

POLITECHNIC INSTITUTE OF VISEU

Notice no. 1259/2023

1 – Following the provisions of articles no. 3, 5, 10-B, 15, 15-A, 17 and 29-A of the Higher Education Teaching Career Code, approved by Decree-Law no. 185/81, of 1 July, and amended by Decree-Law no. 69/88, of 3 March, amended and republished by Decree-Law no. 207/2009, of 31 August, which was itself amended by Law no. 7/2010, of 13 May, in conjunction with the tender Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu, as published in *Diário da República*, 2nd series June 19 of 2023 of the President of the Polytechnic Institute of Viseu, José dos Santos Costa, a process of recruitment based on qualifications is open, for the period of thirty working days, counting from the date of publication of this notice in *Diário da República*, to fill a vacancy on the Polytechnic Institute of Viseu teaching staff map, in the category of *Professor Adjunto* (Senior Lecturer), within the Polytechnic Higher Education teaching career, under an open-ended public employment contract, in the field of Computer Engineering, to teach course units in the subfields of Computer Networks and Operating Systems of the Computer Science Department, at the School of Technology and Management of the Polytechnic Institute of Viseu.

2 – Expiration date: the public tender offer is valid for the aforementioned job position, and it shall expire when the vacancy is filled, notwithstanding the provisions of article no. 17.1 of this Notice.

3 – Workplace: School of Technology and Management of the Polytechnic Institute of Viseu.

4 – Functional content: as described in articles 2-A and 3, no. 4 of the Higher Education Teaching Career Code.

5 – Admission requirements:

5.1 – General requirements: under the terms of article no. 17 of the General Labour Law in Public Functions¹, approved by Law no. 35/2014, of 20 June, in its current amendment, and article no. 12-E of the Higher Education Teaching Career Code, only candidates who meet all the following general requirements, up to the deadline for the submission of applications, may apply:

a) To be at least 18 years of age or older;

b) Not to be banned from holding a job in the public sector nor forbidden to perform the intended position;

c) To be in good health and possess the psychological profile required for the job;

d) To have complied with the compulsory vaccination requirements.

5.2 – Special requirements: to hold, by the deadline of the applications, the title of Expert or a Ph.D. degree, valid in Portugal, in Computer Science, in the scientific field for which the tender offer is open. Candidates who meet the requirements set out in article no. 17 of the Higher Education Teaching Career Code, republished by Decree-Law no. 207/2009, of 31 August, and amended by Law no. 7/2010, of 13 May, may apply to the aforementioned tender offer.

¹ http://www.dgaep.gov.pt/EN/upload/legislation/Lei_35_2014.pdf

5.3 – Foreign candidates must have a good command of spoken and written Portuguese, and may be subject to specific tests if they do not come from Portuguese-speaking countries.

5.4 –Candidates that apply for the tender offer and hold qualifications obtained abroad must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable law.

6 – Remuneration position (article no. 35(1) of the Higher Education Teaching Career Code): that resulting from the remuneration of career professors working in Polytechnic Higher Education, approved by Decree-Law no. 408/89, of 18 November, in its current version.

7 – Application procedure:

7.1 - The application must be submitted in Portuguese or in English.

7.2 - Procedure: Applications must be submitted on paper, in person or by registered mail, with acknowledgement of receipt, to the postal address of the IPV, Avenida Coronel José Maria Vale de Andrade, Campus Politécnico until 17.30h of the last day of the deadline for submission. of the applications, and the candidate must keep the respective receipt. A copy in non-editable PDF format (PEN DRIVE, CD or DVD) of all submitted documents must also be delivered, and duly identified (name in each file). Should any of the works mentioned in the *Curriculum Vitae* contain classified information, which reveals commercial or industrial secret(s), or secret(s) regarding literary, artistic, or scientific property, the candidate shall, when applying, clearly indicate such confidentiality, under penalty of the work(s) under consideration being freely accessed by any of the other candidates, when consulting the dossier.

