

Castelo Branco Polytechnic University

Notice of Call for applications for assistant professor

1. Notice is hereby given that, by my order of 26 July 2025, the opening of a competitive examination was authorised, for a period of 30 working days from the date of publication of this notice in the Official Gazette, with a view to filling a post on the staff map of the Polytechnic Institute of Castelo Branco (IPCB) in the career of teaching staff in polytechnic higher education, in the category of assistant professor, in the area of Design - subject area of Communication/Graphic Design.
2. Applicable legislation
 - a) Polytechnic Higher Education Teaching Staff Career Statute (ECPDESP) approved by Decree-Law no. 185/81 of 1/07, in its current version;
 - b) Recruitment and Hiring Regulations for the Career Teaching Staff of the Polytechnic Institute of Castelo Branco (published in the Official Gazette, 2nd series, of 15th March 2021);
 - c) Title of Specialist, Decree Law no. 206/2009 of 31/08, in its current wording;
 - d) Code of Administrative Procedure and other complementary legislation applicable to workers who exercise public functions.
3. Place of work: Castelo Branco Polytechnic University
4. Number of posts to be filled: 1.
5. Type of legal employment relationship: indefinite-term public service contract, with a five-year trial period.
6. Functional content: the adjunct professor is responsible for carrying out the duties set out in article 3(4) of the ECPDESP, and will receive the remuneration provided for in the remuneration system for polytechnic higher education teaching staff.
7. Admission requirements

Cumulative requirements for admission to the competition:

 - 7.1 General requirements
 - 7.1.1 The general admission requirements are those set out in Article 17 b) c) d) e) of the General Law on Public Employment, approved by Law 35/2014 of 20 June:
 - a) Be 18 years of age;
 - b) Not be disqualified from exercising public functions;
 - c) Have the physical strength and mental profile indispensable for the performance of the duties;
 - d) Have complied with compulsory vaccination laws.
 - 7.2 Special requirements
 - 7.2.1. Hold a doctoral degree or the title of specialist (see point 2(c) of the notice) in the field for which the competition is open.
 - 7.2.2 Candidates must be proficient in Portuguese (spoken and written) at a level that allows them to be assigned teaching duties, without any limitations in terms of communication in this language.
8. Validity of the competition: The competition is valid for the post mentioned above and will end when it is filled or if there are no more or fewer candidates.
9. Form of application

Applications must be submitted on paper, addressed to the President of the IPCB, in Portuguese, and may be delivered in person or sent by registered letter with acknowledgement of receipt to: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, nº 12, 6000-084, Castelo Branco, until the deadline for submitting applications, in which case the date of registration will be considered.

9.1 Applications sent by email will not be accepted.

10. The application for admission must include the following up-to-date information:

- a) Identification of the competition you are applying for, indicating the number of the notice and the date of publication in the Diário da República;
- b) Identity (full name), postal address, e-mail address and telephone number;
- c) Academic qualifications and/or professional/academic titles;
- d) Identification of the institution as well as the career and category held, if applicable;
- e) Declaration that you fulfil the general admission requirements in point 7.1 of the notice.

11. Application Instructions:

11.1 The following documents, duly identified, must accompany the application for admission to the competition:

- a) One copy of the curriculum vitae on paper and three copies in electronic format, non-editable PDF, organised in accordance with the assessment and ranking criteria and sub-criteria set out in the notice of competition;
- b) A copy of the five most relevant works mentioned in the curriculum vitae, including the Doctoral Thesis or the Work of a professional nature presented to obtain the title of Specialist, which must be submitted in electronic format;
- c) A simple photocopy of the document proving that you hold a doctorate or specialist title;
- d) Internationally recognised certification of proficiency in Portuguese at a level that allows teaching in that language, if the candidate is not of Portuguese nationality or from a country whose official language is Portuguese.
- e) Candidates with foreign qualifications must prove the 'specific recognition' of the degree in accordance with the provisions of Article 20 of Decree-Law no. 66/2018, of 16 August, in its current wording. This formality must be fulfilled by the application deadline.

11.2 The application must be accompanied by a PDF file, which cannot be edited, containing an exact list of all the documents submitted with the CV (the name of each file).

11.3 The documents referred to in point 11.1 of the notice must be submitted on a duly identified electronic medium (USB stick), and the candidate must ensure that the files on the chosen medium are legible.

11.4 The documents referred to in the previous point must, as a rule, be in Portable Document Format (PDF), except in situations where the document to be submitted cannot be in the format indicated;

11.5 The file name must be succinct and may not contain any of the following characters: /, \, |, :, *, ?, ', (less than) and (greater than) or Portuguese characters such as "cedilla" or "tilde".

