

**Polytechnic Institute of Castelo Branco**  
**Public Notice**

**Call for applications for assistant professor in the disciplinary area of Social Service - specific area of Ageing, Social Development and Management of Social Solidarity Institutions.**

1 —It is hereby made public that, by an order on the 26<sup>th</sup> of May 2022, issued by the President of the Polytechnic Institute of Castelo Branco, Professor António Augusto Cabral Marques Fernandes, 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 occupying a post as an adjunct professor in the Polytechnic Institute of Castelo Branco staffing, in the teaching career for polytechnic higher education, in the category of an adjunct professor, in the area of Social Services - specific area of Ageing, Social Development and Management of Social Solidarity Institutions.

**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 the 1<sup>st</sup> of July 1, in its updated 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 no. 51 of the 15<sup>th</sup> of March of 2021) and other complementary legislation applicable to workers who exercise 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 of time, 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 the Statute for Teaching staff in Polytechnic Higher Education with a **Salary Positioning** as stipulated by the remuneration system for teaching staff at polytechnic higher education

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

- a) Possess the general requirements set out in subparagraph **b)** and **e)** of article 17 of General Labour Law on in Public Functions:
  - 18 years old;
  - Not prohibited from exercising public functions or functions proposed to perform;

- Physical strength and psychological profile are indispensable to carry out the functions required;
  - Having all the vaccinations as required by law.
- b) 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
- c) To have mastery of the spoken and written Portuguese language, and the assessment of the mastery of the language can be carried out through the hearing of the candidates.

## **8 – Period of Validity of the competition**

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

**8.2**- The contest can also cease by a duly substantiated act by the President of the IPCB, respecting the general principles of administrative activity, as well as legal, regulatory and tender limits.

## **9 – Presentation of the candidature**

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 acknowledgement 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.

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

**9.2** – 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) Contact form - Postal address, post code, e-mail address and telephone contact;
- c) Identification of the Institution as well as the career and category held, should this be the case;
- d) Degree and academic qualification;
- e) A declaration certifying that the candidate complies with the general requirements set out line a) in no. 7 of this public notice.
- f) Category, group or disciplinary area to which he or she belongs, length of service as a higher education teacher and institution to which he or she belongs, if applicable;
- g) Date and signature.

## **10 – Documents**

The application must be accompanied by the following documents:

- a) A copy of a detailed *curriculum vitae* organized according to the components under evaluation contained in point 13.2 of this notice;
- b) One copy of each of the works mentioned in the *curriculum vitae*;

- c) Normal photocopies of documents demonstrating that the candidate meets the requirements referred to in paragraph b) of paragraph 7 of this notice;
- d) A copy of the research project authored by the candidate, with a specific theme from the disciplinary area of the opening of the competition;
- e) Documents proving any other elements that the candidates consider likely to influence the assessment of their merit or constitute a reason for legal preference;
- f) Index for ordering the documentation, where the location (folders and subfolders on the flash drive) of the curricular elements presented in the candidature must be indicated and must be organized as explained in paragraph a) of this point of the present notice.

**10.1** - 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.

**10.2** - 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.

**10.3** - Not presenting the documents referred to in the *curriculum* presented by the candidate, as well as the non-presentation of the research project in point 10 d) implies the non-appraisal of the elements that must be proven.

**10.4** - However, when submitting applications, the submission of documents proving the content of point a) of point 7 of this notice is waived, provided that candidates declare in the application, under honour, in separate paragraphs, the precise situation in which they are in relation to each of these requirements.

#### **11- Exclusion:**

The exclusion of applications and the notification of candidates is carried out in accordance with the provisions of articles 21 and 8 of the IPCB Teaching Staff Recruitment and Hiring Regulation.

#### **12- Selection method**

**12.1** - The selection method to be used is curriculum evaluation.

#### **13- Selection and Seriation criteria**

##### **13.1 - Mandatory criteria:**

a) Hold a doctoral degree in Social Work or a specialist title in the field of Social Work / Social Work and Guidance.