7.3 - The application is presented by filling in a standard form, available on the IPV website or with an admission request addressed to the President of the Polytechnic Institute of Viseu, and must include, *inter alia*, the following information:

7.3.1 – The candidate’s identification: name, date of birth, nationality, ID number and tax identification number, postal and electronic address and telephone numbers;

7.3.2 - Identification of the tender offer to which the candidate is applying, number of the notice with mention to the *Diário da República* in which it was published;

7.3.3 – Information about the candidate’s academic ranks and institution where s/he currently works as a professor, when applicable, and the position s/he currently holds;

7.3.4 – Information about the degrees and academic titles held by the candidate;

7.3.5 - Statement signed by the candidate declaring that the information or facts contained in the application are correct and accurate;

7.3.6 - List of documentation required for the application.

7.4 - The application must be submitted together with the following documents:

a) Copy of 10 scientific articles, theses, or other publications that the candidate considers best represent his/her most significant contributions in the scientific field for which the tender offer is open;

- b) A copy of a detailed and updated *curriculum vitae*, duly dated and signed, organised in accordance with the selection and ranking criteria and the evaluation and final classification system mentioned in no. 10 of this notice;
- c) A copy of the Doctoral Thesis that proves the existence of the appropriate degree required in the tender offer, or expert work presented for this purpose;
- d) Copies of papers and documents for the purpose of the evaluation provided for in no. 10.2. of the current notice, organised according to the criteria of scientific activity, teaching ability, other relevant activities, and the parameters provided for in nos. 10.4.1.1., 10.4.1.2. and 10.4.1.3.
- e) Certificate proving the ownership and date of the degree and titles required for the tender offer;
- f) Criminal record certificate;
- g) Document proving physical robustness and the psychological profile required to take on the duties assigned;
- h) Up-to-date compulsory vaccination certificate.

7.4.1 - The documents referred to in paragraphs f), g) and h), of the previous number may be replaced by a declaration, under oath, in the application form, where, in separate paragraphs, the candidate shall define his/her precise situation concerning the content of each of those paragraphs.

7.4.2 - The documents required in the notice must be original or certified copies, and must be presented in Portuguese or English. Exceptionally, they may be presented in another language, upon the jury's deliberation. In such case, said jury may require the official translation of those documents.

7.5 - Failure to comply with the submission of the application within the deadline, as well as failure to submit the mandatory documents referred to in paragraphs b), c), and e) of no. 7.4 of this notice, or their belated submission, will lead to the candidate's exclusion.

7.6 - The dossier can be consulted at Avenida Coronel José Maria Vale de Andrade, Campus Politécnico, within office hours.

7.7 - The documents submitted by the candidates shall be returned to them, upon request, one year after the end of the present application, except if the application procedure has been subject to judicial review. In such a situation, the return of the requested documents can only take place after a final judicial decision has been enforced.

8 – Members of the Jury.

8.1 – The Jury is composed by the following members:

8.1.1 -Eduardo Miguel Teixeira Mendonça Gouveia, Full Professor at the Polytechnic Institute of Viseu.

8.1.2 – Effective members:

8.1.2.1 – Francisco Ferreira Francisco, Full Professor at the Polytechnic Institute of Viseu.

8.1.2.2 – Helena Cristina Coutinho Duarte Rodrigues, Assistant Professor at the University of Minho.

8.1.2.3 – Luís Miguel Moreira Lino Ferreira, Full Professor at the Polytechnic Institute of Porto.

8.1.2.4 – Maria Clara Silveira, Full Professor at the Polytechnic Institute of Guarda.

8.1.2.5 – Maria João Mesquita Rodrigues Cunha Nicolau Pinto, Assistant Professor at the University of Minho.

8.2 – Substitute members:

8.2.1 – Arminda da Conceição dos Santos Guerra e Lopes, Full Professor at the Polytechnic Institute of Castelo Branco.

