

Instituto Politécnico de Viseu

Tender Notice nº 1717/2022

By order of the President of the Instituto Politécnico de Viseu, issued on may 13<sup>th</sup> 2022, a competition based on qualifications is hereby open for a period of thirty working days from the publication of this notice in the Diário da República to recruit an assistant professor, in accordance with the institution's recruitment plan, in the form of a public employment contract of indefinite duration for the Scientific Area of Social Services, to teach Social Work and Guidance (CNAEF-762), at the Escola Superior de Tecnologia e Gestão de Lamego. This offer will also be advertised in the Public Employment Exchange and on the website of the Foundation for Science and Technology and on the website of the Polytechnic Institute of Viseu,

1 Legislation: Estatuto da Carreira de Pessoal Docente do Ensino Superior Politécnico (Career Statutes for Teaching Staff in Polytechnic Higher Education) approved by Decree-Law no. 185/81 of July 1<sup>st</sup>, as amended by Decree-Law no. 69/88 of March 3<sup>rd</sup>, by Decree-Law no. 207/2009 of August 31<sup>st</sup> and by Law no. 7/2010 of May 13<sup>th</sup>, and in accordance with Regulation covering the Recruitment and Hiring of Teaching Staff of the Polytechnic Institute of Viseu, published in D. R., 2<sup>nd</sup> Series of September 28<sup>th</sup> 2010, and other complementary legislation applicable to the Polytechnic Higher Education teaching staff and to workers committed to public functions.

2. Validity Period: this competition will be terminated once the position is filled.

3. Primary Work Location: Escola Superior de Tecnologia e Gestão de Lamego, as part of the Instituto Politécnico de Viseu.

4. Functions: the functions expected for the category put out to tender are those described in article 2-A and article 3, no. 4, of the ECPDESP, for the category of Assistant professor.

5. Gross monthly salary (article 35, no. 1, of the ECPDESP): the wage to be paid is in accordance with the statute that controls remuneration applicable to the polytechnic higher education teaching staff, as approved by Decree-Law no. 408/89, of November 18<sup>th</sup>.

## 6. Admission Requirements

6.1 General requirements: in compliance with article 17 of the Lei Geral do Trabalho em Funções Públicas (General Labour Law in Public Functions), approved by Law no. 35/2014, of June 20<sup>th</sup>, and with the provisions defined by article 12-E of ECPDESP.

6.2 Special Requirements: in compliance with the terms set forth in article 17 of ECPDESP, candidates with a PhD degree in Social Service or a specialist title in Social Service may apply to this competition.

6.3 Foreign candidates must be fluent in spoken and written Portuguese, and may have to take specific tests if they do not come from Portuguese-speaking countries.

6.4 Candidates applying for the competition whose qualifications were obtained abroad must deliver a certified true copy of the recognition diploma issued by a Portuguese higher education institution, in compliance with the applicable legislation. This formality must be complied with by the deadline date set for the submission of the application.

## 7. Application procedure:

7.1 To apply, candidates have to fill in an application form available on the IPV website. This form, dully completed, has to be sent to [ipv@sc.ipv.pt](mailto:ipv@sc.ipv.pt), no later than 12 p.m. on the last day of the deadline date set for the submission of the applications. The application form, addressed to the President of the Instituto Politécnico de Viseu, shall contain the following elements:

a) the candidate's full identification (full name, date of birth, nationality, ID card number, tax number, postal and electronic address, telephone number);

- b) The identification of the competition to which he/she is applying, the number of the tender notice and of the Diário da República (Official Gazette) in which this notice was published;
- c) The category and institution where the applicant is teaching, where applicable, and the position he/she is currently holding.
- d) The applicant's academic qualifications and/or professional/academic titles;
- e) A declaration signed by the candidate stating that the elements or facts contained in the application are true.
- f) A list of the documents submitted along with the application.

