

PUBLIC NOTICE No.

1 - 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 2 January 2025, a recruitment competition based on qualifications 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 Computer Science or a related area in the Department of Information and Communication Technologies of the Instituto Politécnico de Tomar.

2- **Duration:** This recruitment procedure is only for the purpose of filling the abovementioned post and will end when the post 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/area 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- 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 until the application deadline:

- a) Being at least 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 - In accordance with Article 17 of the ECPDESP, candidates can apply for this procedure if they hold a doctorate in Computer Engineering or related areas, or a specialist degree in Computer Science (obtained in accordance with Decree-Law No. 206/2009 of 31 August as amended by Decree-Law No. 27/2021 of 16 April 2021), with professional experience in areas of Computer Engineering, namely Mobile Computing, Web Technologies, Cloud Computing or Artificial Intelligence.

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

5.4 - Applicants must have a command of the Portuguese language, which is essential for the duties to be carried out.

6- Formal application procedures:

6.1- Applications should be submitted preferably via email to procedimentosconcursois@ipt.pt or by registered post with acknowledgement of receipt, addressed to the 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 identified:

- a) Professional and academic certificates or other legally recognised documents proving the possession of a doctoral degree or a specialist lecturer title in the area 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 section 7 of this notice, failing which its assessment will not be considered;
- F) Supporting documents or evidence of the facts indicated in the CV relating to professional experience.

6.4 - The documents referred to in subsections b), c) and d) may be replaced by a declaration of honour where the applicants state their status in relation to each of those subsections.

6.5 - Applicants serving at IPT shall be exempted from submitting the documents referred to in f) provided that they clearly state in the formal request that they are stored in their personal files.

6.6 - Documents must be submitted in Portuguese or English (any documents submitted in another language must be accompanied by a duly certified translation into Portuguese or English).

6.7 - Failure to submit the documents required in section 6.3(a) to (d) or the declaration of honour referred to in 6.4 or their submission after the deadline stipulated in section 1 of this notice will result in the application being rejected.

6.8 - Failure to submit the documents related to the CV submitted by the applicant as required 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.

6.11 - Applications and accompanying documents shall be submitted in digital PDF format. Each applicant must submit one copy of their application and accompanying documents, provided that he/she authorises the reproduction of their application and supporting documents for the sole purpose of making them available to each member of the selection panel.

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

7.1 - Each applicant will be classified and ranked on the basis of the facts set out in their CV and supporting documents by awarding the following scores:

7.1.1- Technical-scientific and professional performance (DTCP) with the following items being considered:

- 1) Scientific output (PC);
- 2) Participation in research and development projects (PID);
- 3) Contribution to the scientific community (ICC)
- 4) Academic extension projects (PEA);
- 5) Scientific potential (PotC);

7.1.1.1- The score to be awarded in this criterion, which represents 35% of the final score, is calculated using this formula:

$$DTCP = (0,3 PC + 0,2 PID + 0,1 ICC + 0,1 PEA + 0,3 PotC)$$

where:

1) The sub-criterion Scientific Production (PC) assesses the quality and quantity of scientific production in the area covered by the competition, i.e. books, book chapters, journal articles, conference papers, expressed in terms of the number and type of publications, and their recognition by the scientific community, including awards or other distinctions;

2) The sub-criterion Participation in Research and Development Projects (PID) assesses applicants' previous experience in the area of the competition and their potential to participate constructively and fruitfully in nationally and internationally funded projects;

3) The sub-criterion Contribution to the Scientific Community (ICC) assesses the capacity to be actively involved in the scientific community in the disciplinary area of the competition, expressed in particular through the performance of organisational and

management tasks related to scientific activity, participation as editor or co-editor of journals, participation in the evaluation of journal articles and conference papers, guest lectures, supervision and assessment of work leading to an academic degree, participation in academic panels, consultancy and other activities of recognised scientific merit;

4) The sub-criterion Academic Extension Projects (PEA) assesses the provision of services to the scientific and educational community, to the economic-productive fabric and to society in general, the promotion of scientific and technological dissemination activities, the organisation and delivery of lifelong learning activities, including vocational training, and the promotion of knowledge development and transfer activities directed externally, taking into account the duration and level of responsibility of the functions performed and the relevance to the area of the competition or related areas;

The sub-criterion Scientific Potential (PotC) assesses applicants' ability to develop relevant scientific output, in line with the mission of the IPT, in the area of the competition, taking into account the work and career development plans submitted, defined for a 5-year time horizon.

7.1.2- Pedagogical skills of applicants (CP), with the following items being considered:

- 1) Teaching activity (AL);
- 2) Supervision and follow-up activities (AOA)
- 3) Coordination of Pedagogical Projects (CPP);
- 4) Preparation of teaching materials (PMP);
- 5) Lecturing Experience (EPD);

7.1.2.1 - The score to be awarded in this criterion, which represents 45 % of the final score, is calculated using this formula:

$$CP = (0,25 AL + 0,2 AOA + 0,1 CPP + 0,2 PMP + 0,25 EPD)$$

where:

1) The sub-criterion Teaching activity (AL) assesses the experience in teaching and supervising courses within degree programmes (Bachelor's and Master's) or courses leading to the TeSP diploma, as well as other training with scientific relevance in the area of the competition or related areas, taking into account in particular the extent and quality of teaching and supervision;

