in accordance with the provisions of article 14, no. 1 of the IPCA Specialist Teaching Staff Career Regulations.
    - 10.2.2. The jury can deliberate when the chairman and at least two thirds of its members are present and when the majority of the members present are external.
    - 10.2.3. Decisions are taken by an absolute majority of the votes of the members of the jury present at the meeting, with no abstentions allowed, without prejudice to the provisions of article 16(5) of IPCA Regulations for Competitions for the Recruitment of Professors.
    - 10.2.4. Whenever it deems it necessary, the jury may ask candidates to submit additional documentation related to the curriculum submitted, under the terms and conditions set out in article 31 of IPCA Regulations for Competitions for the Recruitment of Teaching Staff.
    - 10.2.5. It is the Jury's responsibility, at the meeting prior to the publication of the public notice, to define the assessment within each parameter defined by the ETESP Technical-Scientific Council, drawing up an assessment grid, under the terms and of article 21 of IPCA Staff Recruitment Competitions Regulations, be reference to article 14(1) of the Regulations.
  - 10.3. Jury meetings:
- Without prejudice to the provisions of article 16 of the regulation referred to in the previous point, under the provisions of article 24-A of the Code of Administrative Procedure, meetings

of the jury may be held, at all stages of the procedure, by videoconference, provided there are technical conditions for this purpose, and use of telematic means must be recorded in the minutes.

11. Admission and exclusion of applications: The admission and exclusion of applications and the notification of excluded candidates, under the terms and for the purposes of article 121 of the Code of Administrative Procedure, are processed in accordance with article 29 of the Regulations for Competitions for the Recruitment of IPCA Teaching Staff, published in the Diário da República, 2<sup>nd</sup> series, no. 73, of 13 April 2011.
12. The minutes of the Jury can be consulted, at the request of the candidate, at the Human Resources Division of the IPCA Campus, Vila Frescainha S. Martinho, 4750-810 Barcelos, during office hours, by prior appointment via email address: [srh@ipca.pt](mailto:srh@ipca.pt).
13. Evaluation and selection:
  - 13.1. At the end of the admission phase, the jury will begin to assess the applications, according to the documents required and presented in the application, considering the candidate's technical-scientific and professional performance, teaching ability and other activities relevant to the mission of the higher education institution, in order to draw up a list of successful candidates on absolute merit.
  - 13.2. Absolute merit analysis:
    - 13.2.1. Absolute merit is developed based on the merit of the candidates' global curriculum in the disciplinary area of the competition (which the members of the jury consider to represent a professional and scientific, pedagogical level, research capacity and activity carried out compatible with the disciplinary area and category for which the competition is open, namely, connection to the professional activity of the disciplinary area of the competition and taking into account the scientific-pedagogical project mentioned in point 9.3.3. In order to obtain approval on absolute merit, each candidate must obtain the favorable vote of the absolute majority of jury members. The decision not to pass on absolute merit and consequently the exclude is taken by an absolute majority. Each member of the jury must present a document with the reasons for their vote, which may be a joint document with the same reasoning.
    - 13.2.2. In the event of not being approved on absolute merit, the jury will proceed to the prior hearing of the rejected candidates who, if they wish, may express their opinion within a period of ten working days, applying the provisions of paragraphs 3 to 7 of article 29 of the Regulations on Competitions for the Recruitment of IPCA Teaching Staff, in accordance with the provisions of article 14, paragraph 1 of the IPCA's Regulations for the Career of Specialised Teaching Staff.
    - 13.2.3. In case of non-approval on absolute merit, the jury proceeds to a prior hearing of the unapproved candidates who, if they wish, can express their opinion within ten working days, applying the provisions of paragraphs 3 to 7 of article 29 of the Regulations for the Competition for Hiring Personnel for the IPCA Teaching Career, in accordance with the provisions of article 14, paragraph 1 of the Regulations for the Career of Specialist Teaching Personnel of the IPCA.
    - 13.2.4. Once the hearing of the interested parties has taken place, the selection board will analyse the arguments presented in a reasoned manner and will then draw up

a list of the candidates who have been rejected and those who have been approved on absolute merit, in alphabetical order.

14. Selection methods and criteria:

- 14.1. The selection method is curricular evaluation, which aims to assess professional and scientific performance, teaching ability and performance in other activities relevant to the mission of IPCA's ETeSP, within the disciplinary area for which the tender is open.
- 14.2. The following criteria must be considered and weighted in the curricular assessment, according to the requirements of the duties corresponding to the category to which this tender relates:
  - 14.2.1. Professional and scientific performance of the candidate;
  - 14.2.2. The candidate's teaching ability;
  - 14.2.3. Other activities and links to professional activity relevant to IPCA's mission that have been developed by the candidate.
- 14.3. The criteria listed in the previous paragraph are weighted as follows:
  - 14.3.1. Professional and scientific performance: 30 per cent.
  - 14.3.2. Teaching ability: 40 per cent.
  - 14.3.3. Other activities and links to professional activity relevant to IPCA's mission that have been developed by the candidate: 30 per cent.
- 14.4. Assessment and scoring parameters:
  - 14.4.1. When applying the criteria referred to in the previous article, the following parameters are assessed:
    - 14.4.1.1. Scientific or technological and professional performance:
      - a. Coordination and participation in research and technological development projects (20 points);
      - b. Communications presented at scientific congresses and colloquia (5 points);
      - c. Participation in scientific research centres, commissions, organisations or networks of a scientific nature (15 points);
      - d. Participation in juries for academic exams and competitions in teaching and research careers (20 points);
      - e. Professional experience relevant to the area or disciplinary group in the competition (20 points);
      - f. Recognition by the community and society in general (20 points).
    - 14.4.1.2. Teaching ability:
      - a. Length of service in higher education institution (10 points);
      - b. The diversity of curricular units taught (subjects and study cycles) (20 points);
      - c. The publication of lessons and other teaching material (10 points);
      - d. Evaluation of teaching performance (20 points);
      - e. Mentoring and guidance of undergraduate and CTeSP students (20 points);
      - f. Coordination and participation in pedagogical projects (20 points).

