

Polytechnic Institute of Castelo Branco
Public Notice

Opening of a competition for an adjunct professor

1 —It is here by made public that, by an order issued by me on the 14th of January 2021, authorisation was given for the opening of a competition based on qualifications, with a deadline of 30 working days, from the date of publication of this item in the “Diário da República”, with the intention of filling a vacancy in the IPCB staffing, in the teaching career for polytechnic higher education, in the category of adjunct professor, in the disciplinary area of Accounting and Taxation.

2 – Applicable legislation

- a. *Estatuto da Carreira de Pessoal Docente do Ensino Superior Politécnico (ECPDESP)*, [career statutes for teaching staff in polytechnic higher education], approved by the Decree-law no. 185/81 of 1/07, in the current version
- b. *Regulamento de Recrutamento e Contratação do Pessoal Docente de Carreira* of the Polytechnic Institute of Castelo Branco, (published in the D.R., Series II, No 51 of 15 March 2021);
- c. General Labour Law in Public Functions, approved by Law No. 35/2014, of 20 June (as amended) and other complementary legislation applicable to workers in public functions; and other applicable complementary legislation as to workers exercising public functions.

3 – Workplace

The workplace is at the Polytechnic Institute of Castelo Branco

4 – Number of positions to be filled – 1.

5 - Quality of the legal relationship of employment

5.1 – Employment contract in public functions for an undetermined period of time, with a trial period of 1 year if the selected candidate does not hold a contract for an undetermined period of time as a professor in the teaching careers of university education or of polytechnic education, under the terms of article 10, no. 2 of ECPDESP.

6 - Functional content of the category – The **adjunct professor** shall perform the duties established by no.5 of article 3 of the Statute for Teaching staff in Polytechnic Higher Education

7. – Salary Positioning

As stipulated by the remuneration system for teaching staff at polytechnic higher education DL n.º 408/89 of the 18/11, with the subsequent alterations (DL n.º 76/96 of 18/06, DL n.º 373/99 de 18/09.).

8 –Scope of the recruitment – Cumulative admission requirements for the competition are:

8.1. General recruitment

Possess the general requirements set out in subparagraph **b)** and **e)** of article 17 of Law no. Work in Public Functions:

- 18 years old;
- Not prohibited from exercising public functions or functions proposed to perform;
- Physical strength and psychological profile indispensable to carry out functions required;
- Having all the vaccinations as required by law.

8.2 Specific requirements

8.2.1- Holder of a doctorate degree or holder of a specialist title, in the area or in an area similar to that for which the competition is open

8.2.2- Candidates applying for the competition who hold qualifications obtained abroad shall prove the recognition, equivalence, or registration of the doctoral degree, in accordance with the applicable legislation.

8.2.3 - Candidates shall be proficient in Portuguese (spoken and written) to a level that allows for the award of teaching service, without any limitations in communicating in that language.

9 – Period of Validity of the competition

The competition is valid for the position referred to, expiring with the position being filled or due to the nonexistence or lack of candidates.

10 – Presentation of the candidature

10.1 – The candidatures should be formalised through an application on paper, addressed to the IPCB President, in Portuguese, hand delivered or posted, and using registered post with acknowledgment of receipt to: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, nº 12,6000-084, Castelo Branco, up until the deadline set for the presentation of candidatures, bearing in mind, in this case, that the date is that of the registered post.

10.2– Candidatures sent via electronic mail will not be accepted.

10.3 – Requirements of the Admission

The application must include the following up-to-date elements:

- a) The identification of the competition with the number of the public notice and date of publication in the *Diário da República*;
- b) **Identification of the candidate** (full name, date of birth, gender, nationality, identity card ID number, tax number)
- c) Contact details - address, post code, electronic e-mail address and a telephone number;
- d) Identification of the Institution as well as the career and category that you hold, if applicable;
- e) Degree and academic qualification;

f) A declaration certifying that the candidate complies with the general requirements set out in subparagraph 8.1 of this public notice.

10.4 – Documents

The application must be accompanied by the following documents:

- a) *Curriculum vitae*;
- b) Copies of each of the works mentioned in the *curriculum vitae*;
- c) Simple copies of the documents proving the title of PhD or Specialist
- d) Proof of recognition, equivalence, or registration of the doctoral degree, if obtained abroad.
- e) Internationally recognized certification of Portuguese language proficiency to a level that allows for teaching in that language, if the candidate is not of Portuguese nationality or from a country whose official language is Portuguese.

