

Instituto Politécnico do Cávado e do Ave

Notice nº 1239/2025

1. Pursuant to the Statute of the Career of Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree-Law No. 185/81 of July 1st, as amended by Decree-Law No. 69/88 of March 3rd and Decree-Law No. 207/2009 of August 31st, republished as an annex to Decree-Law No. 207/2009 of August 31st, and amended by Law No. 7/2010 of May 13th, as well as the Regulation of Recruitment Procedures for Teaching Staff of the Polytechnic University of Cávado and Ave, published in the Diário da República, 2nd series, No. 73, of April 13th, 2011, through Order No. 6366/2011, it is hereby made public that, by authorization order of the President of the Polytechnic University of Cávado and Ave, Maria José da Silva Fernandes, of April 1, 2025, in the exercise of her own powers under paragraph (d) of Article 92(1) of Law No. 62/2007 of September 10th, and paragraph (g) of Article 38(2) of the Statutes of IPCA, approved by Normative Order No. 1-A/2019, published in the Diário da República, 2nd series, on June 14th, as amended by Normative Order No. 2/2022, published in the Diário da República, 2nd series, on January 25th, and and by Normative Order No. 1/2025, published in the 2nd series on January 14, following the proposal of the Director and the favourable opinion of the Technical-Scientific Council of the School of Sport, Well-being, and Biomedical Systems, in the resolution of March 14th, 2025, it has been authorized to open an international recruitment procedure, based on qualifications, for a period of thirty (30) working days from the date of publication of this notice in the Diário da República, for the recruitment of one Adjunct Professor, under a public employment contract of indefinite duration, with a probationary period of five years pursuant to Article 10-B of the ECPDESP, for the disciplinary area of sports science - sports training in the sport of football, from the Higher School of Sports, Well-being and Biomedical Systems of the Polytechnic University of Cávado and Ave.
2. Place of work: The place of work is the Polytechnic University of Cávado and Ave, specifically at the locations where the School of Sport, Well-being, and Biomedical Systems conducts its activities.
3. Number of positions to be filled: One (1) position.
4. Modality of the legal employment relationship to be constituted: employment contract in public functions for an indefinite duration, under a probationary period of five (5) years in accordance with Article 10-B of the ECPDESP
5. Recruitment procedure deadline:
 - 5.1. The recruitment procedure is valid exclusively for this position and shall expire either upon its fulfillment or in the event of no applicants.
 - 5.2. The procedure may also be terminated by a duly substantiated decision of the President of the Polytechnic University of Cávado and Ave, in compliance with the general principles of administrative activity, as well as the applicable legal, regulatory, and procedural limits.
6. Admission requirements:

- 6.1. Under Article 17 of the Statute of the Career of Teaching Staff in Polytechnic Higher Education, in its current version, candidates must hold a doctoral degree or the title of specialist in the area or a related area to which this recruitment procedure refers.
- 6.2. Candidates must demonstrate proficiency in spoken and written Portuguese. Applicants who are not from Portuguese-speaking countries may be required to undergo specific language proficiency tests.
- 6.3. Candidates holding qualifications obtained abroad must provide proof of recognition of the doctoral degree, in accordance with the provisions of Decree-Law No. 66/2018 of August 16, by the closing date of the application period.
7. Functions and functional content of the category: the Adjunct Professor 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 18th.
9. Submission of Application:
 - 9.1. Applications must be submitted in person, during business hours, at the Central Services of the Polytechnic University of Cávado and Ave (IPCA), Human Resources Division, against delivery receipt; or sent electronically to the email address cp012025-profadj-td-esdbesb@ipca.pt , with proof of delivery; or by registered postal mail with return receipt requested, postmarked no later than the application deadline indicated in item 1 of this notice, to the following address: Instituto Politécnico do Cávado e do Ave, Divisão de Recursos Humanos, Campus do IPCA, Vila Frescaíña S. Martinho, 4750 – 810 Barcelos, with reference: CP No. 001/2025, Prof. Adj_Sports.
 - 9.2. The application must be submitted through a formal request for admission to the recruitment procedure, addressed to the President of the jury, duly signed and dated, and must include, among others, the following information:
 - 9.2.1. Full identification of the applicant: name, date of birth, nationality, civil and tax identification numbers, postal and email address, and telephone/mobile contact;
 - 9.2.2. Identification of the recruitment procedure to which the candidate is applying, including the reference number of the notice and the official journal (Diário da República) in which it was published;
 - 9.2.3. Indication of the academic category and institution where the candidate currently teaches, if applicable, and the current position held, if applicable;
 - 9.2.4. Specification of the academic and professional degrees and titles held by the candidate;
 - 9.2.5. A signed declaration by the candidate attesting to the truthfulness of all information, documents, and statements submitted in the application;
 - 9.2.6. A declaration from the candidate confirming awareness of the following regulations:
 - “Regulation on the Performance Evaluation of IPCA Teaching Staff”, published in the Diário da República, 2nd series, on December 22, 2014, through rectification declaration No. 1312/2014;

