

Castelo Branco Polytechnic Institute
Notice
Call for applications for the post of assistant professor

1. It is hereby made public that, by my order of 12 December 2025, authorisation was granted to open a document-based selection process, for a period of 30 working days, from the date of publication of this notice in the Diário da República, for a post in the teaching staff of polytechnic higher education, in the category of assistant professor, in the subject area of Social Work and Guidance (CNAEF area 762), specialising in Social Intervention in Disability and the Planning and Development of Social Projects.
2. Applicable legislation
 - a) Statute on the Career of Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree-Law No. 185/81 of 1 July, as currently in force;
 - b) Regulations on the Recruitment and Appointment of Tenured Academic Staff at the Castelo Branco Polytechnic Institute (published in the Official Gazette, 2nd series, of 15 March 2021);
 - c) Specialist Qualification, Decree-Law No. 206/2009 of 31 August, as currently in force;
 - d) The Code of Administrative Procedure and other supplementary legislation applicable to public sector employees.
3. Place of work: Castelo Branco Polytechnic Institute.
4. Number of posts: 1.
5. Type of employment contract:
a permanent civil service contract, with a five-year probationary period.
6. Job description: the assistant professor is responsible for performing the duties set out in Article 3(4) of the ECPDESP and shall be entitled to the remuneration provided for in the remuneration system for teaching staff in polytechnic higher education.
7. Validity of the competition: the competition is valid for the post in question and shall lapse upon the post being filled or in the event of a lack of or insufficient candidates.
8. Admission requirements
 - 8.1 Cumulative eligibility requirements for the competition:
 - 8.1.1 General Requirements
The general admission requirements are as follows:
 1. To have reached the age of 18;
 2. Not to be disqualified from holding public office;
 3. To be physically fit and of sound mental health, as required for the performance of the duties;
 4. To have complied with the compulsory vaccination laws.
 - 8.1.2 Special requirements
The following are the specific entry requirements:
 - a) Hold a PhD in Social Work or a specialist qualification (Decree-Law 206/2009 of 31 August) in the field of Social Work / Social Services and Counselling.
In the case of a PhD, the term 'field' implies a direct correspondence with the field of the doctoral programme, which must cover the scientific or disciplinary field referred to in point 1 of the call for applications.
 - b) Have a command of the Portuguese language (spoken and written) at a level that allows for the assignment of teaching duties, without any limitations on communication in this language.
9. How to submit an application:
 - 9.1 Applications must be submitted in writing on paper, addressed to the President of the IPCB, in Portuguese;
 - 9.2 Applications may be delivered in person or sent by post, by registered letter with acknowledgement of receipt, to: Castelo Branco Polytechnic Institute, Av. Pedro Álvares Cabral, no. 12, 6000-084, Castelo Branco;
 - 9.3 If sent by post, the application must be dispatched by the deadline set for the submission of applications; in this case, the date of registration shall be taken into account.

9.4 Applications submitted by email will not be accepted.

10. Application form

The application form must include the following details

- a) Details of the competition for which you are applying, including the notice number and the date of publication in the Diário da República;
- b) Personal details (full name), postal address, email address and telephone number;
- c) Academic qualifications and/or professional/academic titles;
- d) Details of the institution, as well as the career path and grade held, if applicable;
- e) A declaration stating that you meet the general admission requirements set out in point 8.1.1 of the notice.

11. Documents to be submitted:

The application must be accompanied by the following documents, which must be clearly labelled:

- a) Six copies of the curriculum vitae in electronic format, as a non-editable PDF, organised in accordance with the evaluation and ranking criteria and sub-criteria set out in the call for applications;
- b) Six copies of each of the works mentioned in the curriculum vitae, which must be submitted in electronic format;
- c) A scientific and pedagogical project in the field of Social Work and in the specific areas indicated in point 1, which outlines the candidate's potential contribution to the scientific and pedagogical development of the institution, including examples of the most representative works produced throughout the candidate's professional career.
- d) A simple photocopy of the document proving possession of a doctoral degree or specialist qualification;
- e) Internationally recognised certification of proficiency in the Portuguese language, which must correspond to at least level C1 of the Council of Europe's Common European Framework of Reference for Languages, enabling the candidate to teach in that language, if the candidate is not a Portuguese national or a national of a country where Portuguese is the official language.
- f) Candidates holding foreign qualifications must provide evidence of the 'specific recognition' of their degree in accordance with the provisions of Article 20 of Decree-Law No. 66/2018 of 16 August, as currently in force. This requirement must be met by the application deadline.

11.2 The application form must be accompanied by a list in non-editable PDF format, containing the exact details of all documents submitted as attachments to the CV (name of each file).

12. Curriculum Vitae

12.1. The curriculum vitae must be presented and organised in accordance with the components and respective criteria set out in the attached assessment grid, including the evidence required for assessment; failure to do so will result in the application not being assessed:

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

12.2 It is the candidate's responsibility to provide evidence to support the statements made. Activities that are not documented will not be taken into account.