8.2.2 - João Carlos Costa Faria da Cunha, Full Professor at the Polytechnic Institute of Coimbra.

8.3 – Jury’s resolutions:

8.3.1 – The jury can only take decisions when at least two thirds of its members are present and when the majority of the members are external to the institution.

8.3.2 - All decisions shall be taken through a roll call vote of the jury members present at the meeting, and no abstentions shall be allowed.

8.4 - Whenever deemed necessary, the jury may request the applicants to submit additional documentation related to the submitted *curriculum vitae*, in full accordance with the terms and conditions laid down in article no. 26 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

9 - Admission and exclusion of applications: The admission and exclusion of candidates’ applications and the notification of their exclusion, in accordance with the terms and for the purposes set out in article no. 121 of the Code of Administrative Procedure, shall be carried out according to the provisions of article no. 22 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

10 - Selection methods and criteria:

10.1 - The selection method is based on the assessment of the candidate’s C.V., a procedure that will assess the candidates’ scientific performance, their pedagogical capacity, and their performance in other activities deemed relevant to the mission of the Polytechnic Institute of Viseu.

10.2 - In the assessment of the C.V., the following criteria must be taken into account and appropriately weighed, according to the duties required by the category to which the present tender refers:

10.2.1 - Technical and scientific performance of the candidate;

10.2.2 - Pedagogical capacity of the candidate;

10.2.3 - Any other activities developed by the candidate and deemed relevant to the mission of the Polytechnic Institute of Viseu.

10.3 - The criteria set out in the previous paragraph are assigned the following weighting factors:

10.3.1 – Technical and scientific performance: 40%;

10.3.2 – Pedagogical capacity: 40%;

10.3.3 – Other activities deemed relevant to the mission of the School of Technology and Management of Viseu: 20%

10.4 - Evaluation and scoring parameters:

10.4.1 - In applying the criteria referred to in the previous article, the following parameters will be assessed:

10.4.1.1 – Technical and scientific performance:

10.4.1.1.1 - Academic qualifications (up to a maximum of 50 points):

5 points, Degree in Computer Engineering.

2.5 points, Degree in a similar field.

30 points, PhD or the title of Expert oriented to Computer Engineering.

20 points, PhD or the title of Expert oriented to similar area.

3 points, for each certification or relevant technical training course in the area of Computer Networks or Operating Systems.

10.4.1.1.2 - Publication of indexed articles (Scopus or Web of Science) and scientific book chapters in the fields of Computer Networks and Operating Systems over the last 5 years (up to a maximum of 30 points):

5 points per publication in journals in the scientific fields of Computer Networks and Operating Systems.

5 points per publication of book chapters in the scientific fields of Computer Networks and Operating Systems.

2 points per publication in conferences in the scientific fields of Computer Networks and Operating Systems.

0.5 points per publication in journals in other fields of Computer Engineering (up to a maximum of 2 points).

0.25 points per publication in conferences in other fields of Computer Engineering (up to a maximum of 2 points).

10.4.1.1.3 – Other activities deemed relevant, such as participation in scientific research centres, evaluation of research and development projects, review of scientific publications, research merit awards, and patents in the areas of Computer Networks and Operating Systems, over the last 5 years (up to a maximum of 20 points):

3 points per participation, up to a maximum of 20 points.

10.4.1.2 – Pedagogical capacity:

10.4.1.2.1 - Work experience in higher education institutions teaching course units in the scientific fields of Computer Networks and Operating Systems over the last 10 years (up to a maximum of 30 points):

3 points per year, up to a maximum of 30 points.

10.4.1.2.2 - Course units taught as part of Technological Specialization Courses (Cursos de Especialização Tecnológica - CET) or Higher Professional Technical Courses (Cursos Técnicos

Superiores Profissionais - CTESP), Undergraduate Degree Programmes in Computer Engineering or Master's Degree Programmes in Computer Science over the last 10 years and in the fields of Computer Networks and Operating Systems (up to a maximum of 30 points):

1,5 points per course unit taught, up to a maximum of 30 points.

