

POLYTECHNIC INSTITUTE OF CASTELO BRANCO

Internal documental promotion competition to fill a position in the category of coordinating professor in the CNAEF 620 area of Agriculture, Forestry and Fisheries and the CNAEF 541 area of Food Industries.

It is hereby made public that, by my order of 14 March 2023, the opening of an internal documentary competition for promotion to the category of Coordinating Professor 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 of Coordinating Professor on the teaching staff map of the Polytechnic Institute of Castelo Branco, in area CNAEF 620 of Agriculture, Forestry and Fisheries and area CNAEF 541 of Food Industries.

1. Applicable legislation:

- a) Estatuto da Carreira de Pessoal Docente do Ensino Superior Politécnico (ECPDESP), approved by Decree-Law no. 185/81 of 1/07, in its current version;
- b) Regulation for Recruitment and Contracting of Teaching Staff of the Polytechnic Institute of Castelo Branco, published in the D.R., 2nd series of March, 15, 2021;
- c) Decree-Law no. 112/2021, of 14 December, which allows higher education institutions to open internal promotion competitions for assistant professors and coordinators;
- d) Law no. 35/2014, of 20 June, in its current wording.

2. Work Place - Instituto Politécnico de Castelo Branco.

3. Number of positions to be filled - 1.

4. Modality of the legal employment relationship - Employment contract for an indefinite period of time.

5. Functional content - The coordinating professor is responsible for exercising the functions outlined in no. 5 of article 3 of the ECPDESP, and is entitled to the remuneration foreseen in the remuneration system for teaching staff in polytechnic higher education.

6. Admission requirements:

6.1. The general admission requirements are those set out in paragraphs c), d) and e) of Article 17 of the General Labour Law in Public Functions, approved by Law No. 35/2014 of 20 June:

- Not to be inhibited from exercising public functions;
- Have physical robustness and mental profile indispensable to the exercise of functions;
- Have fulfilled the compulsory vaccination laws.

6.2. Special Requirements:

The special admission requirements (cumulatively) are those established in art. 19 of the ECPDESP and in no. 2 of article 3 of Decree-Law no. 112/2021, and may be admitted to the competition:

- a) Teachers with indefinite term contracts with the Instituto Politécnico de Castelo Branco, even if the respective trial period has not been concluded and who belong to the staff map in which the competition is open;
- b) Teachers who hold a PhD degree or a specialist title obtained more than five years before in the disciplinary area or areas for which the competition is open.

6.3. The minimum requirements for admission in absolute merit are those established by the Scientific-Technical Council of the School, and all candidates who meet the following criteria are considered approved:

The candidate must comply cumulatively with the following points:

c1) The candidate should have obtained a grade of "excellent" in the evaluation of teaching staff performance at the Polytechnic Institute of Castelo Branco in two evaluation cycles in the last ten (10) years.

c2) Scientific performance

The candidate must fulfil one of the following indicators:

- i) Author/co-author of at least 6 peer-reviewed scientific or technical publications in the scientific/disciplinary area of the call; or
- ii) Having coordinated or participated as a researcher in applied research, development or technical projects validated by the CTC, either national or international; or
- iii) Having integrated at least 4 national and international scientific or event organisation committees (conferences, seminars, congresses, concerts, shows or juries), relevant to the area of the competition.

c3) Pedagogical capacity

The candidate must meet one of the following indicators

- i. Have taught and been a supervisor (responsible, including preparation of the UC programme), in at least 10 semesters, of different curricular units, relevant to the area of the competition; or
- ii. Have supervised at least 10 undergraduate projects, internship reports, Master's dissertations or PhD theses, concluded with approval.

c4) Performance in other activities relevant to the institution's mission

The candidate must comply with the following indicator:

- i. To have participated in management bodies at the Polytechnic Institute of Castelo Branco, as well as in the governance of the School or of research units associated to it, in the coordination of a scientific area, or in the coordination of courses in at least 4 semesters.
7. Expiry date: this competition is solely for the purpose of filling the post referred to above, which will be filled once it has been filled.
8. Form of presentation of the application:
 - 8.1. The applications should be formalized by means of a paper application, addressed to the President of the IPCB, in Portuguese, and may be delivered in person or sent by mail, by registered letter with acknowledgement of receipt, to the following address: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, n.º 12, 6000-084 Castelo Branco, until the end of the term established for the presentation of the applications, considering, in this case, the date of the respective registration.
 - 8.2. Applications sent by e-mail will not be accepted.
 - 8.3. The application for admission must contain the following updated information:
 - a) Identification of the competition to which you are applying and reference to the Official Gazette where the present announcement was published;
 - b) Identification of the candidate (full name, e-mail address and telephone number);
 - c) Academic qualifications and/or professional/academic titles;
 - d) Identification of the professional category, group or disciplinary area to which he/she belongs, length of service as a higher education teacher.
9. Examination of the application for admission:
 - 9.1. The application for admission to the competition must be accompanied by the following documents:
 - a) Declaration of length of service issued by the service, stating the seniority in the category, the legal binding and the date of obtaining the Doctoral Degree or the Specialist Title;
 - b) Criminal record certificate
 - c) Medical certificate, proving the existence of physical robustness and psychic profile to exercise public functions, issued by a doctor in the exercise of his function
 - d) Updated obligatory vaccination bulletin;
 - e) The documents mentioned in paragraphs b), c) and d) can be replaced by a document of the candidate stating his situation in relation to the general requirements for admission to the competition

- f) Documents proving that the candidate is in the legal conditions referred to in item 6.2. of this announcement
- g) Two copies of the curriculum vitae in digital format (PDF)
- h) Two copies of the works selected by the candidate as being the most representative of his/her curriculum vitae, up to a maximum of five works, all in digital format (PDF);
- i) Other diplomas or certificates of the courses mentioned in the curriculum vitae, all in digital format (PDF);
- j) Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, in accordance with the applicable legislation;
- k) The complete list of the documentation submitted with indication of the location of the curricular elements of the applications saved on the two data storage devices (two pen drives).

