

**Instituto Politécnico de Castelo Branco**  
**Public Notice**

**Opening of a competition for an adjunct professor**

1- It is hereby made public that, by an order issued by the President of the Polytechnic Institute of Castelo Branco, Professor António Augusto Cabral Marques Fernandes on the 26<sup>th</sup> of May 2022, authorisation was given for the opening of a competition based on qualifications, with the intention of filling a vacancy in the IPCB staffing, in the teaching career for polytechnic higher education, in the category of an adjunct professor, scientific area of Nursing, in the speciality of Medical-Surgical Nursing.

**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 its 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., 2<sup>nd</sup> series dated the 15<sup>th</sup> of 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.

**3 – Workplace** –Polytechnic Institute of Castelo Branco

**4 – Number of positions to be filled** – 1.

**5 - Quality of the legal relationship of employment to be created** – Public service contract for an indefinite period, with an experimental five-year period.

**6 - Functional content of the category** – The adjunct professor shall perform the duties established by no.4 of article 3 of ECPDESP, being attributed the remuneration stipulated by the remuneration system for teaching staff at polytechnic higher education.

**7 –Remuneration position:** Provided for in the remuneration system for teaching staff of higher education in the polytechnic system, DL no. 408/89 of 18/11, altered by DL no. 76/96 of 18/06, DL no. 373/99 of 18/09.

**8 - Scope of the recruitment:** The following are cumulative requirements for admission to the competition

**8.1 – General requirements**

Possess the general requirements set out in subparagraph **b)** and **e)** of article 17 of General Labour Law in Public Functions:

- 18 years of age;
- Non-inhibition of the exercise of public functions;

- Physical robustness and psychic profile indispensable for the exercise of functions;
- Compliance with mandatory vaccination laws.

## **8.2 – Specific requirements**

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

**8.2.2** Applicants holding qualifications obtained abroad should provide proof of 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**

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

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

**10.3** – Application for admission

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

- a) The indication 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, address, post code, electronic e-mail address and a telephone number);
- c) Form of contact - address, postal code, email address and telephone contact;
- d) Identification of the Institution well as the career and category held, should this be the case;
- e) Degree and academic qualification;
- f) A declaration certifying that the candidate complies with the general requirements set out in subparagraph a) of no. 8.1 of this public notice.

## **10.4 Documents**

The application must be accompanied by the following documents in electronic format (6 pen drives)

- a) *Curriculum vitae*, dated and signed, organized with the selection methods and criteria of seriation, as well as the evaluation system, contained in items 11 and 12 of this announcement;
- b) Copy of all documents referred to in the curriculum vitae
- c) A simple copy of the document proving that he/she holds a PhD degree or a specialist title
- d) Evidence 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 exercising functions at the IPCB are dispensed 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. – Selection method**

**11.1** The selection method used and the curricular appraisal.

**11.2** - In the curricular evaluation, the following components must be weighted

- a) Technical-scientific and professional performance;
- b) Pedagogic capacity;
- c) Other activities relevant to the mission of the higher education institution.

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

**11.4** - The curriculum vitae should be organized according to the components under evaluation in point 11.2 of this announcement:

- Technical-scientific and professional performance (TSPP);
- Pedagogical performance (PP);
- Other activities relevant to the mission of the institution (OARI).

## 12 - Seriation criteria

The seriation criteria for assessing the components referred to in the previous number, respective weighting and parameters to be taken into consideration by the jury are the following:

<b>A. - Technical-scientific and professional performance (TSPP);</b>			55%
<b>B. - Pedagogical performance (PP);</b>			40%
<b>C. - Other activities relevant to the mission of the institution (OARI).</b>			5%