**13.2** -The ranking criteria for evaluating the components referred to in the previous paragraph, their weighting and parameters to be considered by the jury, are as follows:

##### **A - Technical-scientific and professional component - 40%**

Academic (titles and degrees) and professional training should be considered, including other professional backgrounds and experiences relevant to the disciplinary and professional area of the competition; results of the research activity (publications, communications and conferences, national and international); coordination and development of scientific and social development

projects, with emphasis on the research project with a theme in the disciplinary area where the competition is open; participation in academic juries / other juries; the argumentation of theses leading to an academic degree; participation in evaluation panels; participation in the organization of scientific events; promotion of activities of a professional nature with relevance in the disciplinary area in which the competition is open.

Areas	Indicators
Academic and professional training (degrees and titles).	<p>Degree in Social Work or equivalent under the terms of article 3 of law 121/2019 of 25 September, in points 1 and 2.</p> <p>Doctorate in Social Work with proven work in the specific area of the competition's opening.</p> <p>Specialist title (DL 206/2009 of 31 August) in Social Work / Social Work and Guidance with evidence of work in the specific area of the notice.</p> <p>Other Relevant Formations, with evidence of work in the specific area of the competition's opening.</p> <p>Relevant positions and functions of the performance of the profession of Social Worker, outside the academic environment.</p>
Results of the research activity – publications (in the area where the competition is open).	<p>JCR / ISI journal publications</p> <p>Publications in non-JCR / ISI journals with international circulation</p> <p>Publications in magazines with national circulation with peer review</p> <p>Articles in minutes books (International congresses) with peer review</p> <p>Articles in proceedings books (International congresses) without peer review</p> <p>Articles in minutes books (national congresses) with peer review</p> <p>Articles in minutes books (national congresses) without peer review</p> <p>Book editor or co-editor</p> <p>Author or co-author of a book or book chapter</p> <p>Magazine Reviewer</p>
Results of the research activity - communications, conferences (in the area where the competition is open).	<p>Communications by invitation at international congress</p> <p>Oral communications at international congress</p> <p>Oral communications by invitation at national congress</p> <p>Oral communications at national congress</p> <p>Poster communications at an international congress</p> <p>Poster communications at a national congress</p> <p>Lectures / Conferences given</p> <p>Participation in international congress</p> <p>Participation in national congress</p>
Scientific and social development projects and organization of other relevant activities	<p>Researcher in international projects</p> <p>Researcher in national projects</p> <p>International project evaluator</p> <p>National project evaluator</p> <p>Projects submitted to national or international institutions without approval.</p> <p>Organization of courses and other relevant academic and professional activities</p>
Research project	Research project with specific theme of the disciplinary area in which the competition is opened.

Participation and argument in juries	Master's Doctorate Specialist Over 23 years old
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### B. Pedagogical component 50%

The performance of pedagogical activities in higher education and other teaching domains must be considered, with emphasis on the scientific area and type of curricular units taught; participation in the preparation of programs, manuals and materials to support teaching activities; orientation of scientific work leading to academic degrees; the supervision of curricular internships and other relevant pedagogical practices in the subject area in which the competition is open.

Areas	Indicators
Teaching experience and activity	Time and type of experience in higher education in the specific area of the competition  Scientific responsible for course units  Teaching UC specific to the competition area  Teaching of Master's UC related to the subject area of the competition  Professional experience in other areas and levels of education (professional training, CTeSP, CET, specialization courses)
Other academic activities	Nominated in groups / committees with final report Organization of study visits Participation in international missions / mobility Participation in commissions for creating new courses. Participation in reformulation commissions of existing courses. Participation in course self-assessment committees.
Curricular Unit Report and other relevant pedagogical documents	Curricular Unit reports specific to the subject area of the contest opening Program and all materials/documents essential for the functioning of the CU Preparation of manuals, scripts, textbooks and other teaching support manuals
Orientation of scientific works leading to academic degrees	Master's Doctorate
Scientific-pedagogical supervision of Internships	Undergraduate degree in Social Work (internships in the specific area of the competition). Master's Degree (internships in the specific area of the competition's opening).