- “Regulation on the Evaluation of Activity Developed During the Probationary Period – IPCA”, published in the Diário da República, 2nd series, on January 15, 2014, through Regulation No. 17/2014, available at: <https://ipca.pt/ipca/servicos-ipca/recursos-humanos/avaliacao-de-desempenho-do-pessoal-docente/>

9.3. The application is accompanied by the following documentation:

9.3.1. *Curriculum vitae*

- 9.3.1.1. A detailed curriculum vitae dated and signed. If not signed with a digital signature linked to the citizen card or mobile digital key, it must be initialled on all pages.
- 9.3.1.2. A curriculum vitae organized in the order and according to the selection criteria identified in the Application Form. If the application is submitted in person or by postal mail, it must include a non-editable digital copy (e.g., on a USB flash drive).
- 9.3.1.3. The curriculum vitae must identify, as completely and thoroughly as possible, all elements listed in the application form and contextualize them in such a way that the jury members can properly assess the relevance of the curricular elements within the corresponding parameter, item, and Subitem. Any curricular elements not listed in the application form will not be considered in the evaluation process.
- 9.3.1.4. All curricular elements presented in the curriculum vitae must be supported by documentation attached to the CV. Each attachment must be labelled using the same code as the corresponding item in the Application Form where the curricular element appears, followed by the identification of the document. If more than one document is submitted for a given item, a sequential identification number must be added. For example: if the attachment corresponds to item H1, it should be labelled as “Annex H1 – Bachelor’s Degree in X”; if the candidate holds more than one degree, the documents should be labeled “Annex H1.1 – Bachelor’s Degree in X” and “Annex H1.2 – Bachelor’s Degree in Y”.

9.3.2. Application Form:

- 9.3.2.1. The Application Form is the central document in the assessment and ranking of candidates. The jury will only consider, in its evaluation and decision, the information that is correctly entered and indicated in the Application Form.
- 9.3.2.2. The Application Form, specifically created for this recruitment procedure and available at <https://ipca.pt/procedimentos-concursais/pessoal-docente-e-investigador>, must be duly completed, including the scoring grid, and submitted in two different formats:
 - 9.3.2.2.1. In PDF format, dated and signed. If not signed using a digital signature linked to the Citizen Card or Mobile Digital Key, it must be initialled on all pages.
 - 9.3.2.2.2. In editable Excel format.

9.3.3. Copies of works and documents in a non-editable digital format, for evaluation purposes as outlined in the Application Form, organized according to the structure of the form. If the application is submitted in paper format, both a paper copy and a non-editable digital copy (e.g., USB flash drive) must be provided.

- 9.3.4. A scientific-pedagogical project that the candidate proposes to develop in the disciplinary/scientific area of the recruitment procedure, in a non-editable digital format (e.g., USB flash drive), with a maximum length of 10,000 words. The project must align with the mission and duties of the School of Sport, Well-being, and Biomedical Systems (available at <https://esdbesb.ipca.pt/mensagem-da-direcao/missao-visao-valores-2/> and <https://esdbesb.ipca.pt/mensagem-da-direcao/atribuicoes/>), and should include a development plan for the disciplinary/scientific area to demonstrate the alignment of the candidate's profile with the real needs of the School in terms of faculty composition.
- 9.3.5. If any of the required documents are not available in digital format, they may be submitted in paper format, in as many copies as there are members of the jury.
- 9.3.6. One copy of all supporting documents that substantiate the facts listed in the curriculum vitae and the Application Form.
- 9.3.7. An academic and professional qualifications certificate attesting to the possession and date of the academic degrees and professional titles required for the position.
- 9.3.8. The doctoral thesis or the documents submitted by the candidate to obtain the title of specialist.
- 9.3.9. A declaration, under honour, in which the candidate affirms that they are not prohibited from holding public office or disqualified from performing the duties for which they are applying, that they possess the physical and psychological fitness required for the role, and that they have complied with all mandatory vaccination laws.
- 9.3.10. Documents submitted in digital format, whether by email or USB flash drive, must be in Portable Document Format (PDF), preferably in PDF/A version, except in cases where the document cannot be converted to this format. Failure to meet this requirement may result in inability to access or download the documents, which shall be the sole responsibility of the candidate and may lead to exclusion from the procedure.
 - 9.3.10.1. All documents must be compressed into a single ZIP or RAR folder, organized according to the order of the Application Form.
 - 9.3.10.2. If documents are sent via email, and it is not possible to attach them all in a single compressed folder within one email, the candidate should preferably use the WeTransfer platform and must ensure receipt of delivery for their application.
 - 9.3.10.3. File names must be concise and must not contain any of the following characters: /, \, |, :, *, ?, ", >, <.
- 9.3.11. The application request and accompanying documents must be written in either Portuguese or English.
- 9.4. Failure to meet the application submission deadline, or failure to submit, or late submission of any of the elements referred to in point 9.2 or the documents listed in points 9.3.1 to 9.3.9, all of which are mandatory, will result in exclusion from the recruitment procedure.
- 9.5. Any false declarations or submission of false documents will result in immediate exclusion from the procedure.