11.6 The file name must not exceed 20 characters.

- 11.7 Candidates who are currently working at the IPCB are exempt from submitting documents that already exist in their individual files, and this must be expressly stated in their applications.
- 11.8 *Curriculum vitae* (CV)
The *curriculum vitae* must be presented and organised in accordance with the components and parameters being assessed in point 16 of this notice, failing which it will not be included in the assessment:
- Technical-scientific and professional performance;
 - Teaching ability;
 - Performance in other activities relevant to the Institution's mission.
- 11.9 The *curriculum vitae* must show the balance between technical-scientific and professional performance, teaching ability and other activities relevant to the Institution's mission, and its suitability for teaching in the subject area for which the competition is open.
12. Exclusion: Candidates who:
- a) Do not fulfil the requirements set out in point 7.2 of this notice;
 - b) Do not present the documents required in point 11.1 of this notice;
 - c) Submit documents after the deadline stipulated in this notice;
 - d) Present a false document.
13. Failure to submit the documents mentioned in the curriculum vitae will result in the elements that should prove it not being considered.
14. Notification of candidates: candidates will be notified in accordance with the provisions of Article 8 of the IPCB Recruitment and Hiring Regulations, preferably by email.
15. Selection methods: the selection method to be used is curricular assessment.
- 15.1 The following components must be weighted in the curricular assessment:
- a) Performance in the technical-scientific and professional component;
 - b) Teaching ability;
 - c) Performance in other activities relevant to the Institution's mission.
- 15.2 The selection board may decide to hold public hearings on equal terms for all candidates, under the terms of Article 23(4)(b) of the ECPDESP.
16. Selection criteria: the selection criteria for assessing the components referred to in the previous paragraph, their respective weighting and the parameters to be taken into consideration by the jury, are as follows:
- A - Technical, scientific and professional performance – 60%;
- A1. Participation in research and development projects and organisation of scientific events.
- A1.2 Institutional co-ordination of research and development projects;
- A1.3 Participation as an integrated member of a research and development project;
- A1.4 Participation as an integrated member of a research and development centre recognised and assessed by the FCT;
- A1.5 Participation, per year, as an integrated member of a research and development centre not recognised and evaluated by the FCT;
- A1.6. Participation in a scientific meeting (congress, seminar, round table) as a member of the organising, scientific or advisory committee.
- A2. Scientific production: publications, communications and conferences in the field of the competition

- A2.1 Scientific articles in international peer-reviewed scientific journals;
- A2.2 Scientific article in an international scientific journal, without peer review;
- A2.3 Published book, as author or organiser;
- A2.4 Scientific article in a national scientific journal, peer-reviewed;
- A2.5. Scientific article in a national scientific journal, without peer review;
- A2.6 Communication, participation in a conference or international meeting, as a speaker;
- A2.7. Organisation of or participation in the editorial or scientific board of a scientific journal in the field of the competition.
- A3. Guidance and co-supervision of theses leading to academic degrees
 - A3.1. Supervising or co-supervising a thesis leading to the award of a doctoral degree;
 - A3.2. supervising or co-supervising a thesis or other work leading to the award of a master's degree that has already been completed.
 - A3.3 Participation in juries of academic examinations
- A4. Participation in a jury for the public defence of a thesis leading to the award of a doctoral degree;
 - A4.1. participation in a jury for the public defence of a thesis, or other work leading to the award of a master's degree (not to be accumulated with supervision and examination);
 - A4.2 Participation in a jury for a test leading to the award of the title of specialist;
 - A4.3 Participation in a jury of public examinations for the recruitment of associate professor or assistant professor, under the terms of the ECPDESP, or for the corresponding category in Higher University Education.
- A5. Arguing theses leading to academic degrees;
 - A5.1. Examination of a thesis leading to the award of a doctoral degree;
 - A5.2 Examination of a thesis or other work leading to the award of a master's degree;
 - A5.2 Examination of a test leading to the award of the title of specialist.
 - A5.3 Examination of project work at the end of a bachelor's degree or CTeSP course.
- A6. Professional experience relevant to the subject area of the competition (PE).
 - A6.1 Relevant experience in the effective exercise of the profession in the area of the competition;
 - A6.2 Professional activities or participation in national and international exhibitions or curatorial projects relevant to the subject area or areas in which the competition is open;
 - A6.3 Portfolio of projects implemented in the area of the competition.
- A7. Selection of the 5 most relevant works from the professional career.

B - Teaching ability – 30%;

- B1. Subject areas, disciplines or curricular units taught
 - B1.1 Years of activity in higher education in the subject area of the competition;
 - B1.2 Curricular units or a different subject taught in the subject area of the competition;
 - B1.3. teaching performance evaluation.
- B2. Responsible for coordinating curricular units and drawing up programmes in the subject area for which the competition is open
 - B2.1 Curricular unit or subject in which you were responsible or coordinator;
 - B2.2 Curricular unit or subject in which you were responsible for drawing up the respective programme (not cumulative with B2.1);

B2.3 Curricular unit or subject in which you took part in drawing up the programme.

