

## PUBLIC NOTICE

In accordance with the legal framework of academic careers in the Polytechnic education sector (ECPDESP) approved by Decree-Law no. 185/81 of 1 July as amended by Decree-Laws no.69/88 of 3 March and 207/2009 of 31 August, and by Law no. 7/2010 of 13 May as well as with IPT regulations on faculty recruitment and selection, it is hereby notified that, by order of the President of the Instituto Politécnico de Tomar dated 28 June 2024, a recruitment competition is open for a period of thirty working days starting from the date of publication of this notice in the Diário da República to fill a vacant position for an Associate Professor (Professor Adjunto) with an employment contract for an indefinite term for the area of **Tourism** within the Department of Social Sciences of the Instituto Politécnico de Tomar.

**2- Validity Period:** this competition is intended only to fill the abovementioned vacancy and closes when the position is filled.

**3 - Job content:** includes the duties pertaining to the teaching staff serving in the polytechnic sector in accordance with Article 2-A of the ECPDESP such as: to perform assigned teaching tasks and supervise and monitor students; carry out research, cultural and experimental development activities; take part in activities related with extension, scientific and technological dissemination and economic and social use of expertise as well as take part in the governance of the HE institutions they belong to. Pursuant to Article 3(4) of the ECPDESP, *Professores Adjuntos* in particular are responsible for collaborating with *Professores Coordenadores* in a course or subject area; organising and teaching courses; organising, supervising and monitoring internships, seminars and lab/field work; leading, developing and carrying out research and experimental development activities according to the guidelines dictated from above for the respective course or subject area and cooperating with their peers in the design and coordination of syllabuses, teaching methods and broad lines of research in that area.

**4- Remuneration level:** in accordance with Article 35(1) of the ECPDESP, remuneration will be pursuant to payment regime regulated by a separate piece of legislation applicable to tenured and non-tenured faculty in universities, polytechnics and research institutions approved by Decree-Law no.408/89 of 18 November, with subsequent amendments introduced by legal and regulatory legislation that revalued and increased base remuneration and the legal rules that introduced salary reductions for public administration.

### **5- Admission requirements:**

5.1- 5.1- In accordance with article 17 of the public employment law (Lei Geral do Trabalho em Funções Públicas - LTFP) approved by law No. 35/2014 of 20 June and article 12-E of the ECPDESP, in order to be eligible for application, applicants must meet all of the following general requirements as well as those set out in 5.2 and 5.3 until the application deadline:

- a) Being 18 years of age;
- b) Not being hindered from performing public duties or from performing the duties of the position they are applying for;

c) Having the physical fitness and the psychological profile required to perform the duties of the position they are applying for;

d) Having complied with the compulsory vaccination schedule.

5.2 - According to article 17 of the ECPDESP, holders of a doctorate in Tourism or of the title of Specialist in training area 812, in accordance with Order 256/2006 of 16 March - National Classification of Training Areas, are eligible to apply.

5.3 - Applicants with foreign qualifications must provide proof of formal recognition, equivalence or register of the doctoral degree, in accordance with applicable law.

## **6- Formal application procedures:**

6.1 - Applications should be submitted preferably via email [toprocedimentosconcurais@ipt.pt](mailto:toprocedimentosconcurais@ipt.pt) or by registered post with acknowledgement of receipt, addressed to Divisão de Recursos Humanos - Instituto Politécnico de Tomar, Estrada da Serra, Quinta do Contador, 2300-313 Tomar, by the deadline for submission of applications mentioned in paragraph 1 of the present notice, the date written on the register being considered as the date of submission for the purposes of complying with the deadline mentioned in the previous paragraph.

6.2 - Applications are subject to formal request and approval by the President of the Instituto Politécnico de Tomar and must include: applicant's full name, place and date of birth, gender, nationality, ID card number, tax ID number, postal code, e-mail, phone number, academic qualifications, current job category and position (if applicable), identification of the position the applicant is applying for, number of Notice, and number and date of the official gazette (Diário da República) in which the list of required documents was published.