<b>Components, sub-components and assessment items</b>	points per item	maximum subcomponent	maximum per component
<b>A) Technical-scientific and professional performance (TSPP);</b>			<b>55%</b>
<b>A1) Academic Degrees and Titles</b>		<b>40</b>	
1. degree in Physiotherapy	15 pts.		
2. Doctorate in the area	25 pts.		
3. Specialist title in the area DL n.º 206/2009 of the 31st of August	25 pts.		
<b>A2) Publications</b>		<b>35</b>	
1. Books in the field or related field	10 pts. per publication		
2. Chapters in Books in the field or related area	8 pts. per publication		
3. Articles indexed in ISI, JCR, Scopus	10 pts. per publication		
4. Articles in peer reviewed journals in the field or related area	5 pts. per publication		
5. Articles in non-peer reviewed journals in the field or related area	3 pts. per publication		
6. Articles in conference proceedings in the field or related area	5 pts. per publication		
7. Scientific and technical communications (posters/communications/lectures) in the area or related area	3 pts. per publication		

<b>A3) Coordination/development of scientific projects</b>		<b>10</b>	
1. Coordinator of completed national/international funded scientific projects	10 pts.		
2. Team member of national/international funded/completed scientific projects	5 pts.		
<b>A4) Participation in academic/other juries</b>		<b>5</b>	
1. Participation in doctoral jury	2,5 pts. per Jury		
2. Participation in master's jury	1,5 pts. per Jury		
3. Participation in under-graduate jury	0,5 pts. per Jury		
4. Participation in another jury 4.	0,5 pts. per Jury		
<b>A5) Participation in evaluation panels</b>		<b>5</b>	
Participation in evaluation panels	0,5 pts. per painel		
<b>A6) Organization and collaboration in scientific events (with relevance to the area of the competition)</b>		<b>5</b>	
1. Participation in the scientific committee (not cumulative with the organization committee)	2 pt. per event		
2. Participation in the organisation committee (not cumulative with the scientific committee)	1 pts. per event		
3. Participation on the honour committee	0,5 pts. per event		
<b>FORMULA: TSPP = (A1+A2+A3+A4+A5+A6)</b>		<b>100</b>	

<b>B) Pedagogical performance (PP);</b>			<b>40%</b>
<b>B1) Effective teaching experience</b>		<b>10</b>	
Years of service (report full-time)	5 pts. per ano completo		
<b>B2) Curricular Units taught</b>		<b>30</b>	

1. Responsible for curricular units (does not accumulate collaboration in the same CU)	6 pts. per uc		
2. Responsible for Master Degree course units (cannot collaborate in the same CU)	8 pts. per uc		
3. Collaborator in Degree course units	3 pts. per uc		
4. Collaborator in Master's course units	4 pts. per uc		
<b>B3) Student orientation</b>		<b>30</b>	
1. Doctoral supervision (concluded))	20 pts. per guidance		
2. Master's supervision (concluded)	4 pts. per guidance		
3. Undergraduate supervision (completed)	2 pts. per guidance		
4. Work placement supervision	1 pts. per guidance		
<b>B4) Production of teaching material validated by the competent body</b>		<b>15</b>	
1. Publications of pedagogical texts - with ISBN	5 pts.		
2. Publications of pedagogical texts - without ISBN	0,5 pts.		
3. Other relevant produced materials in the area	0,25 pts.		
<b>B5) Evidently innovative pedagogical methods or practices</b>		<b>5</b>	
Innovative pedagogical methods or practices	2,5 pts. per method/practice		
<b>B6) Coordination, participation and dynamisation of pedagogical projects, with nomination by the technical-scientific council, direction or hierarchically superior entity, with a specific purpose (pedagogical, scientific, or other justified)</b>		<b>10</b>	
1. Participation in the creation of new degree courses	5 pts. per curso		
2. Participation in the reformulation of existing degree conferring courses	5 pts. per curso		

3. Participation in the evaluation of degree conferring courses	2 pts. per curso		
4. Participation in other pedagogical projects in the area	1 pt. per atividade		
<b>FORMULA: PP = (B1+B2+B3+B4+B5+B6)</b>			<b>100</b>

