

POLYTECHNIC INSTITUTE OF COIMBRA

Public Notice no. 471/2018

Under the Career Statute of the Teaching Staff of Polytechnic Higher Education (*Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP)*), and the Public Tender Regulation for the Recruitment of Professors and Lecturers of the Polytechnic Institute of Coimbra (*Regulamento de Concursos para Contratação de Professores do Instituto Politécnico de Coimbra*), approved by order no. 9208/2010, published in *Diário da República*, 2nd series, no. 104, of 28th May 2010, it is hereby made public that, in accordance with my order of 26.04.2017, and for a period of 30 working days as of the date of publication of the present notice in *Diário da República*, a documental competition is open for the establishment of a legal relation of public employment, subject to a contract for public office for an indefinite period of time, so as to recruit an Associate Professor in the field of Drama (Acting and Dramaturgy), as specified in the teaching staff list of the Instituto Politécnico de Coimbra, for the Escola Superior de Educação de Coimbra.

1 — Workplace: Escola Superior de Educação de Coimbra.

2 — Functional content and remuneration conditions: The general duties of the teaching staff of polytechnic higher education are stipulated by article 2-A of the ECPDESP, the functional content of the category being specified by article 3, no. 4, of the ECPDESP. The category of Associate Professor is entitled to the remuneratory position stipulated by Decree-Law no. 408/89, of 18th November, with the changes introduced by Decree-Law no. 76/96, of 18th June, and by Decree-Law no. 212/97, of 16th August.

3 — Duration of public tender: The tender is valid for the position open to tender, and it shall expire when the vacancy is filled.

4 — Admission requirements:

4.1 — General requirements: Whoever fulfils the admission requirements stipulated by article 17 of Law no. 35/2014, of 20th June (*Lei Geral do Trabalho em Funções Públicas*) may submit an application to the present competition until the deadline prescribed for the submission of applications. The requirements are as follows:

- a) Having completed 18 years of age;
- b) Not being incapacitated to hold public office or inhibited to perform the duties to be carried out;
- c) Being physically fit and having the psychological profile required to carry out the tasks of the office in question;
- d) Having complied with the laws of compulsory vaccination.

4.2 — Special requirements: Applicants are admitted to the present tender when, until the deadline prescribed for the submission of applications, they fulfil the requirements stipulated in article 17 of the ECPDESP: holders of a Doctorate Degree or of the Title of Specialist in the subject area (Acting and Dramaturgy). The applicants holding foreign qualifications shall demonstrate their recognition, equivalence or record of the degree of Doctor under the applicable laws.

5 — Form, duration and language for application submission: The application shall be submitted in paper by registered post to Instituto Politécnico de Coimbra, at Av. Dr. Marnoco e

Sousa, 30, 3000-271 Coimbra, or submitted personally at the aforementioned address — from 9am to 1pm and from 2pm to 6pm within the deadline prescribed. The application documents shall be submitted in Portuguese or in English.

6 — Application procedure:

6.1 — The application shall be submitted by means of a written request for admission to the tender, addressed to the President of the Instituto Politécnico de Coimbra, and it shall mention: full name, date and place of birth, number and date of identity card/citizen's card and issuing body, address, telephone number, email address, marital status, academic degrees and respective final marks, professional status and office currently held, reference to the tender in question, number of public notice with reference to the *Diário da República* in which it was published, as well as the list of documents submitted with the written request.

6.2 — Under penalty of being excluded, the submission of the application shall include the following documents:

- a) Copy of the identity card or the citizen's card (foreign document of civil identification (E.U.) /passport);
- b) Certificate of criminal record;
- c) Copy of the taxpayer document;
- d) Six copies of the applicant's *curriculum vitae*, with date and the applicant's signature;
- e) Six copies of the application Form specifically designed for this tender;
- f) Applicant's *affidavit*, whereby he or she solemnly states that he or she is physically fit and has the psychological profile required to perform the duties of the office in question, and has complied with the laws of compulsory vaccination;
- g) DVD with a digital copy of the written request and all the documents submitted.

6.3 — The *curriculum vitae* shall mention:

- a) Full identification;
- b) Contact information, address, telephone number and email address;
- c) Copy of all the other elements which confirm that the applicant fulfils the legal requirements to be admitted to the tender, in accordance with paragraph 4.2 of the present public notice;
- d) Detailed and contextualized description of the curricular elements, organised along the lines of the application form, so as to better enable a full appraisal of the data submitted in the mentioned form.