6.3- Applicants must enclose, with their application request, the following documents duly numbered and titled:

a) Copy of professional and academic certificates or other legally recognised documents proving the possession of a doctoral degree or a specialist lecturer title in the field relevant to the application, which in the case of foreign qualifications shall include proof of recognition, equivalence or register of the doctoral degree pursuant to applicable law.

b) Criminal record certificate attesting that applicants are not hindered from performing public duties or the duties of the position they are applying for.

c) Certificate of physical fitness and psychological profile required to perform the duties concerned;

d) Up-to-date vaccination certificate;

e) CV duly dated and signed organised in accordance with the selection and ranking criteria and the assessment and final score system set out in paragraph 7 of this notice, failing which its assessment will not be considered;

f) Documents supporting the facts stated in the CV, organised and arranged sequentially in the same order as mentioned in the previous paragraph;

g) A proposal for career development as an Associate Professor (Professor Adjunto) in the area of the competition, in the context and within the scope of the mission of the Polytechnic of Tomar, in the technical-scientific and professional, educational, and other activities relevant to the mission of the Polytechnic of Tomar for the next six years, in an autonomous document with a maximum of 3000 words.

6.4 - The documents referred to in b), c) and d) may be replaced by a declaration of honour where the applicants state their position thereon.

6.5 - The documents must be submitted in Portuguese or English (or exceptionally in another foreign language by decision of the board of examiners, in which case a translation may be required).

6.6 - The application and accompanying documents must be submitted on a digital medium (CD, DVD or USB stick) that has been duly identified. In the event that the application is formalised by registered mail, the applicant must ensure that the files contained on the chosen medium are legible. Furthermore, if the applicant chooses to formalise the application by email, the file must be in Portable Document Format (PDF), preferably in the PDF/A version. However, this is not mandatory in situations where the document to be submitted cannot be in the indicated format. The file name, which must be concise, must not contain any of the following characters: /, \, |, :, \*, ?, ", (less than), and (greater than).

6.7 - Failure to submit the requisite documentation as specified in this notice, or submission after the deadline stipulated in paragraph 1 of this notice, will result in the application being rejected.

6.8 - Failure to submit the requisite supporting documents in relation to the CV submitted by the applicant, or failure to comply with the order referred to in 6.3(f), will result in the elements they are supposed to prove not being considered.

6.9- Provision of false documents shall result in immediate withdrawal from the application process and notification to the proper authority for criminal proceedings.

6.10 - The documents provided by the applicants shall be returned to them upon request within a year after termination of the present procedure, except in the event that it has been the subject of a legal challenge, in which case the requested documents will only be returned once a final court decision has been delivered.

## **7 - Assessment parameters, selection methods/criteria and scoring system:**

7.1 - Each applicant will be evaluated based on the information provided in their CV and supporting documentation. This information will be scored according to the parameters outlined in 7.3 taking into account the areas outlined in 5.2. The final ranking will be determined by the scoring system outlined in 7.2.

7.2 - The final score (CF) on a scale from 0 to 100 will be calculated using the following formula:  $CF = (0.35 \times TCP + 0.45 \times CP + 0.20 \times OAR)$ , where TCP is the score in the technical-scientific and professional parameter, with a relative weight of 35%, CP is the score in the pedagogical capacity

parameter, with a relative weight of 45%, and OAR is the score in the other relevant activities parameter, with a relative weight of 20%, all on a scale from 0 to 100 points. Applicants who score 50 points or higher will pass on absolute merit, while those who score below 50 points will be considered to have failed. If the final score of all the applicants in the competition is less than 50 points, the selection board may review the pass score on absolute merit. All results will be displayed with one decimal place.

7.3 - The following sub-items will be taken into account in the evaluation of the technical/scientific/professional parameter, with a weighting of 35% and a maximum of 100 points:

7.3.1 - Participation in funded research and development projects: a maximum of 25 points, including:

7.3.1.1 - Participation in a R&D project funded and approved through a competitive bidding process by international organisations (e.g. European Commission): 4 points per project if Principal Investigator, 3 points per project if Co-Principal Investigator, or 2 points per project if Investigator;

7.3.1.2 - Participation in R&D projects funded and approved through competitive bidding by national organisations (e.g. FCT, ANI or similar): 3 points per project if Principal Investigator, 2 points per project if Co-Principal Investigator or 1 point per project if Investigator (maximum 20 points);

7.3.1.3 - Participation in other research and development projects: 1 point per project (up to a maximum of 8 points);

7.3.1.4 - Participation as a member of an FCT-funded research unit, with a minimum rating of Good: 2 points per year if a full member, or 1 point per year if a collaborating member (up to a maximum of 12 points);

7.3.2 - Scientific output, with a maximum of 35 points, including:

7.3.2.1 - Authorship of an article in a journal indexed in SCOPUS or WoS, 6 points per article;

7.3.2.2 - Editing or authorship of a book or book chapter indexed in SCOPUS or WoS, 8 points per book if author, 6 points per book if editor and 4 points per book chapter if author;

7.3.2.3- Editing or authorship of a book or book chapter not indexed in SCOPUS or WoS, 2 points per book if author, 1.5 points per book if editor, and 1 point per book chapter if author;

7.3.2.4 - Authorship of an article in a conference proceedings indexed in SCOPUS or WoS, 2 points per article;

7.3.2.5– Authorship of an article in a conference proceedings not indexed in SCOPUS or WoS, 0.5 points per article;

7.3.2.6 - Authorship of an oral paper or poster at a conference, scientific meeting or seminar, 0.5 per paper or poster (maximum 10 points);

7.3.2.7 - Authorship of patents or intellectual property rights (e.g. software), 5 points per patent or intellectual property right (up to a maximum of 10 points);

7.3.3 - Supervision of dissertations, projects or internships and participation in boards of examiners: a maximum of 20 points, including:

7.3.3.1 - Supervision of doctoral theses: 6 points per thesis defended and 3 points per supervision in progress;

7.3.3.2 - Supervision of master's dissertations, projects or internships: 4 points for defended work and 2 points per supervision in progress;

7.3.3.3 - Supervision of projects or internships undertaken as part of undergraduate or non-degree courses: 0.25 points per completed supervision (up to a maximum of 5 points);

7.3.3.4 - Participation in boards of examiners for the award of doctoral degrees or of the title of Specialist: 2 points per participation, if examiner or chairman;

7.3.3.5 - Participation in boards of examiners for the award of master's degrees: 1 point per participation, if examiner and 0.5 points if chairman (up to a maximum of 10 points);

7.3.4 - Development of professional activities relevant to the field, worth a maximum of 10 points, including:

7.3.4.1 - Holding a Doctoral Degree or the Title of Specialist in the field relevant to the application: 5 points;

7.3.4.2 - Non-teaching professional activity in the field relevant to the application: 0.5 points per full year;

7.3.5 – Scoring of the Technical-Scientific and Professional parameter of the career development proposal in the field of the competition referred to in point 6.3(g), up to a maximum of 10 points;

7.4 - The following sub-items will be taken into account in the evaluation of the Pedagogical Capacity parameter, with a weighting of 45% and a maximum of 100 points:

7.4.1 - Teaching experience and commitment: a maximum of 90 points, including:

7.4.1.1 - Teaching activities: a maximum of 10 points, including:

7.4.1.1.1 - Teaching activities in Higher Education: 1 point per each year of full-time work and 0.5 points per each year of part-time work (up to a maximum of 6 points);

7.4.1.1.2 - Teaching in non-tertiary education: 0.5 points per full year (up to a maximum of 6 points);

7.4.1.2 - Coordination and teaching of courses/modules with a maximum of 50 points, including:

7.4.1.2.1 - Teaching of different courses/modules within higher education programmes, as coordinator or lecturer-in-charge: 5 points per course (up to a maximum of 30 points);

7.4.1.2.2 - Teaching of courses/modules within higher education programmes not included and assessed under 7.4.1.2.1: 0.5 points per course/module (up to a maximum of 20 points);

7.4.1.2.1 - Teaching of different courses/modules within higher education programmes: 1 point per course (up to a maximum of 15 points);

7.4.1.2.4 - Teaching in vocational training courses: 1 point for every 50 hours taught (up to a maximum of 10 points);

7.4.1.3 - Production of teaching materials: a maximum of 20 points, including:

7.4.1.3.1 - Production of teaching materials (books, handbooks, textbooks and other teaching materials with ISBN): 3 points per document with ISBN;

7.4.1.3.2 - Production of teaching materials without ISBN: 2 points per different course/module taught (up to a maximum of 10 points);

7.4.1.4 – Supervision of projects or internships: up to a maximum of 10 points, including:

7.4.1.4.1 - Supervision of projects or internships undertaken as part of undergraduate degrees (already completed): 4 points per supervision;

7.4.1.4.2 - Supervision of projects or internships undertaken as part of non-degree courses (already completed): 2 points per supervision;

7.4.2- A score of up to 10 points for the teaching parameter of the career development proposal in the field of the competition referred to in point 6.3(g);