<b>C) Other Activities relevant to the mission of the institution</b>			<b>5%</b>
<b>C1) Participation in the institution's management bodies and activities (presidency/direction, presidency of the technical/scientific/pedagogical council, vice-presidency, department/scientific area direction, course direction, direction of research units)</b>		<b>30</b>	
1. Presidency or Management of the Institution	20 pts. per year		
2. Presidency of the Scientific-Technical/Pedagogical Council	10 pts. per year		
3. Institution/Body Vice-Presidency	5 pts. per year		
4. Head of Department/Scientific Area	10 pts. per year		
5. Course Director / Research Units	5 pts. per year		
<b>C2) Participation in institutional working groups/commissions, dissemination actions of the institution</b>		<b>70</b>	
Participation in committees/groups with nomination by the competent bodies and production of a report	10 pts. per comission/group		
<b>FORMULA: OARI = (C1+C2)</b>			<b>100</b>

**FINAL CLASSIFICATION: FC= (0,55 x TSPP + 0,40 x PP + 0,05 x OARI)**

### 13. – Final Classifications

**13.1** - The final classification of the criteria on a scale of 0 to 100 points is the result of the following formula

$$FC = (A * 0,55 + B * 0,40 + C * 0,05)$$

**13.2** - All of the results will be presented with one decimal place

**13.3** - Where candidates with a classification below 50 points are considered as not approved and as approved in absolute merit, those candidates who have obtained a final classification of 50 points or above.

**13.4** -The tie-breaking factor will be the highest score obtained by the tied candidates, according to the following order: Score obtained in A, in B and in C. If a tie still remains, the jury will proceed to a tie-breaking vote.

**14** - 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.

**15** - Minutes and other documentation

**15.1** - The minutes of the selection board (and other documentation) shall be made available to candidates on request.

**15.2** - The documents submitted by candidates shall be returned on request one year after the closing of the competition unless the competition has been contested in a court of law.

**15.3** - The documents submitted by the candidates shall be destroyed when their return is not requested.

**16** - False statements shall be punished in accordance with the law.

**17** - Composition of the jury

**17.1** - The jury is composed of the following elements:

Chairperson:

Ana Teresa Vaz Ferreira, Vice-President of the Polytechnic Institute of Castelo Branco.

Effective members:

Ana Paula Gonçalves Antunes Sapeta, Coordinating Professor, at the School of Health Dr. Lopes Dias of the Polytechnic Institute of Castelo Branco;

António Fernando Salgueiro Amaral, Coordinating Professor, in the Nursing School of Coimbra;

Maria dos Anjos Coelho Rodrigues Dixe, Coordinating Professor, in the School of Health of the Polytechnic Institute of Leiria;

Eunice Emília Santos Lopes Martins Henriques, Coordinating Professor at the Nursing School of Lisbon;

Maria Isabel Domingues Fernandes, Coordinating Professor at the Nursing School of Coimbra.

Substitute Members:

Maria Fernanda Neto Saraiva Ribeiro Cruz, Coordinating Professor, Dr. Lopes Dias School of Health, Castelo Branco Polytechnic Institute;



Ana Maria Baptista Oliveira Dias Malva Vaz, Coordinating Professor, Escola Superior de Saúde Dr. Lopes Dias, Instituto Politécnico de Castelo Branco.

**17.2** The President of the jury is replaced, in his/her absences and impediments, by the first member in the order in which they are presented in the announcement.

**18.** 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 progress, scrupulously taking measures to avoid any form of discrimination.

**19.** This competition will also be advertised on the BEP (Bolsa de Emprego Público), on the Internet site of the Fundação para a Ciência e a Tecnologia I. P., in Portuguese and English languages and in the IPCB's Internet site, in Portuguese and English languages, under the terms of article 29-B of ECPDESP.

24th of January 2023 - The President, António Augusto Cabral Marques Fernandes