- 9.6. At the time of submitting the application, if the documentation includes any classified material revealing trade secrets or intellectual, artistic, literary, or scientific property, the candidate must expressly indicate such confidentiality. Failure to do so will allow the material to be accessed by any other candidate during the consultation phase.
 - 9.7. Candidates who are already part of the teaching staff at IPCA, or who currently hold a contract with IPCA, are exempt from submitting documents that are already included in their individual personnel file.
 - 9.8. The application file may be consulted by candidates, upon prior appointment, Divisão de Recursos Humanos, no Campus do IPCA, Vila Frescaínha S. Martinho, 4750 – 810 Barcelos, during business hours, by scheduling via email: srh@ipca.pt. Any clarification regarding the procedure should be addressed to the Chairman of the Board, and should also be sent to the same email address, always indicating the procedure reference CP No. 001/2025, Prof. Adj_Sports.
10. Jury of the Recruitment Procedure
- 10.1. The jury is composed as follow:
 - 10.1.1. Chair: Professor Maria José Fernandes - President of the Polytechnic University of Cávado and Ave.
 - 10.1.2. Members:
 - Professor João Júlio de Matos Serrano, Coordinating Professor at Polytechnic University of Castelo Branco.
 - Professor João Paulo Reis Gonçalves Moreira de Brito, Coordinating Professor at Polytechnic University of Santarém.
 - Professor Pedro Jorge Richheimer Marta de Sequeira, Coordinating Professor at Polytechnic University of Santarém.
 - Professor Susana Cristina Araújo Póvoas, Associate Professor at Maia University.
 - 10.2. Jury deliberations:
 - 10.2.1. The jury is empowered to act in accordance with the Regulation on Recruitment Procedures for the Career Teaching Staff of the Polytechnic University of Cávado and Ave, namely Articles 15 and 16.
 - 10.2.2. The jury may deliberate when the Chair and at least two-thirds of its members are present, provided that the majority of the members present are external.
 - 10.2.3. Decisions shall be taken by an absolute majority of the votes of the jury members present at the meeting. Abstentions are not permitted.
 - 10.2.4. Whenever deemed necessary, the jury may request additional documentation from candidates related to their submitted curriculum vitae, under the terms and conditions set forth in Article 31 of the Regulation on Recruitment Procedures for the Career Teaching Staff of the Polytechnic University of Cávado and Ave.
 - 10.2.5. It is the responsibility of the jury to define the assessment criteria within each parameter established by the Technical-Scientific Council of the School, pursuant to Article 21 of the above-mentioned Regulation.

10.3. Jury meetings:

10.3.1. Without prejudice to the provisions of Article 16 of the regulation mentioned in the previous point, and while Decree-Law No. 10-A/2020 of March 13 remains in force, as well as pursuant to Article 24-A of the Code of Administrative Procedure, the jury meetings for the recruitment procedure may be held, at any stage of the process, by videoconference, provided that technical conditions allow for it. The use of telematic means must be recorded in the meeting minute

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 29th Article of the Tender Rules for the recruitment of Career Teaching Staff of IPCA.