2) The sub-criterion Supervision and Follow-Up Activities (AOA) assesses supervision, tutoring and follow-up activities carried out by applicants in the area of the competition or related areas such as the supervision of end-of-course projects, curricular and extracurricular internships and on-the-job training;

- 3) The sub-criterion Coordination of Pedagogical Projects (CPP) assesses the coordination and promotion of new pedagogical projects in the area of the competition or related areas (e.g. development of new course syllabuses, creation and coordination of new courses or study programmes, etc.) or the revision and improvement of existing projects (e.g. reformulation of existing course syllabuses, participation in the reorganisation of existing courses or study programmes);
- 4) The sub-criterion Production of Pedagogical Materials (PMP) assesses the quality and quantity of pedagogical materials produced by the applicant, as well as the relevance and impact of pedagogical publications in the area of the competition or related areas;
- 5) The sub-criterion Professional Experience in Teaching (EPD) is assessed by the number of years of teaching experience in higher education.

7.1.3 - Other activities carried out by the applicants that are relevant to the mission of the higher education institution (AR) with the following items being considered:

- 1) Exercise of functions in course and department coordination structures (CCD);
- 2) Exercise of other functions in HEI bodies or structures (OE);
- 3) Other relevant activities (OAR);

7.1.3.1- The score to be awarded in this criterion, which represents 20 % of the final score, is calculated using this formula:

$$AR = (0,1 \text{ CCD} + 0,1 \text{ OE} + 0,8 \text{ OAR})$$

where:

- 1) The sub-criterion Exercise of Functions in Course and Department Coordination Structures (CCD) assesses the exercise of functions in the coordination of courses leading to the TeSP diploma, departmental coordination or other structures with equivalent functions, as well as the exercise of functions as a member of support structures for the scientific and pedagogical management of courses and other departmental structures, taking into account the duration and complexity of the functions performed;
- 2) The sub-criterion Other duties in HEI Bodies or Structures (OE) assesses the exercise of other functions in bodies defined in the statutes of higher education institutions, taking into account the duration and level of responsibility of the functions performed;
- 3) The sub-criterion Other Relevant Activities (OAR) assesses the exercise of other functions or activities considered relevant to the pursuit of the mission of higher education institutions, i.e. participation in scientific, technical or artistic training and dissemination activities, participation in technical, scientific or pedagogical committees, membership of panels of various types not previously considered (e.g. Member of a selection board for the recruitment of non-teaching staff, member of a selection board

for procedures for the acquisition of goods and services, contracts, etc.), exercising functions in the management structures of research units recognised and evaluated by the Foundation for Science and Technology with a minimum rating of "Good", rapporteur in the process of evaluating the performance of teaching staff and in charge of specific laboratories, workshops or classrooms.)

7.1.4 - All the sub-criteria assessed in the selection and ranking criteria are scored on a whole number scale from 0 to 100 points.

7.2 - The final score (CF) on a scale from 0 to 100 will be calculated using the following formula:

$$CF = (0,35 \text{ DTCP} + 0,45 \text{ CP} + 0,20 \text{ AR})$$

Applicants who achieve a final score equal to or greater than 50 points will be deemed to pass on absolute merit and those who do not reach that score will be deemed not to have passed. If the final score of all the candidates 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 applicant accepted on the basis of absolute merit will be the one with the highest final score.

7.4 - 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 using the following tie-breaking formula:

$$CD = 0,35 (0,5 \text{ PC} + 0,5 \text{ PotC}) + 0,45 (0,5 \text{ AL} + 0,5 \text{ EPD}) + 0,2 \text{ OAR}$$

2) In the event of a tie, the highest number of full years of teaching in higher education institutions.

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: Cecília de Melo Correia Baptista PhD, Director of Escola Superior de Tecnologia de Tomar - Instituto Politécnico de Tomar

Permanent Members:

Ana Rosa Pereira Borges, PhD, Tenured Professor (Professora Coordenadora) at Instituto Superior de Engenharia de Coimbra, Instituto Politécnico de Coimbra;

Maria Beatriz Guerra da Piedade, PhD, Tenured Professor (Professora Coordenadora) at Instituto Politécnico de Leiria;

Mário João Gonçalves Antunes, PhD, Tenured Professor (Professor Coordenador) at Escola Superior de Tecnologia e Gestão - Instituto Politécnico de Leiria;

Rui Miguel Soares Silva, PhD, Tenured Professor (Professor Coordenador) at Escola Superior de Tecnologia e Gestão - Instituto Politécnico de Beja;

Valentim Alberto Correia Realinho, PhD, Tenured Professor (Professor Coordenador) at Escola Superior de Tecnologia, Gestão e Design - Instituto Politécnico de Portalegre;

Substitute Members:

Marília Curado, PhD, Tenured Professor (Professora Coordenadora com Agregação) at the Department of Computer Engineering - Coimbra University;

Nuno Filipe Alves Gaiola Castela, PhD, Tenured Professor (Professor Coordenador) at Instituto Politécnico de Castelo Branco.

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 be advertised on the public job listing Bolsa de Emprego Público (BEP), on the website of the Foundation for Science and Technology, in Portuguese and English, and on the website of the Instituto Politécnico de Tomar, in Portuguese and English, in accordance with article 29(B) of the ECPDESP.

Tomar, 2 January 2025

The President of IPT, João Paulo Pereira de Freitas Coroadó