B2.4 Production of teaching materials, manuals and materials to support teaching activities in the subject area of the competition.

B3. Participation in working teams to create new courses, reform or revise the curriculum of existing courses

B3.1 Participation in a working team to create a new course;

B3.2 Participation in a working team to revise or reform a course curriculum.

B4. Other teaching activities in the subject area of the competition

B4.1 Short courses, workshops or other training courses taught at non-higher education institutions.

C - Other relevant activities - 10%.

C1. Holding management positions

C1.1 Carrying out executive duties as president or director of higher education institutions or their organisational units;

C1.2 Performing executive duties as vice-president or deputy director, or equivalent, of higher education institutions or their organisational units.

C2. The exercise of mandates in other bodies of the institution, namely in collegiate bodies of a scientific, pedagogical or representative nature.

C2.1 President of collegiate bodies of a scientific or pedagogical nature or representatives of the institution or its organisational units;

C2.2. serving as secretary on collegiate bodies of a scientific, pedagogical or cultural nature, representing the institution or its organisational units;

C3. The exercise of mandates in course coordinators, department coordinators and scientific and pedagogical committees

C3.1 Serving as coordinator of courses (conferring an academic degree) or departments;

C3.2 Serving as a member of scientific and pedagogical committees, or their correspondents, by appointment or Order.

C4. Participation in committees, mission groups, technical commissions, and knowledge transfer, in the subject area of the competition and relevant to higher education

17. Final classification

17.1 The final classification (FC), on a scale of 0 to 100 points, results from the following formula:

$$FC = (A \cdot 0,6 + B \cdot 0,3 + C \cdot 0,1).$$

FC = (A + B + C) em que:

A = Classification of technical-scientific and professional performance;

B = Rating of teaching ability;

C = Rating of other relevant activities.

7.2 When there is a public hearing, the final classification will be expressed in the same way, from 0 to 100 values, rounded to the thousandths, which results from the application of the following formula:

$$FC = (CA \times 0.9) + (PH \times 0.1)$$

FC = Final Classification

CA = Curriculum Assessment

PH = Public Hearing

- 17.3 All results will be presented to one decimal place.
- 17.4 Candidates who obtain a final mark of less than 50 points will be considered unsuccessful and candidates who obtain a final mark of 50 points or more will be considered successful on absolute merit.
18. Minutes:
- 18.1 The first minutes are published on the IPCB website
- 18.2 All the minutes of the selection board will be made available to candidates.
19. Documents submitted by candidates will be destroyed if they are not returned within one year of the end of the competition.
20. False declarations will be penalised in accordance with the law.
21. Composition of the jury: The jury is made up of the following members:
- Chairman:
- João Vasco Matos Neves, Coordinating Professor at the School of Applied Arts of the Castelo Branco Polytechnic Institute.
- Members:
- Rita Assoreira Almendra, Full Professor at the Faculty of Architecture of the University of Lisbon;
- Carlos Miguel Lopes Rosa, Associate Professor at the European University IADE;
- Francisco Tiago Antunes de Paiva, Full Professor at the University of Beira Interior;
- Maria Emília Capucho Duarte, Full Professor at the European University IADE;
- Daniel Raposo Martins, Coordinating Professor at the School of Applied Arts of the Castelo Branco Polytechnic Institute;
- Alternate Members:
- Fernando Manuel Raposo, Coordinating Professor at the School of Applied Arts of the Castelo Branco Polytechnic Institute.
- 21.1 The Chairman of the selection board is replaced by the first member in the order in which they appear in the notice, in the event of their absence or impediment.
22. In fulfilment of article 9(h) of the Constitution, the IPCB actively promotes a policy of equal opportunities for men and women in access to employment and professional advancement, taking care to avoid any form of discrimination.
- 22.1 In this sense, the term 'candidate', among others that refer to citizens applying for the tender procedure, is not used in this Notice to refer to their gender.
23. Data protection
- 23.1 The personal data collected and processed in compliance with the terms of the notice is intended exclusively for the purposes of the competition, and the lawfulness of its processing falls within the provisions of Article 6(1)(b) and (c) of the General Data Protection Regulation (GDPR) and is limited to what is necessary in relation to the purpose for which it is collected.
- 23.2 When submitting the application, the candidate must provide the data strictly necessary for this purpose, in accordance with the requirements of this notice, and must conceal any personal data that may exist in the documentation submitted, namely in the CV, failing which this data may be freely accessed by any of the other candidates, within the scope of the right to consult the competition file.
24. This competition will also be publicised on the BEP (Public Employment Exchange), on the website of the Foundation for Science and Technology I. P., in Portuguese and English, and

on the IPCB website, in Portuguese and English, under the terms of article 29-B of the ECPDESP. P., in Portuguese and English, and on the IPCB website, in Portuguese and English, under the terms of article 29-B of ECPDESP.

25-07-2025 The President, Prof. Dr António Augusto Cabral Marques Fernandes