12. The minutes of jury can be consulted, at the candidate request, divisão de recursos humanos no Campus do IPCA, Vila Frescainha S. Martinho, 4750-810 Barcelos, during office hours, by prior appointment through the email address: srh@ipca.pt.

13. Evaluation and selection:

13.1. Once the application phase of the recruitment procedure is concluded, the jury shall begin evaluating the applications, based on the required and submitted documents, taking into account the candidate's technical-scientific and professional performance, teaching ability, and other activities relevant to the mission of the higher education institution, for the purpose of drawing up a list of candidates approved in absolute merit.

13.2. Analysis of absolute merit:

13.2.1. Absolute merit is assessed based on the overall merit of the candidates' curriculum vitae in the disciplinary/scientific area of the recruitment procedure (which the jury members deem to demonstrate a scientific and pedagogical level, research capacity, and professional activity compatible with the disciplinary/scientific area and the academic rank for which the procedure is opened), and also taking into account the scientific-pedagogical project referred to in point 9.3.4.

13.2.2. In order to be approved in absolute merit, each candidate must receive a favorable vote from the absolute majority of the jury members.

13.2.3. The decision not to approve a candidate in absolute merit — and thus their exclusion — shall be made by absolute majority, and each jury member must provide a written statement justifying their vote.

13.2.4. A negative vote on absolute merit must be justified based on one or more of the following circumstances:

13.2.4.1. The relevance, quality, and timeliness of the candidate's curriculum vitae and academic contributions — in particular, the candidate's technical-scientific and professional performance, teaching ability, and other relevant and high-impact activities selected by the candidate — are deemed clearly insufficient for the minimally adequate performance of the duties of Adjunct Professor in the disciplinary area of the recruitment procedure; and/or

- 13.2.4.2. The scientific-pedagogical project submitted by the candidate, as requested in and described under point 9.3.4, demonstrates shortcomings in innovation or serious flaws that reveal the candidate does not possess the necessary capacity for the adequate performance of the functions of Adjunct Professor in the disciplinary area of the recruitment procedure, and the project does not align with the mission and duties of the School of Sport, Well-being, and Biomedical Systems.
- 13.2.5. In the case of non-approval in absolute merit, the jury shall grant prior hearing to the excluded candidates, who may submit their response within ten (10) working days. The provisions of paragraphs 3 to 7 of Article 29 of the *Regulation on Recruitment Procedures for the Career Teaching Staff of the Polytechnic University of Cávado and Ave* shall apply.
- 13.2.6. Once the prior hearing process has been completed, the jury shall duly consider the candidates' responses and then prepare a list of candidates who have been either excluded or approved in absolute merit, arranged in alphabetical order.
- 13.3. Public hearing: public hearings are held in accordance with article 32 of the Competition Regulations for the Hiring of Teaching Career Personnel at the Polytechnic University of Cávado and Ave.
14. Public hearings shall take place in accordance with Article 32 of the Regulation on Recruitment Procedures for the Career Teaching Staff of the Polytechnic University of Cávado and Ave.
15. Selection Methods and Criteria:
- 15.1. The selection method is curricular evaluation, aimed at assessing the candidate's scientific or technological performance, pedagogical capacity, and engagement in other activities relevant to the mission of the School of Sport, Well-being, and Biomedical Systems and the Polytechnic University of Cávado and Ave.
- 15.2. The following criteria shall be mandatorily considered and weighted during the curricular evaluation, in accordance with the duties associated with the academic rank and disciplinary/scientific area of the position:
- 15.2.1. Candidate's scientific or technological performance;
- 15.2.2. Candidate's pedagogical capacity;
- 15.2.3. Other relevant activities aligned with the mission of the Polytechnic University.
- 15.3. The weighting factors assigned to the above criteria are:
- 15.3.1. Scientific or technological performance: 40%;
- 15.3.2. Pedagogical capacity: 30%;
- 15.3.3. Other relevant activities: 30%.
- 15.4. Assessment Parameters and Scoring (Application Form):
- 15.4.1. In applying the criteria above, the following parameters shall be evaluated, considering the disciplinary area of Sports Sciences and the scientific area of Sports Training, with a preference for football:
- 15.4.1.1. Scientific or Technological Performance:
- a) Publication of scientific articles and books (20 points);

- b) Coordination and participation in research and technological development projects (10 points);
- c) Presentations at scientific congresses and colloquia (10 points);
- d) Participation in scientific research centers, committees, organizations, or networks (10 points);
- e) Supervision of non-teaching components of master's degree programs (10 points);
- f) Participation in academic examination juries and teaching/research career recruitment panels (10 points);
- g) Relevant professional experience in the disciplinary area (20 points);
- h) Recognition by the academic and broader community (10 points).