### C. Other activities relevant to the institution's mission (10%)

The exercise of positions and participation in the institution's management bodies and activities must be considered; participation in institutional work groups / commissions and dissemination actions of the institution; coordination and development of projects or activities of a practical nature, as long as they fall within the area or disciplinary areas in which the competition is open; course and department coordination and scientific and pedagogical commissions.

Areas	Indicators
Participation in bodies / commissions	President of CTC / CC President of CP President of other statutory bodies Vice-president of statutory bodies Secretary of statutory bodies Member of statutory bodies Department Chair / Coordinator / UTC Responsible for other structures in the school Course coordinator (Bachelor, Master, PhD) Member of the scientific commission masters Other commissions
Other positions	Appointments by the Rector / President Others
Other activities	Responsible for Protocol Dissemination activities Other activities relevant to the scope of the competition and which the jury considers relevant

#### **14 – Public Auditions**

Under the terms of paragraph b) of n.º 4 of article 23º of the ECPDESP, the jury may request public auditions on equal terms for all of the candidates

#### **15. – Final Classification**

The formula for determining the final classification, on a scale of 0 to 100 points, and is the result of the following formula:

$$FC = (A*0,40+B*0,50+C*0,10)$$

**15.1** - Candidates who obtain a final classification below 50 points are considered unapproved, and those who obtain a final classification equal to or greater than 50 points are approved in absolute merit. All results will be presented to one decimal place.

**16** - The minutes of the jury are made available to the candidates whenever requested.

**17** - The documentation presented by the candidates will be destroyed when their return is not requested within a maximum time limit of one year after the closure of the competition.

**18** – False statements will be penalised in accordance to the law.

#### **19 – The Members of the jury**

The jury is made up of the following elements:

**President:** Nuno Filipe Alves Gaiola Castela, Vice-President of the Polytechnic Institute of Castelo Branco.

**Active members:**

Maria João da Silva Guardado Moreira, Coordinating Professor of the Polytechnic Institute of Castelo Branco, who will replace the President of the jury in their absences and impediments;

Cristóvão Adelino Fonseca Franco Ribeiro Margarido, Coordinating Professor, from the Polytechnic Institute of Leiria;

Maria Irene Lopes Bogalho de Carvalho, Associate Professor, Instituto Superior de Ciências Sociais e Políticas da Universidade de Lisboa;

Francisco Branco, Associate Professor, Portuguese Catholic University (UCP);

Maria Emília Ferreira, Retired Full Professor.

**Substitute Members:**

Ernesto Candeias Martins, Coordinating Professor with Aggregation, from the School of Education of the Polytechnic Institute of Castelo Branco;

David José Geraldês Falcão, Coordinating Professor at the School of Management of the Castelo Branco Polytechnic Institute.

**20** – In compliance with subparagraph h) of article 9 of the Constitution, Public Administration, as an employer, actively promotes a policy of equal opportunities for men and women in access to a job and professional progression, scrupulously aiming at avoiding all and any types or forms of discrimination..

**21.1 - Announcement of the editorial** – The present Public Notice will be disseminated in the following manner:

- a) In the 2nd series of the Diário da República;
- b) At the Public Employment List, at [www.bep.gov.pt](http://www.bep.gov.pt), on the 1st business day following the publication in the Diário da Public Employment Pool (BEP),
- c) On the Internet site of the Fundação para a Ciência e a Tecnologia [science and technology Foundation], in Portuguese and English,
- d) On the IPCB internet site, at [www.ipcb.pt](http://www.ipcb.pt), in Portuguese and English

14th of December of 2020 The President, António Augusto Cabral Marques Fernandes