7.2 The application form must be accompanied by the following documents, in Portuguese or English:

- a) Photocopy of the academic qualifications certificate or other document legally recognized for that purpose.
- b) Documents proving the special requirements required to be admitted to the competition.
- c) Documents proving that the applicant meets the general requirements referred to in article 17 of the Lei Geral de Trabalho em Funções Públicas, approved by Law nº 35/2014 of June 20<sup>th</sup> unless he/she declares, in the application form, in separate paragraphs, and under oath, his/her situation in respect of each one of them.
- d) A copy of the applicant's detailed and updated curriculum vitae, dated and signed, organised in accordance with the selection, seriation and the final assessment criteria and with the classification system defined in this notice.
- e) Copies of the applicant's work and of the documents that are to be assessed in accordance with the requirements set forth in this notice, organised according to criteria that include the candidate's scientific performance, teaching skills, other relevant activities and to the parameters provided for in number 10.

7.3 Candidates who are teachers at the Polytechnic Institute of Viseu are exempt from submitting the documents that are already kept in their individual file, as long as this fact is expressed in their application.

7.4 Failure to submit the application or the documents required under the terms of this notice, or submission after the deadline date shall lead to the candidate's exclusion from the competition.

8. The applicants' admission and exclusion and the notice of exclusion, under the terms and for the purposes foreseen in article 121 of the Código de Procedimento Administrativo (Administrative Procedure Act), shall be carried out in accordance with the provisions of article 22 of the IPV's Regulamento de Recrutamento e Contratação por Tempo Indeterminado de Pessoal Docente (Regulation for Recruitment and Hiring of Teaching Staff for an Indefinite Duration).

## 9. Selection methods

9.1 The assessment of the candidates will be based on a curriculum assessment.

9.2 The selection panel may find it necessary to promote public hearings that will focus on the candidates' curricula. In such a situation, these hearings will take place in accordance with the terms set forth in article 27 of the IPV's Regulamento de Recrutamento e Contratação por Tempo Indeterminado de Pessoal Docente.

10. The following selection criteria will be considered during the selection:

a) The candidate's technical, scientific and professional performance (TSPP).

The assessment of the candidate's technical, scientific and professional performance will take into account the following parameters: international publications (PubI), national publications in the area and subarea for which this tender notice is open (PubN), oral communications in the area and subarea for which this is open (ComO), poster presentation illustrating the area and subarea for which this tender notice is open (Comp),

participation in research, development and/or demonstration project teams in the area and subarea for which this tender is open (Proj), supervision or joint supervision of final internships or final projects leading to an academic degree in the area and subarea for which the competition is open (O), participation in academic panels appointed to assess internships or final projects leading to an academic degree (A), taking on the role of president of the selection panel to assess internships or final projects leading to an academic degree (P), participation in panels created to assess academic examinations (PA), pedagogical supervision of teachers (PO), technical and/or professional experience in the area of Social Work and Guidance (ETP).

b) Teaching Skills (EP).

The following parameters will be taken into consideration to assess the applicant's teaching skills: the candidate's length of service, in full-time years, in Higher Education institutions (LS), the fact that he/she had already taught theoretical and practical/laboratory classes in the subject area for which the competition is open (Tea), or designed syllabuses to be used in the subject area for which the competition is open (DP), the applicant's participation in extension activities (production of teaching resources; pedagogical projects; implementation of innovative teaching and learning technologies; participation in training actions) (EA), Other Pedagogical Activities (elaboration of curriculum plans for the 1<sup>st</sup> and 2<sup>nd</sup> cycles; promotion of new teaching projects or the revision of those that already exist; production of course assessment reports; improvement of the existing experimental laboratory resources or the implementation of new resources) (OPA).

c) Other activities deemed relevant to the institution (OARES).

The following parameters will be taken into account to assess the Other Activities Deemed Relevant to the Institution: having held management positions or positions in management bodies in Higher Education Institutions, (President and/or member of the Board of Directors; of the Technical and Scientific Council; of the Pedagogical Council or of the Assembly of Representatives) (MB), having served as Department Director, Study Cycle Director and Work-related Training Coordinator (MP), as members of any Collegiate

Body (B), having carried out the tasks he/she was assigned by the management bodies of the Institution he/she was working for (participation in selection panel responsible for the selection and hiring of teachers, students and others; participation in committees that are responsible for analysing equipment purchase proposals; in editorial committees; in dissemination committees; in scientific delegations responsible for managing the events held; in the preparation of activity reports and activity plans; having served as laboratory manager) (C), having taken part in the organisation of technical, scientific and pedagogical events (OR).