15.4.1.2. Pedagogical Capacity:

- a) Length of service in higher education institutions (20 points);
- b) Diversity of curricular units taught (subjects and study cycles) (20 points);
- c) Publication of lessons and other pedagogical materials (10 points);
- d) Academic awards and distinctions (5 points);
- e) Evaluation of pedagogical performance (10 points);
- f) Supervision and mentoring of undergraduate and technological specialization students (20 points);
- g) Coordination and participation in pedagogical projects (15 points).

15.4.2. Other Relevant Activities:

- a) Participation in committees; program and department coordination; disciplinary group coordination; project leadership (20 points);
- b) Participation in academic bodies such as the Scientific Council, Technical-Scientific Council, Pedagogical Council, and Academic Council (20 points);
- c) Non-teaching professional experience relevant to the position (20 points);
- d) Service provision to public and private entities (20 points);
- e) Knowledge valorisation and transfer (20 points).

16. The jury shall evaluate the candidates approved in absolute merit, taking into account the criteria, assessment parameters, and weighting factors outlined in the evaluation grid and in this notice.

17. Candidate Ranking and Voting Methodology:

17.1. Candidate ranking must be justified based on the evaluation made according to the criteria, parameters, and weighting factors stated in this notice.

17.2. Before voting begins, each jury member shall submit a written document, to be attached to the minutes, containing a justified ranking and scoring (from 0 to 100) of the candidates.

17.3. During the voting process, each jury member must maintain the ranking they submitted; abstentions are not permitted.

17.4. The jury shall adopt the following voting methodology to establish an absolute majority for the final ranking:

17.5. The first vote determines the candidate to be placed first. If a candidate obtains more than half the votes of the jury members present, they are placed first. If not, voting is repeated among the

candidates who received votes for first place, excluding the least-voted candidate. In the event of a tie for the least-voted position, a tie-break vote is held. If the tie persists, the Chair decides which candidate is excluded. The process is repeated until one candidate obtains an absolute majority. This process continues to determine second place, third, and so on, until the final ranked list is established.

17.6. Notwithstanding the above, in case of a tie that persists after a repeat vote, the Chair has the casting vote.

18. Participation of Interested Parties and Decision:

18.1. The draft final ranking is notified to candidates for the purpose of prior hearing, in accordance with Articles 121 and following of the Code of Administrative Procedure and with the necessary adaptations set out in Article 29 of the Regulation on Recruitment Procedures for the Career Teaching Staff of the Polytechnic University of Cávado and Ave.

18.2. After the prior hearing, the jury shall assess any statements submitted and approve the final ranking list of candidates.

19. Deadline for Final Decision:

19.1. Without prejudice to the following paragraph, the jury's final decision must be issued within sixty (60) working days from the deadline for submitting applications.

19.2. This deadline may be extended in cases where the high number of candidates and/or the particular complexity of the procedure so justifies.

19.3. The final ranking list is submitted for ratification by the President of IPCA, and candidates shall be notified of the ratification order.

20. Contract Signing:

20.1. The President of the Polytechnic University of Cávado and Ave may decide not to sign the contract if there is a reduction in the State Budget allocation that prevents the availability of funding, or if the requirements set forth in the State Budget Law for the year in which the hiring is to occur are not met.

20.2. Articles 37 and 42 of the Regulation on Recruitment Procedures for the Career Teaching Staff of the Polytechnic University of Cávado and Ave shall apply.

21. Publication of the Recruitment Notice:

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

21.1.1. In the Public Employment Pool;

21.1.2. On the website of the Foundation for Science and Technology, I.P., in both Portuguese and English;

21.1.3. On the website of the Polytechnic University of Cávado and Ave, in both Portuguese and English.

22. In compliance with point (h) of Article 9 of the Constitution of the Portuguese Republic, the Polytechnic University of Cávado and Ave, as an employing entity, actively promotes a policy of equal opportunities between men and women in employment and career advancement, rigorously ensuring the elimination of all forms of discrimination.

23. The processing of personal data within the scope of this recruitment procedure shall comply with the data protection policy available at: <https://ipca.pt/ipca/apresentacao/o-ipca/politica-de-privacidade-e-protecao-de-dados/>.

July 1, 2025 - President of IPCA, Professor Doctor Maria José da Silva Fernandes