7.5 - When assessing the Other Relevant Activities parameter, the following sub-items will be considered with a weight of 20 per cent and a maximum of 100 points:

7.5.1 - Executive positions in governing bodies: a maximum of 40 points, including:

7.5.1.1 - Term of office as a member of governing bodies of a higher education institution or its constituent units (e.g., rector, president, director, etc.) is awarded six points per year if rector, president, director, or equivalent, and three points per year if vice-rector, vice-president, vice-director, or equivalent, up to a maximum of 20 points;

7.5.1.2 - Term of office as a member of governing bodies of FCT-funded research units: 3 points per unit per year (up to a maximum of 12 points);

7.5.1.3 - Term of office as a programme director: 3 points per programme per year (up to a maximum of 20 points);

7.5.1.4 - Term of office as a manager of academic support structures within higher education institutions (offices, laboratories, etc.): 2 points per structure per year (up to a maximum of 10 points);

7.5.1.5 - Term of office as a member of statutory bodies: 3 points per body per year if president, 2 points per body per year if secretary and 1 point per body per year if member only (up to a maximum 10 points);

7.5.2 - Organisation of events and technical-scientific activities: a maximum of 50 points, including:

7.5.2.1 - Participation in scientific committees or organising committees for technical-scientific or technical-professional events: 3 points per committee if chairman, 1 point per committee if a member;

7.5.2.2 - Participation in other projects, events or technical-scientific, technical-professional or educational activities relevant to the community: 1 point per project or activity if manager or 0.5 points per project or activity if assistant;

7.5.3 - A score of up to 10 points for the Other Relevant Activities parameter of the career development proposal in the field of the competition referred to in 6.3(g);

7.6- The applicant accepted on the basis of absolute merit will be the one with the highest final score.

7.7- In the event of a tie between the applicants, the following tiebreakers will be applied after the final score has been calculated:

- 1) Best score obtained in the Technical, Scientific and Professional (TCP) parameter;
- 2) If the tie remains, the best score obtained in the Pedagogical Capacity (CP) parameter will be used as the tie-breaker;
- 3) If the tie still remains, the highest number of complete years of full-time work in higher education institutions will be used as the tie-breaker;

8 - Public hearing: the selection panel may require public hearings as set out in article 15(5b) of IPT regulations on faculty recruitment and selection.

9 – The recruitment documentation will be available for consultation in the Human Resources division of the Instituto Politécnico de Tomar on its Campus at Estrada da Serra, Quinta do Contador, Tomar.

10 - Panel composition:

**Chair:** Henrique Joaquim de Oliveira Pinho, Director of the Tomar Business School - Instituto Politécnico de Tomar

**Permanent Members:**

Ana Sofia da Costa Viana, Tenured Professor (Professora Coordenadora) at Escola Superior de Turismo e Tecnologia do Mar - Instituto Politécnico de Leiria;

Fernando Pereira Antunes Perna, Tenured Professor (Professor Coordenador) at Escola Superior de Gestão, Hotelaria e Turismo - Universidade do Algarve;

Isabel Maria Marinho Vaz de Freitas, Tenured Professor (Professora Catedrática) at the Department of Tourism, Heritage and Culture - Universidade Portucalense;

Paula Cristina Remoaldo, Tenured Professor (Professora Catedrática) at Instituto de Ciências Sociais - Universidade do Minho;

Vítor Manuel Cadete Ambrósio, Tenured Professor (Professor Coordenador) at the Escola Superior de Hotelaria e Turismo do Estoril.

**Substitute Members:**

Elisabeth Kastenholz, Tenured Professor (Professora Associada) at the Department of Economics, Management, Industrial Engineering - Universidade de Aveiro;

Nuno Alexandre Pereira Abranja, Tenured Professor (Professor Coordenador) at the Tourism Department - Instituto Superior de Lisboa e Vale do Tejo.

11 — On compliance of Article 9(h) of the Constitution of the Portuguese Republic, Public Administration as a major employer actively promotes a gender equality policy as regards access to employment and professional development making all effort to avoid any form of discrimination.

12- This competition will also be publicised on the BEP (Bolsa de Emprego Público), on the website of the Fundação para a Ciência e a Tecnologia I. P., in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, under the terms of article 29-B of the ECPDESP.

Tomar, 28 June 2024. The President of IPT, João Paulo Pereira de Freitas Coroado