10.4.1.2.3 - Responsibility for course units within Technological Specialization Courses (Cursos de Especialização Tecnológica - CET) or Higher Professional Technical Courses (Cursos Técnicos Superiores Profissionais - CTESP), Undergraduate Degree Programmes in Computer Engineering or Master's degree programmes in Computer Science over the last 10 years in the scientific fields of Computer Networks and Operating Systems (up to a maximum of 30 points):

1.5 points for each year and curricular unit that the candidate has been responsible for, up to a maximum of 30 points.

10.4.1.2.4 - Production of relevant pedagogical material in the fields of Computer Networks and Operating Systems in the last 10 years (up to a maximum of 2 points):

1 point for each curricular unit (up to a maximum of 2 points).

10.4.1.2.5 - Supervision and guidance of students' projects within CET, CTESP in the fields of Computer Networks or Operating Systems or undergraduate students' projects, involving companies, completed within the last 10 years (up to a maximum of 4 points):

1 point per participation (up to a maximum of 4 points).

10.4.1.2.6 - Supervision or co-supervision of dissertations/projects/internships in Master's or PhD courses over the last 5 years (up to a maximum of 4 points):

1 point per supervision or co-supervision (up to a maximum of 4 points).

10.4.1.3 - Other activities deemed relevant to the mission of the School of Technology and Management of Viseu:

10.4.1.3.1 - Relevant professional experience activities in the field of Computer Engineering, in the areas of Computer Networks and Operating Systems, such as technical activities, participation in fairs, participation in lectures in the last 10 years, excluding teaching and academic activity (up to a maximum of 40 points):

1 point per participation/activity, up to a maximum of 40 points.

10.4.1.3.2 - Contributions within the scope of projects in the areas of Computer Networks and Operating Systems in the last 10 years (up to a maximum of 50 points):

2,5 points per contribution in a project, up to a maximum of 50 points.

10.4.1.3.3 - Organisational capacity in higher education institutions, 10 points.

1 point for each organizational activity.

11 – It is the jury’s responsibility to define and implement the candidates’ assessment parameters within the criteria and assessment items defined in the previous point of this notice.

12 - The jury shall act in accordance with the provisions of articles 22 to 25 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu and article no. 23 of the Higher Education Teaching Career Code.

13 – Assessment and selection:

13.1 Once the admission period is closed, the jury shall begin to examine the applications, taking into account the criteria, parameters and weighting published in this tender notice, to draw up a list of the candidates approved on absolute merit.

13.2 The final classification (FC), on a scale of 0 to 100 points, will be obtained considering the criteria and evaluation parameters as well as the weighting factors, as set out in the present tender notice. Candidates who obtain a final classification of less than 50 points will be considered not approved and candidates who obtain a final classification of 50 points. Candidates with equal final classification, greater or equal to 50 points, are approved with absolute merit based on at least 5 relevant published papers, over the last 5 years, in the fields of Computer Networks and Operating Systems.

13.3 In case the final classification of all candidates in this tender process is below 50 points, the jury may review the minimum pass mark on absolute merit. All results are presented using one decimal place.

13.4 – For approval on absolute merit, each candidate must obtain the favourable vote of the absolute majority of the members of the jury.

13.5 - The non-approval decision on absolute merit and the consequent exclusion of the candidate shall be taken by the absolute majority (half plus one of the votes of the members present at the meeting). Each member of the jury shall present a document with the reasons that support his/her vote.

13.6 - In the event of a non-approval on absolute merit situation, the jury shall proceed to a prior hearing of the excluded candidates who, if they wish, may contest the decision within ten days, as specified in article no. 28 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

13.7 – The jury will then prepare a list of the candidates who have passed on absolute merit, sorted in alphabetical order.

