

## **Castelo Branco Polytechnic Institute**

### **Announcement of the opening of a document-based competition for an assistant professor position**

1. It is hereby made public that, by my order of 26 July 2024, a documentary competition was authorised for a period of 30 working days, from the date of publication of this notice in the Diário da República, with a view to filling a position on the staff of the Polytechnic Institute of Castelo Branco (IPCB) in the career of polytechnic higher education teaching staff, in the category of assistant professor, in the area of Design - disciplinary area of Interior Design.
2. Applicable Legislation
  - a) Statute of the Career of Teaching Staff in Polytechnic Higher Education (ECPDESP) approved by Decree-Law No. 185/81 of 1/07, in its current version;
  - b) Regulations for the Recruitment and Hiring of Teaching Staff at the Polytechnic Institute of Castelo Branco (published in D. R., 2<sup>nd</sup> series, of 15 March 2021);
  - c) Title of Specialist, Decree-Law No. 206/2009 of 31/08, in its current wording
  - d) Administrative Procedure Code and other complementary legislation applicable to workers who perform public functions.
3. Workplace: Castelo Branco Polytechnic Institute.
4. Number of positions to be filled: 1.
5. Type of legal employment relationship: employment contract in public service for an indefinite period, with a probationary period of five years.
6. Functional content: the assistant professor is responsible for performing the duties set out in Article 3(4) of the ECPDESP, and is entitled to the remuneration provided for in the remuneration system for teaching staff in polytechnic higher education..
7. Admission requirements

Cumulative requirements for admission to the competition:

  - 7.1. General requirements
    - 7.1.1 The general admission requirements are those set out in subparagraphs b), c), d) and e) of Article 17 of the General Law on Public Service Employment, approved by Law No. 35/2014, of the 20<sup>th</sup> of June:
      - a) Be at least 18 years of age;
      - b) Not be disqualified from holding public office;
      - c) Be physically fit and have the mental profile necessary to perform the duties;
      - d) Have complied with compulsory vaccination laws
  - 7.2. Special requirements
    - 7.2.1. Hold a PhD or specialist qualification (see point 2(c) of the Notice) in the area for which the competition is open.

7.2.2. Candidates must have a command of the Portuguese language (spoken and written) at a level that allows them to teach without any limitations in communication in this language.

8. Validity of the competition: the competition is valid for the position referred to, expiring upon its filling or due to the absence or insufficiency of candidates.

9. How to apply: applications must be submitted by means of a paper application, addressed to the President of the IPCB, in Portuguese and may be delivered in person or sent by post, by registered letter with acknowledgement of receipt to: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, n° 12, 6000-084, Castelo Branco, by the deadline set for the submission of applications, in which case the date of registration shall be taken into account. Registration.

10. Applications sent by email will not be accepted.

10.1. The application for admission must include the following updated information:

- a) Identification of the competition for which you are applying, indicating the number of the notice and the date of publication in the *Diário da República* (Official Gazette);
- b) Identification (full name), postal address, email address and telephone number.
- c) Academic qualifications and/or professional/academic titles;
- d) Identification of the institution as well as the career and category to which you belong, if applicable.
- e) Declaration that you meet the general admission requirements referred to in point 7.1 of the notice.

11. Instructions for the admission application:

11.1. The application for admission to the competition must be accompanied by the following documents, duly identified:

- a) One copy of the curriculum vitae in paper format and three in electronic format, in non-editable PDF format, organised in accordance with the criteria and sub-criteria for evaluation and ranking set out in the notice;
- b) One copy of the five most relevant works mentioned in the curriculum vitae, which must be submitted in a digital format;
- c) A simple photocopy of the document proving the holder's degree or specialist title.
- d) Internationally recognised certification of proficiency in the Portuguese language at a level that allows teaching in that language, if the candidate is not a Portuguese national or a national of a country whose official language is Portuguese
- e) Candidates with foreign qualifications must prove the 'specific recognition' of the degree in accordance with the provisions of Article 20 of DL No. 66/2018, of 16/08, in its current wording. This formality must be complied with by the application deadline.

11.2. The application form must be submitted together with a non-editable PDF file containing a list of all documents submitted as attachments to the CV (name of each file).

11.3. The documents referred to in point 11.1 of the notice must be submitted in electronic format (USB stick), duly identified, and the candidate must ensure that the files contained in the chosen medium are legible.

- 11.4. The documents referred to in the previous point must, as a rule, be in Portable Document Format (PDF), except in situations where the document to be submitted cannot be in the indicated format;
- 11.5. File names must be concise and may not contain any of the following characters: /, \, |, :, \*, ?, “, (less than) and (greater than) or Portuguese characters with a ‘cedilla’ or ‘tilde’.
- 11.6. The file name must not exceed 20 characters
- 11.7. Candidates who are currently employed by the IPCB are exempt from submitting documents that already exist in their respective individual files, and this fact must be expressly stated in the applications.
- 11.8. Curriculum Vitae (CV)

The *curriculum vitae* must be submitted and organised in accordance with the components and parameters for evaluation set out in point 16 of this notice, including a table of contents with numbered attachments, organised chronologically (from most recent to oldest), respecting the order of the parameters and factors defined, under penalty of not being considered in the evaluation:

- Technical, scientific, and professional performance;
- Teaching ability;
- Performance in other activities relevant to the institution's mission.

- 11.9. The *curriculum vitae* should highlight your suitability for teaching in the subject area for which the competition is open.

**12. Exclusion:**

Candidates will be excluded if they:

- a. Do not meet the requirements set out in point 7.2 of this notice;
- b. Do not submit the documents required in point 11.1 of this notice;
- c. Submit documents after the deadline stipulated in this notice;
- d. Submit false documents.