- 14.4.1.3. Other activities and the links to professional activity relevant to the subject area of the tender:
  - a. Participation in commissions; course management; department and subject group management, project coordination and others (20 points);
  - b. Participation in academic bodies: Technical-Scientific Council; Pedagogical Council; Academic Council (20 points);
  - c. Non-teaching professional experience relevant to the area being applied for (20 points);
  - d. Valorisation and transfer of knowledge (20 points);
  - e. Participation in projects and competitions in the field (20 points).
15. The jury will assess the successful candidates on absolute merit, considering the assessment criteria and parameters, as well as the weighting factors, set out in the assessment grid and in this notice.
16. Voting order and methodology:
  - 16.1. The rankings of candidates must be based on the assessment made on the basis of the assessment criteria and parameters and corresponding weighting factors contained in this notice.
  - 16.2. Before voting begins, each member of the jury submits a written document, which will be attached to the minutes, with the classification from 0 to 100 and the ranking of the candidates, duly substantiated, considering what is mentioned in the previous paragraph.
  - 16.3. In the various votes, each member of the jury must respect the order they presented, and abstentions are not permitted.
  - 16.4. The jury will use the following voting methodology to form an absolute majority in the final ranking of candidates:
    - 16.4.1. The first vote is to determine which candidate will be placed first. If a candidate receives more than half of the votes of the members of the selection board present at the meeting, they will be placed first. If this does not happen, the vote will be repeated, only among the candidates who received votes for first place, after removing the candidate who received the least votes in the first vote. 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 the tie persists, the Chairman of the jury decides which candidate to remove. The process is repeated until one candidate obtains an absolute majority to be placed first. Once that candidate has been withdrawn, the same process is repeated for the second-placed candidate, and so on until an ordered list of all admitted candidates is obtained.
    - 16.4.2. Without prejudice to the provisions of the previous paragraph, whenever there is a tie, the vote is repeated and if the tie persists, the Chairman of the jury has the casting vote and decides on the course of action.
17. Stakeholder participation and decision:
  - 17.1. The final selection list will be notified to the candidates for the purposes of a hearing of the interested parties, under the terms of articles 121 et seq. of the Code of Administrative Procedure, and the provisions of article 29 of the IPCA's Competitions for the Recruitment of Teaching Staff Regulations will apply mutatis mutandis, in accordance with the provisions of article 14, paragraph 1 of the Regulations.
  - 17.2. Once the hearing of interested parties has taken place, the jury will analyse the arguments and approve the final list of candidates.

18. Deadline for final decision:

- 18.1. Without prejudice to the following paragraph, the deadline for the jury's final decision shall not exceed sixty working days from the deadline for submission of applications.
- 18.2. The deadline referred to in the previous paragraph may be extended when the large number of candidates and/or the particular complexity of the tender justifies it.
- 18.3. The final ranking list of candidates is submitted to the President of IPCA for approval, and candidates are notified of the approval order.

19. Conclusion of the contract:

- 19.1. The president of the IPCA may decide not to sign the contract if there is a reduction in the State Budget appropriation that does not allow for the existence of an available appropriation, or if the requirements set out in the State Budget Law for the year in which the contract is to be signed are not met.
- 19.2. The provisions of article 37 and article 42 of the IPCA's Regulations on Competitions for the Recruitment of Teaching Staff apply.

20. Publication of the tender notice:

- 20.1. In addition to the publication in the 2<sup>nd</sup> series of the Diário da República, this notice is also published:
  - 20.1.1. On the public employment exchange;
  - 20.1.2. On the website of the Foundation for Science and Technology, I.P., in Portuguese or English;
  - 20.1.3. In a regional newspaper and a nation newspaper;
  - 20.1.4. On the IPCA website, in Portuguese or English.

21. In fulfilment of Article 9(h) of the Constituição da República Portuguesa, the IPCA, as an employer, actively promotes a policy of equal opportunities for men and women in access to employment and professional progression, taking scrupulous care to avoid any form of discrimination.

22. The processing of personal data with in the framework of the tender procedure complies with the personal protection policy available at: <https://ipca.pt/ipca/apresentacao/o-ipca/politica-de-privacidade-e-protecao-de-dados/>.

May 27, 2025

President of IPCA, *Professor Doctor Maria José da Silva Fernandes*