6.4 — In the Application Form, available at the institutional website of the Escola Superior de Educação and the Instituto Politécnico de Coimbra, the curricular elements shall be identified and the respective certificates shall be submitted as attachments.

6.5 — Failure to submit the documents attesting to the applicant's *curriculum vitae* entails the non-appraisal of the elements to be attested to, unless the panel chooses to use the faculty stipulated in article 27 of the Public Tender Regulation for the Recruitment of Professors and Lecturers (*Regulamento de Concursos para Contratação de Professores do IPC*).

6.6 — The applicants who hold office at the Instituto Politécnico de Coimbra shall be exempt from submitting the documents that are already part of their respective individual files, and this shall be expressly stated in their written request and Application Form.

7— Public interviews: Should the panel deem necessary to hold public interviews to discuss the applicants' *curriculum vitae*, these shall take place within the 60 days subsequent to the applicants' admission.

8 — Selection and classification criteria and methodology:

8.1 — The appraisal of applications shall be conducted in accordance with article 25 of Order no. 9208/2010 of 28th May (*Regulamento de Concursos para Contratação de Professores do IPC – Public Tender Regulation for the Recruitment of Professors and Lecturers*);

8.2 — The evaluation parameters as well as the ranking and selection criteria to be taken into consideration, approved at a meeting of the Technical-Scientific Board of the Escola Superior de Educação de Coimbra on 6th December 2017, are included in the document "*Critérios e metodologia de classificação e ordenação dos candidatos ao Concurso Documental para a contratação de um Professor Adjunto para o setor da área disciplinar de Teatro (Interpretação e Dramaturgia)*", available at the institutional website of the Escola Superior de Educação de Coimbra and the Instituto Politécnico de Coimbra.

9 — Final evaluation and score:

9.1 — The final score shall be given on a scale of 0 to 100 points, the applicants who obtain a final score below 50 points being considered as not approved, and the applicants who obtain a final score equal to or above 50 points as approved in absolute merit.

9.2 — The formula and description of the methodology to obtain the final score is available at the institutional website of the Escola Superior de Educação de Coimbra and the Instituto Politécnico de Coimbra.

9.3 — The lists of applicants who have not been approved and the ordered list of applicants who have been approved in absolute merit shall be imparted to the applicants in order to proceed to the interview with the interested parties, who shall be notified within 3 working days, under the Code of Administrative Procedure.

9.4 — The applicants shall be notified of the act that approves the final decisions of the panel.

10 — Notification of applicants: The notification of the applicants is conducted, successively, by one of the following means:

a) E-mail with read-receipt;

b) Letter by registered post;

c) Personal notification;

d) Notice published in the 2nd series of *Diário da República*, with information about the results in a public and conspicuous place at the Escola Superior de Educação de Coimbra and its availability at the institution's website.

11 – Returning of documents:

11.1 – The documents submitted by the applicants within tender procedures that have been object of jurisdictional impeachment can only be returned after the execution of the decision transited in *rem judicatam*.

11.2 – With the exception of what is stipulated in the previous paragraph, the documents shall be returned to the applicants, upon such request, one year after the completion of the tender, after which they shall be destroyed.

12 – Members of the panel: The panel of the tender was appointed by order no. 5322/2017, published in *Diário da República* no. 115/2017, 2nd series, of 16th June, and is comprised of:

Chairman: Doctor Pedro Balau Custódio, Coordinating Professor at Escola Superior de Educação of the Instituto Politécnico de Coimbra (nominated in accordance to what is mentioned in a), no. 1, article 23 of the *Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico*).

Effective Members:

Doctor Christine Zurbach, Associate Professor at the Department of Performing Arts, University of Évora;

Doctor António Mercado Neto, Emeritus Professor from the Universidade Federal do Estado do Rio de Janeiro;

Doctor Maria João Brilhante, Associate Professor at the Centro de Estudos de Teatro, Faculty of Letters, University of Lisbon;

Doctor João Maria André, Professor at the Faculty of Letters, University of Coimbra.

Doctor Maria Eugénia Miranda Afonso Vasques, Coordinating Professor at the Escola Superior de Teatro e Cinema do Instituto Politécnico de Lisboa.

Alternate Members:

Doctor Maria Helena Serôdio, Jubilee Professor at the Centro de Estudos de Teatro, Faculty of Letters, University of Lisbon;

Doctor Carlos José Vieira Mendes Cardoso, Associate Professor at the University of Trás-os-Montes e Alto Douro.

26-04-2018. – The President of the Instituto Politécnico de Coimbra, *Jorge Manuel dos Santos Conde*.

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