10. Exclusion: Candidates are excluded if they:

- a) Do not meet the requirements demanded in items 6.1, 6.2, and 6.3 of the present announcement;
- b) Do not present the documents required in item 9 of the present announcement;
- c) Present the documents after the deadline stipulated in the present announcement;
- d) Present a false document.

11. The failure to present the documents mentioned in the curriculum vitae presented by the candidate will result in the non-valuation of the elements that they should prove.

12. Candidates are exempted from presenting documents that already exist in their personal file, and this fact must be expressly mentioned in the respective application for admission.

13. Relative merit

Criteria for selecting and ranking candidates: The selection and ranking criteria aimed at ascertaining the candidates' merit for the duties to be performed are those set out in (a), (b) and (c) to which the indicated weighting has been assigned:

a) The technical-scientific and professional performance of the candidate, based on the analysis of the work and activities contained in the curriculum, namely those selected by the candidate as most representative - weighting of 40%;

b) The pedagogical capacity of the candidate, taking into consideration, namely, the analysis of the quality and extent of their previous pedagogical practice - weighting of 45

Other activities relevant to the mission of the higher education institution that have been developed by the candidate, namely organizational and management activities - weighting 15%.

13.1. As for the technical-scientific and professional performance, the following shall be considered, namely, the research and development projects, the scientific production, publications, communications and conferences in the country and abroad, the supervision of theses leading to an academic degree, the participation in juries of academic exams, the examining of theses leading to an academic degree and activities of a professional nature with relevance in the area in which the competition is open.

13.2. Regarding pedagogical capacity, performance evaluation, pedagogical practice, mastery of subject areas or curricular units taught, participation in the preparation of programmes, manuals and support materials for teaching activities, supervision of internships, pedagogical practice, clinical teaching, and other activities of the same nature shall be considered.

13.3 As for other activities relevant to the mission of the higher education institution, the following should be considered, namely, the exercise of management positions and in management bodies, other bodies of the institution and other organs or structures; the coordination and development of projects or activities of a practical nature, provided that they fall within the area in which the competition is open; coordination of courses and departments and scientific and pedagogical committees.

14. In drawing up the curriculum vitae the candidate must respect the organization referred to in point 13 of this announcement.

15. Final classification: The evaluation and final classification system is laid down in the competition jury minutes.

16.16. The jury deliberations shall be made by means of a reasoned roll-call vote, by an absolute majority of the votes of the members present at the meeting, with no abstentions allowed.

17. Once the candidatures assessment phase is concluded, the jury deliberates, in a reasoned manner, according to the selection and seriation criteria and parameters and the evaluation and final classification system, proceeding to the preparation of a list of non-approved and approved candidates in absolute merit and, among them, a list of candidates in sequence, which results from the quantitative classifications obtained by

each one of them.

18. The lists shall be communicated to the candidates for the purposes of the hearing of interested parties, under the terms of the CPA, and notification shall be made within three working days.

19.19. Once the hearing of those interested has taken place, the jury shall consider the issues raised within 10 working days.

20. Access to Minutes - The Minutes of the jury are available to the candidates whenever requested.

21. The deadline for the jury's final deliberation may not exceed 90 consecutive days, counted from the deadline for the presentation of candidacies.

22. Once the procedure foreseen in the previous number is concluded, the lists accompanied by all the jury's deliberations are submitted to the IPCB's President for approval.

23. The documentation submitted by candidates is destroyed if its return is not requested within a maximum period of one year after the end of the competition.

24. False statements shall be punished in accordance with the law.

25. Composition of the jury.

25.1 The jury is constituted by the following elements:

Chairman: Professor Doctor Daniel Raposo Martins, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco.

Effective members: Ana Paula Calvão Moreira da Silva, Associate Professor with Agregação da Universidade de Trás-os-Montes e Alto Douro;

Professor Doctor Joaquim Manuel Sande Silva, Coordinating Professor with Agregação da Escola Superior Agrária do Instituto Politécnico de Coimbra;

Professor Doctor José Alberto Pereira, Coordinating Professor at the School of Agriculture of the Polytechnic Institute of Bragança;

Professor Doctor Jorge Ricardo da Silva, Full Professor at the Higher Institute of Agronomy;

Professor Doctor Maria Margarida Branco de Brito Tavares Tomé, Full Professor of the Higher Institute of Agronomy.

Substitute Members: Professor Aida Maria Gonçalves Moreira da Silva, Coordinating Professor of the School of Agriculture of the Polytechnic Institute of Coimbra;

Professor Luís Pedro Mota Pinto de Andrade, Coordinating Professor at the School of Agriculture of the Polytechnic Institute of Castelo Branco.

26.2 The President of the jury, in his/her absences or impediments, shall be replaced by the first effective member in the order in which they are presented.

26. The present announcement will be published: in Diário da República, 2nd series and in the IPCB's internet site, in www.ipcb.pt, in Portuguese and English languages.

27. In compliance with paragraph h) of article 9 of the Constitution of the Portuguese Republic, the IPCB actively promotes a policy of equal opportunities between men and women in the access to employment and professional advancement, taking care to avoid any form of discrimination.

Castelo Branco, 09 May 2023, the President António Augusto Cabral Marques
Fernandes