13. Formalities

13.1. The documents referred to in point 11 of the call for applications must be submitted in electronic format (on a USB stick), duly labelled, and the candidate must ensure that the files are legible.

13.2. Documents must be submitted in PDF (Portable Document Format) unless the nature of the document does not permit this;

13.3. File names must not contain the following characters: /, \, |, :, *, ?, ", (less than) and (greater than), nor Portuguese characters with a 'cedilla' or 'tilde'.

13.4 The name of each file must not exceed 20 characters.

14 Exemption from submission of documents

14.1. Candidates currently employed by the IPCB are exempt from submitting documents that are already on file in their individual records; they must expressly state this fact in their application form.

14.2. Candidates who state in their application form that they meet the general requirements (point 10(e)) are exempt from submitting supporting documents.

15. Exclusion

Candidates shall be excluded if they:

- a) Do not meet the requirements set out in this notice;
- b) Do not submit the documents required in this notice;
- c) Submit documents after the deadline specified in this notice;
- d) Submit a false document.

16. Notification of candidates. Candidates will be notified, preferably by email, at the address provided in the application form.

17. Selection methods

17.1 The selection method to be used is CV assessment.

17.2 The following components must be taken into account in the CV assessment:

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

17.3. Public hearings

The selection panel may decide to hold public hearings, in accordance with Article 23(4)(b) of the ECPDESP.

18. Ranking criteria and weighting

The ranking criteria and their respective weightings are as follows:

A – Technical, scientific and professional performance – 40%;

B – Teaching ability – 50%;

C – Other relevant activities – 10%.

19. Final mark

19.1 The final mark (CF), on a scale of 0 to 100 points, is calculated using the following formula:

$FC = (A \times 0.40 + B \times 0.50 + C \times 0.10).$

$FC = (A + B + C),$ where:

A = Score for technical, scientific and professional performance;

B = Score for teaching ability;

C = Score for other relevant activities.

Where a public hearing is held, the final mark will likewise be expressed on a scale of 0 to 100, rounded to three decimal places, and is calculated using the following formula:

$CF = (AC \times 0.7) + (AP \times 0.3)$

CF = Final Mark

AC = Curriculum Assessment

AP = Public Hearing

19.2 All results will be shown to one decimal place.

19.3 Unsuccessful candidates

Candidates who achieve a final mark of less than 50 points are considered unsuccessful, whilst candidates who achieve a final mark of 50 points or more are considered successful on the basis of absolute merit.

20. Atas:

20.1 As atas do júri são facultadas aos candidatos.

20.2 Minutes No. 1 are published on the IPCB website at: www.ipcb.pt / About Us / Human Resources / Competitive Examinations / Teaching Staff.

21. Return of Documentation

21.1 Documentation shall be returned to any candidate who requests it in writing.

21.2 The documentation will be destroyed if not requested within one year of the competition's conclusion.

22. Composition of the selection panel:

The selection panel consists of the following members:

Chair: Henrique Manuel Pires Teixeira Gil, Coordinating Lecturer at the School of Education, Castelo Branco Polytechnic Institute.

Full members:

Maria João da Silva Guardado Moreira, Coordinating Lecturer at the School of Education, Castelo Branco Polytechnic Institute;

Maria Irene Lopes Bogalho de Carvalho, Associate Professor at the Higher Institute of Social and Political Sciences, University of Lisbon;

Francisco José do Nascimento Branco, retired Associate Professor at the Portuguese Catholic University;

Cristóvão Adelino Fonseca Franco Ribeiro Margarido, Coordinating Professor at the Polytechnic Institute of Leiria;

Cristina Maria Pinto Albuquerque, Associate Professor with Aggregation at the Faculty of Psychology and Educational Sciences, University of Coimbra.

Alternate Members:

Ernesto Candeias Martins, retired Senior Lecturer at the School of Education, Castelo Branco Polytechnic;

João Emílio Alves, Senior Lecturer at the School of Education and Social Sciences, Portalegre Polytechnic.

22.1. The Chair of the selection panel shall be replaced by the first member listed in the order set out in the notice of competition, in the event of the Chair's absence or incapacity.

23. Equal Opportunities

In accordance with Article 9(h) 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 prevent any and all forms of discrimination.

24. Protection of personal data:

24.1 Personal data collected and processed in accordance with the provisions of this notice are intended solely for the purposes of the competition and are limited to what is necessary in relation to the purpose for which they are collected; the lawfulness of their processing is governed by the provisions of Article 6(1)(b) and (c) of the General Data Protection Regulation (GDPR).

24.2 When submitting their application, candidates must provide only the data strictly necessary for this purpose, in accordance with the requirements set out in this notice, and must redact any personal data that may appear in the documentation submitted, in particular in their CV, failing which such data may be freely accessed by any of the other candidates, in accordance with their right to inspect the competition file.

25. Publicity

This competition will also be advertised on the BEP (Public Employment Service) and on the IPCB website at www.ipcb.pt / About Us / Human Resources / Competitions / Lecturer, in both Portuguese and English.

22 June 2026, The President, Prof. Dr António Augusto Cabral Marques Fernandes