10.5 – Candidates who are performing functions at the IPCB are exempt from presenting documents that are already included in their individual personnel file, having this fact expressly mentioned in the application.

10.6 – Not presenting the documents required under the terms of this public notice or the presentation of these after the stipulated deadline imposes an exclusion from the competition.

10.7 – Not presenting the documents referred to in the *curriculum* presented by the candidate, implies the non-appraisal of the elements that must be proven.

11 - The selection method

11-1 The selection method to be used is curricular assessment.

11-2 In the curricular assessment the following components must be weighted:

- a) Performance in the technical-scientific and professional component (TSPP);
- b) Performance in the pedagogical component (PC);
- c) Performance in other activities relevant to the mission of the Institution (OARI).

11.3- The *curriculum vitae* should be organised according to the points above

11.4 - The *curriculum vitae* shall highlight the balance between technical-scientific and professional performance, pedagogical capacity and performance in other activities relevant to the mission of the Institution, and its suitability for teaching in the disciplinary area for which the competition is open.

12 - The jury may decide to promote public hearings, in equal circumstances for all candidates under the terms of paragraph b) of no. 4 of article 23 of ECPDESP.

13 - Seriation criteria

The seriation criteria for evaluation of the components referred to in 11.2, respective weighting and parameters to be taken into consideration by the jury are the following:

1 - Technical-Scientific and Professional Performance (TSPP)

a) Academic Qualifications:

1. Bachelor's Degree
2. Postgraduate Degrees and other completed courses considered relevant
3. Masters Degrees

b) Quality and Dissemination of Research Results:

1. Authorship of scientific books.
2. Authorship of chapters in scientific books.
3. Authorship of scientific articles in journals indexed in SCOPUS and/or Web of Science (WoS) databases;
4. Authorship of scientific articles in other journals.
5. Number of SCOPUS and/or WoS citations.
6. Technical publications
7. Participation in scientific events:
 - 7.1. Oral communications/atas at international congress.
 - 7.2 Oral communication/atas at national congress.
 - 7.3 Poster/atas at international congresses.
 - 7.4 Poster/atas communications in national congresses.
 - 7.5 Participation as invited speaker in international scientific events.
 - 7.6 Participation as invited moderator in scientific events.
 - 7.7 Participation in international congress without communication/poster.
 - 7.8 Participation in national congress without paper/poster.
8. Reviewing scientific articles.
9. Member of the editorial board of periodicals.
10. Participation in organizing committees or scientific committees of technical and scientific events: in international events; in national events.
11. Coordinator/editor of scientific publications.
12. Member of research centres, societies, associations and other technical-scientific organizations.
13. Other activities - other activities for the dissemination of science.

c) Quality of Research Projects and Contracts:

1. IP in international R&D+I projects.
2. Member of international R&D+I projects.
3. IP in national R&D+I projects.
4. Member of national R&D+I projects.

d) Knowledge Transfer in the subject area:

1. Actions contracted or protocolled with enterprises or external institutions.

2. Organiser of workshops, seminars, lectures, congresses or similar.

e) Awards, Scholarships, Distinctions and Competitions (of a technical and scientific nature) in the disciplinary area of the competition.:

1. Awards, scholarships or distinctions of a technical and scientific nature, awarded in international competitions.

2. Awards, scholarships or distinctions of a technical-scientific nature, awarded in competitions at national level.

f) Other activities of a professional nature with relevance in the disciplinary area of the competition.

1. Professional experience per year with contractual tie.

2. Certified Accountant.

2 - Pedagogic Capacity – (PC)

a) Teaching duties in the disciplinary area of the competition:

1. Curricular units taught.

2. Responsible for curricular units.

3. Collaborator in curricular units.

4. Participation in commissions/working groups in the development and creation/adequacy of study plans.

5. Pedagogical publications within the disciplinary area of the competition - with ISBN.

6. 6. Pedagogical publications within the disciplinary area of the competition - without ISBN.

