

## POLITECHNIC INSTITUTE OF VISEU

Notice no. 1715/2022

1 – In accordance with 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, no. 189, of 28 September 2010, Regulation no. 754/2010, it is hereby made public that, by the Order of 5 April 2022 of the President of the Polytechnic Institute of Viseu, José dos Santos Costa, following a proposal from the President of the School of Technology and Management of Viseu, 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 Mechanics/Industrial Management, as part of the Department of Mechanical Engineering and Industrial Management, 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.

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 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 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.

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, in digital format.

7.2 - Procedure: Applications are to be submitted by filling in the application form available on the IPV website and sent electronically to the email address [ipv@sc.ipv.pt](mailto:ipv@sc.ipv.pt), until midnight on the last day of the deadline for submission of applications, and the candidate must keep the corresponding receipt. 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 along 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 - Indication of 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 - Indication of 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:

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

ii) A copy of a detailed and updated *curriculum vitae*, duly dated and signed, organised in accordance with the selection and seriation criteria and the evaluation and final classification system mentioned in no. 9 of this notice;

iii) A copy of the Doctoral Thesis that proves the existence of the appropriate degree required in the tender offer, or expert work conducted with the same purpose;

- iv) Copies of papers and documents for the purposes of the evaluation provided for in no. 10.2. of the present 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.
- v) Certificate proving the ownership and date of the degree and titles required for the tender offer;
- vi) Criminal record certificate;
- vii) Document proving physical robustness and psychological profile, indispensable to the exercise of the functions;
- viii) Up-to-date compulsory vaccination certificate.

7.4.1 - The documents referred to in paragraphs v), vi), vii) and viii), 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 in regard to 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 i) to iv) of no. 7.4 of this notice, or their belated submission, will lead to the candidate's exclusion.

7.6 - The process 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 - President of the Polytechnic Institute of Viseu

8.1.2 – Effective members:

8.1.2.1 – Cristovão Silva, Associate Professor with 'Agregação' at the Faculty of Science and Technology, University of Coimbra.

8.1.2.2 – António João Pina da Costa Feliciano Abreu, Full Professor with 'Agregação' at ISEL (Lisbon Higher Institute of Engineering).

8.1.2.3 – Alexandre David Aibéo Fernandes, Full Professor at the Polytechnic Institute of Viseu.

8.1.2.4 – José Luís Mendes Loureiro Abrantes, Professor Coordenador do Instituto Politécnico da Viseu.

8.1.2.5 – João Miguel Maia Carrapichano, Full Professor at ISEC (Coimbra Higher Institute of Engineering), Polytechnic Institute of Coimbra.

8.1.3 – Substitute members:

8.1.3.1 – Cândida Maria dos Santos Pereira Malça, Professor Coordenador do Instituto Superior de Engenharia de Coimbra, do Instituto Politécnico de Coimbra.

8.1.3.2 – Maria Leopoldina Mendes Ribeiro de Sousa Alves, Full Professor at the Polytechnic Institute of Leiria.

8.2 – Jury's resolutions:

8.2.1 – 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.

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

8.3 - 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 - Performance in other relevant activities deemed relevant for the mission of the Polytechnic Institute of Viseu, which have been developed by the candidate.

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 40 points)

20 points for a PhD or Expert Title in the scientific field of Industrial Management, or 5 points for a PhD or Expert Title in other engineering areas.

15 points for a Master's degree in Industrial Management or 2.5 points for a Master's degree in other engineering areas.

5 points for a Degree in Industrial Management or Mechanical Engineering or 2.5 points for a Degree in other engineering areas.

10.4.1.1.2 - Publication of articles indexed in Scopus and scientific books, over the last 5 years (up to a maximum of 30 points).

2,5 points for each article publication (in the scientific field Industrial Management) definitely accepted up to a maximum of 4 publications in each of the fields.

5 points per book publication (in the scientific field Industrial Management) up to a maximum of 2 books and 2 point per book chapter (in the scientific field Industrial Management) up to a maximum of 5 book chapters.

10.4.1.1.3 – Other activities considered relevant (in the scientific field Industrial Management), such as the candidates' participation in scientific research centres, in the assessment of research and development projects, in the review of scientific publications, their actions as members of scientific committees of conferences/conventions/seminars, participation in national and international scientific organisations, their role in the organisation of conventions, conferences, and seminars, over the last 5 years (up to a maximum of 10 points).

10.4.1.1.4 – Supervision or co-supervision of bachelor's, master's and doctoral (in the scientific field Industrial Management) theses/projects/internships over the last 5 years (up to a maximum of 10 points)

10.4.1.1.5 - Participation in juries of Master's or Doctoral Degrees examinations (in the scientific field Industrial Management) over the last 5 years (up to a maximum of 10 points)

10.4.1.2 - Pedagogical capacity:

10.4.1.2.1 - The candidates' teaching career in Higher Education institutions for the last 5 years (up to a maximum of 10 points);

2.5 points for each year of full-time service in higher education.

1.25 point for each year of part-time service in higher education.

10.4.1.2.2 - Course units taught in Bachelor's, Master's or Doctoral Degrees over the last 5 years (up to a maximum of 40 points).

10 points for each curricular unit taught, in Bachelor, Master or PhD courses, in the scientific area of Industrial Management, up to a maximum of 40 points.

10.4.1.2.3 – Responsible lecturer for course units in Bachelor's, Master's or Doctoral degrees over the last 5 years (30 points).

5 points for each curricular unit that the candidate has been responsible for, in bachelor's, master's or doctoral courses, in the scientific area of Industrial Management, up to a maximum of 30 points.

10.4.1.3 - Other activities deemed relevant to the mission of the School of Technology and Management of Viseu over the last 5 years:

10.4.1.3.1 Participation in representation and dissemination events (up to a maximum of 30 points)

5 point per participation.

10.4.1.3.2 Participation in research and development projects focusing on the scientific fields of Industrial Management and other engineering areas over the last 5 years (up to a maximum of 20 points).

10 points per participation in the scientific fields of Mechanics and Industrial Management.

5 points per participation in other engineering areas.

10.4.1.3.3 - Relevant work experience in Industrial Management excluding school activity (up to a maximum of 50 points)

10 points for each year of relevant work experience. Teaching activity will not be taken into consideration.

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 or higher will be approved on absolute merit, and that, in addition, have at least 3 relevant articles published in the last 3 years, and these publications must be classified in the areas of Mechanical Engineering or Industrial Management

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.

14 – Candidates' ranking and voting method:

14.1 – The candidates' ranking shall be based on the assessment criteria and parameters and on 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 a 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 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 still 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 still 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 fully filled due to the lack of candidates or when the number of candidates is insufficient.

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.

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;

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.

October 25, 2022 – The President of the Polytechnic Institute of Viseu, José dos Santos Costa.