The final assessment and ranking system is described below:

$$\text{Final score} = 0.4 \times \text{TSPP} + 0.4 \times \text{TS} + 0.2 \times \text{OARES}$$

where:

$$\text{TSPP} = 0.15 \times \text{PubI} + 0.05 \times \text{PubN} + 0.05 \times \text{ComO} + 0.05 \times \text{ComP} + 0.20 \times \text{Proj} + 0.15 \times \text{O} + 0.05 \times \text{A} + 0.05 \times \text{P} + 0.05 \times \text{PA} + 0.05 \times \text{PS} + 0.15 \times \text{TPE}$$

$$\text{TS} = 0,35 \times \text{LS} + 0,25 \times \text{Tea} + 0,10 \times \text{DP} + 0,10 \times \text{AEA} + 0,20 \times \text{OPA}$$

$$\text{OARES} = 0,35 \times \text{MB} + 0,30 \times \text{MP} + 0,15 \times \text{B} + 0,10 \times \text{C} + 0,10 \times \text{Or}$$

11. The selection panel may, whenever deemed necessary, proceed with public hearings to analyse the candidates' Curriculum Vitae.

12. The appointed panel is responsible for providing the assessment and final classification system by defining and implementing the assessment parameters, in accordance with the criteria and assessment items set forth in item 10.

13. The selection panel will act in full accordance with the procedures laid down in articles 22 to 25 of the Regulamento de Recrutamento e Contratação por Tempo Indeterminado de Pessoal Docente do Instituto Politécnico de Viseu

14. During the examination of the applications, and whenever deemed necessary, the selection panel may ask the candidates to hand over complementary documents

related to the curriculum. Those documents are to be presented under the terms laid down in article 26 of the IPV Regulations.

15. Absolute merit is assessed based on the merit of the overall curriculum vitae of the candidates and on how relevant it is to the field for which the competition is open. Candidates who, following the selection panel's evaluation, do not obtain a final score equal to or greater than 50% will be excluded.

16. Assessment and Selection:

Participation of stakeholders and final decision: The candidates will be notified of the final decision, should it be necessary to hold public hearing of interested parties under the terms laid down in art. 28 of the Regulamento de Recrutamento e Contratação por Tempo Indeterminado de Pessoal Docente do Instituto Politécnico de Viseu. The final lists will be produced and reported to the candidates in accordance with article 8 of the aforementioned regulation.

17. The documents submitted by the candidates shall be returned to them in compliance with article 34 of the Regulamento de Recrutamento e contratações por tempo indeterminado de pessoal docente of the Polytechnic Institute of Viseu.

18. In compliance with paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in the access to employment and professional progress, scrupulously taking measures to avoid any form of discrimination

19. Constitution of the selection panel

The selection panel is composed of the following elements:

**President:**

Coordinating Professor Helena Maria Vala Correia, Vice-President of the Polytechnic Institute of Viseu.

**Permanent Members:**

Maria Emília Ferreira, PhD, Full Professor, currently retired, at the Universidade Lusófona do Porto

Francisco José do Nascimento Branco, PhD, Associate Professor at the Universidade Católica Portuguesa

Jorge Manuel Leitão Ferreira, PhD, Associate Professor of the Department of Political Science and Public Policies (ESPP), at the ISCTE-IUL

Cristóvão Adelino Fonseca Franco Ribeiro Margarido, PhD, Coordinating Professor at the Instituto Politécnico de Leiria

Maria Irene Lopes Bogalho de Carvalho, Associate Professor at the Instituto Superior de Ciências Sociais e Políticas of the Universidade de Lisboa

**Alternate Members:**

Manuel Domingos Menezes da Silva, Assistant Professor at the Instituto Miguel Torga in Coimbra

Cristina Maria Pinto Albuquerque, PhD, Assistant Professor at the Faculdade de Psicologia e Ciências da Educação of the Universidade de Coimbra

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