7. Other pedagogic activities within the disciplinary area of the competition.

b) Participation in juries in the disciplinary area of the competition:

1. Participation in juries of doctoral degrees, as a member of the jury.

2. Participation in Master's juries, as a jury member.

3. Participation in degree juries, as a member of the jury.

4. Participation in juries of CTeSP, as member of the jury.

5. Participation in juries of higher education and research career competitions.

6. Other juries recognized by the Scientific-Technical Council or the Scientific Council.

c) Dedication and Quality of Professional Activities related to Teaching in the disciplinary area of the competition:

1. Assessment of teaching performance in the last five years.

2. Participation in international missions/mobility.

3. Courses attended in the disciplinary area of the competition with a duration of 20 hours or more.

4. Courses attended in the disciplinary area of the competition with a duration of less than 20 hours.

d) Supervision of Dissertations and Assignments leading to an Academic Degree in the competition's disciplinary area.

1. Doctoral supervision (completed).
2. Master's supervision (completed).
3. Supervision of internship or end-of-degree course work (completed).
4. Supervision of a CTeSP internship (completed).
5. Doctoral examinations.
6. Examination of Master's degree exams.
7. Examination of internship exams or end-of-course work.
8. Examination of CTeSP internship exams.

3. Other activities relevant to the institution's mission (OARI)

a) Exercising Academic Positions and Functions:

1. Participation in collegiate bodies per year.
2. Course Coordinator and Vice-Coordinator and Scientific Coordinator and Vice-Coordinator.
3. Scientific Committees of Masters and PEP/A3ES.
4. Other participations in bodies, committees or structures, with recognition..

14. – Final Classifications

14.1 -The formula for the final classification (FC) will be:

$FC = (TSPP \times 0.50) + (PC \times 0.35) + (OARI \times 0.15)$ where:

Technical-scientific and professional performance: 50%.

Pedagogical capacity: 35%.

Other activities relevant to the mission of the higher education institution: 15%.

14.2 - All results will be presented to one decimal place.

14.3 - Candidates who obtain a final mark of less than 50 points will not be considered approved and candidates who obtain a final mark of 50 points or more will be considered successful.

15 - Notification of candidates

The notification of candidates is processed in accordance with the provisions of Article 8 of the Regulations for Recruitment and Contracting of Teaching Staff of the IPCB.

16. - The minutes and other documents

16.1 - The minutes (and other documents) of the jury are made available to the candidates whenever requested.

16.2 - The documents submitted by the candidates shall be returned upon their request one year after the closing of the competition except if the competition has been contested in court.

16.3 - The documents submitted by the candidates shall be destroyed when their restitution is not requested.

17 – As falsas declarações serão punidas nos termos da lei.

18 – The Members of the jury

18.1 – The jury is made up of the following elements:

President: Luís Manuel do Carmo Farinha, Assistant Professor and Vice-President of the Instituto Politécnico de Castelo Branco.

Effective Members:

- Pedro Manuel Rodrigues Carvalho, Coordinating Professor, Instituto Politécnico de Castelo Branco;
- Paulo Jorge Madeira dos Santos, Coordinating Professor, Instituto Superior de Entre Douro e Vouga;
- Rute Maria Gomes Abreu, Coordinating Professor, Instituto Politécnico da Guarda;
- Zélia Maria da Silva Serrasqueiro Teixeira, Full Professor, University of Beira Interior;
- Graça Maria do Carmo Azevedo, Coordinating Professor, Instituto Superior de Contabilidade e Administração, Universidade de Aveiro;

Substitute Members:

- Nuno Miguel Delicado Teixeira, Coordinating Professor, Instituto Politécnico de Setúbal;
- Paula Odete Fernandes, Coordinating Professor, Polytechnic Institute of Bragança.

18.2 - The President of the jury is replaced in his absence by the first member in the order in which it appears in the notice.

19 - In compliance with paragraph h) of article 9 of the Constitution, the IPCB actively promotes a policy of equal opportunities between men and women in the access to employment and professional advancement, scrupulously avoiding any form of discrimination.

20 - This competition will also be advertised on the BEP (Bolsa de Emprego Público), on the Internet site of the Foundation for Science and Technology I. P., in Portuguese and English languages and on the IPCB's website, in Portuguese and English languages, under the terms of article 29-B of ECPDESP.

10th January 2023, The President, António Augusto Cabral Marques Fernandes