13.8 – Should the jury consider it necessary, public hearings on the candidates’ *curriculum vitae* may be held. If the jury chooses to do so, the C.V. evaluation will have a minimum value of 60%.

14 – Candidates’ ranking and voting method:

14.1 – The candidates’ ranking shall be based on the assessment criteria and parameters and corresponding weighting factors contained in this notice.

14.2 – Before the voting begins, each member of the jury shall present a written document, which shall be attached to the meeting minutes, including the classification from 0 to 100 and the position of the candidates in the overall ranking, duly substantiated, and taking into account the information referred to in the previous paragraph.

14.3 – In the different voting sessions, each member of the jury must respect the ranking he/she has presented. No abstentions are allowed.

14.4 – The jury will use the following voting method to reach an absolute majority in the final ranking of candidates:

14.4.1 – The first voting is meant to determine which candidate will be placed first. If a candidate obtains more than half of the votes of the jury members present at the meeting, s/he will be ranked first. Should this not be the case, the voting process shall be repeated, only among those candidates who obtained enough votes to be ranked first, after excluding the candidate who received the least votes in the first voting. If there is a tie between two or more candidates with the fewest votes, a vote is taken on them to break the tie, and if the tie persists the President of the jury decides which candidate should be excluded. The process shall be repeated until one candidate obtains an absolute majority to be ranked first. Once that candidate is removed from the list, the same procedure is repeated to obtain the candidate ranked second, and so on until a sorted list of all the admitted candidates is obtained.

14.4.2 – Without prejudice to the provisions in the previous paragraph, whenever there is a tie, the voting shall be repeated and if the tie persists, the President of the jury shall decide on the resolution.

15 – Stakeholder participation and decision:

15.1 – The final ranking list is notified to the candidates so that interested parties may be given a public hearing, as defined in articles no. 121 and subsequent of the Administrative Procedure Code and article no. 28 of the Regulation for Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Viseu.

15.2 – After the hearing of the interested parties, the jury shall assess the allegations made and shall approve the final ranking list of candidates.

16 – Deadline for final decision:

16.1 – Notwithstanding the provisions in the following paragraph, the deadline for the jury's final decision cannot exceed ninety consecutive days, starting from the deadline for the submission of applications.

16.2 – The deadline referred to in the previous paragraph may be extended when justified by the high number of candidates and/or when the particular complexity of the tender so justifies it.

17 - Termination of the tender procedure:

17.1 – The tender procedure ceases once the position offered in the present public notice is filled or when it cannot be filled due to the lack of candidates or when the number of candidates is insufficient. If the duly approved final ranking list includes a larger number of approved candidates than the number of vacancies offered in the tender, a recruitment pool will be created for the maximum period of 12 months, counting from the approval date, to fill the same job position, by means of a grounded decision of the President of the Polytechnic Institute of Viseu.

17.2 – The tender procedure may also cease following a duly substantiated act issued by the President of the Polytechnic Institute of Viseu, in compliance with the general principles of administrative activity as well as legal, regulatory, and tendering boundaries and provided that the draft final ranking has not yet been notified to the candidates, as part of the prior hearing.

18 – The contract will be signed and take effect on the first day of the beginning of the following academic semester or before this day following a duly substantiated act issued by the President of the Polytechnic Institute of Viseu.

19 - Publication of the tender notice:

19.1 – In addition to the publication in the 2nd series of *Diário da República*, this notice is also published:

19.1.1 - On the public employment website at <http://www.bep.gov.pt>;

19.1.2 – On the Foundation for Science and Technology website, in Portuguese and in English;

19.1.3 – On the website of the Polytechnic Institute of Viseu, in Portuguese and in English.

20 – In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, the Government, as the employing entity, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, scrupulously taking measures to avoid any form of discrimination.

June 20 of 2023 – The President of the Polytechnic Institute of Viseu, José dos Santos Costa.