13. Failure to submit the documents referred to in the curriculum vitae or the illegibility of the respective files will result in the non-assessment of the elements that should be proven.

**14. Notification of candidates:**

Candidates will preferably be notified by email to the address indicated on the application form.

**15. Selection methods:**

The selection method to be used is curriculum assessment.

15.1. In the curriculum assessment the following components must be weighted:

- a. Performance in technical, scientific and professional areas;
- b. Teaching ability;
- c. Performance in other activities relevant to the institution's mission.

**16. Criteria for ranking:**

The ranking criteria for evaluating the components referred to in the previous paragraph, their respective weighting and parameters to be taken into account by the jury are as follows:

A - Technical, scientific and professional performance - 55%;

A1. Experience in the development and collaboration in 3D modelling and visualisation projects, among other collaborations in related activities considered relevant in the field of Interior Design (when assessing this parameter, the complexity and scope of the projects presented should be taken into account)

A2. Professional experience in the field of Interior Design.

Development, completion and presentation of work in the field of Interior Design, project design, budget estimates, technical drawings for execution projects, among other related activities considered relevant (in the assessment of this parameter, the complexity and scope of the projects presented should be taken into account )

A3. Professional experience in the field of Interior Design.

Collaboration on projects, monitoring/supervision of works, among other related activities considered relevant (when assessing this parameter, the complexity and scope of the projects presented should be taken into account)

A4. Scientific and technical production, books, chapters in books, articles in journals, articles in proceedings books, as well as conferences, active participation in colloquiums, congresses, seminars, workshops, conferences, in the field of Interior Design.

A5. Scientific guidance - guidance for dissertations and/or projects for 1st, 2nd or 3rd cycle degrees.

A6. Jury for dissertations/projects/internship reports for master's, doctoral or specialist degrees.

B - Teaching ability - 30%;

Bl. Teaching of project curriculum units, 1<sup>st</sup> 2<sup>nd</sup> or 3<sup>rd</sup> cycle, in the area of the competition, (in the assessment of these parameters, the number and diversity of the project curricular units taught should be taken into account)

B2. Teaching of curricular units, 1<sup>st</sup> 2<sup>nd</sup> or 3<sup>rd</sup> cycle, in the area covered by the competition, (the assessment of these parameters should take into account the number and diversity of the curricular units taught)

B3. Production of teaching material.

B4. Other teaching activities - participation as a trainer in training initiatives in the area of Interior Design and/or Interior Architecture, other relevant activities related to teaching.

B5. Authoring and co-authoring of curriculum programmes

C - Other relevant activities - 15%.

C1. Provision of services in the area of design, within the scope of consultancy, event organisation, multidisciplinary projects with society, institutions and companies.

C2. Awards and distinctions.

C3. Participation in management bodies and/or other structures (considering the time and diversity of positions)

17. Final classification

17.1. The final classification (FC), on a scale of 0 to 100 points, is calculated using the following formula:

$$FC = (A*0,55+ B*0,30+ C*0,15).$$

$$FC = (A + B + C) \text{ where:}$$

A = Classification of technical-scientific and professional performance;

B = Classification of teaching ability;

C = Classification of other relevant activities.

17.2. All results will be presented with one decimal place.

17.3. Candidates who obtain a final score below 50 points will be considered unsuccessful, and candidates who obtain a final score equal to or above 50 points will be considered successful on absolute merit.

## **18. Minutes**

18.1 The first jury meeting is advertised on the IPCB website ([www.ipcb.pt](http://www.ipcb.pt)).

18.2 All jury minutes are made available to candidates.

19. Documentation

The documentation submitted by candidates shall be destroyed if its return is not requested within a maximum period of one year after the end of the competition.

20. False statements shall be punished in accordance with the law.

21. Composition of the jury:

The jury is composed of the following members:

Chairperson:

Maria Luísa Vila-Cova Tender Barahona Corrêa, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco.

Full members:

Raul José Ribeiro de Matos Cunca, Full Professor, Faculty of Fine Arts, University of Lisbon.

Rui Carlos Cavadas da Costa, Associate Professor, University of Aveiro

Francisco Maria Mendes de Seíça da Providência Santarém, Associate Professor at the University of Aveiro;

Fernando Manuel Raposo, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco;

Daniel Raposo Martins, Coordinating Professor at the School of Applied Arts of the Polytechnic Institute of Castelo Branco;

Deputy Members:

Maria Inês de Castro Martins Secca Ruivo, Associate Professor at the University of Évora.

21.1. The Chair of the jury shall be replaced by the first member in the order in which they appear in the notice, in the event of their absence or impediment.

22. In compliance with paragraph h) of Article 9 of the Constitution, the IPCB actively promotes a policy of equal opportunities between men and women in access to employment and career progression, taking steps to avoid any and all forms of discrimination.

In this sense, the term 'candidate', among others that refer to the candidates who apply for the competitive selection process, is not used in this Notice to refer to their gender.

23. Protection of personal data:

23.1 Personal data collected and processed in accordance with the provisions of the notice is intended exclusively for the purposes of the competition, and its processing is lawful under the provisions of Article 6(1)(b) and (c) of the General Data Protection Regulation (GDPR) and is limited to what is necessary for the purpose for which it is collected.

23.2 When submitting their application, candidates must provide only the information strictly necessary for that purpose, in accordance with the requirements of this notice, and must conceal any personal data that may be included in the documentation submitted, namely in the CV, under penalty

of this data being freely accessible to any of the other candidates, within the scope of the right to consult the competition process.

24. This competition will also be advertised on the BEP (Public Employment Exchange) and on the IPCB website, in Portuguese and English, in accordance with Article 29-B of the ECPDESP.

17-12-2024 The President, Professor António Augusto Cabral Marques Fernandes

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