

Under the terms of the Career Status of the Polytechnic Higher Education Teaching Staff (ECPDESP) and of the IPC Professor Recruitment Tender Regulation (RCCPIPC), approved by decree n.º 9208/2010, published in the Republic Diary, 2nd series, n.º 104, of 28/05, using delegated powers and made public the decree 17/05/2024, an international documental tender to hire an adjunct professor for the Tourism and Gastronomy area - subject subarea of Co-creation of Tourist and Gastronomic Experiences, aiming at a public employment legal relationship, celebrated as an employment contract of indefinite duration in public functions, provided for in the teaching staff statement of IPC.

The period for candidate submission begins forty days after this publishing date of this notice, and continues for thirty working days. The breakdown and densification of the evaluation and seriation criteria approved by the Scientific-Technical Council (CTC) should be carried out by the jury, based on the Standard Grid already approved by the ESEC's CTC for external tenders for the position of associate professor, and published on the IPC portal up to the day prior to the application submission deadline.

The present tender is documental and complies with the provisions contained in the IPC Professor Recruitment Tender Regulation (RCCPIPC), approved by decree n. 9208/2010, published in the Republic Diary, 2nd series, n. 104, of 28/05, combined with Career Status of the Polytechnic Higher Education Teaching Staff (ECPDESP).

The selected candidate will begin at the start of the 2024/25 academic year or, if the tender is not concluded in time, at the beginning of the following semester of the tender conclusion.

1 – Tender reference: PRPD/22/2022

2 – Workplace: Coimbra Higher School of Education

3 – Function content and remuneration:

The general functions of polytechnic higher education professors are provided for in ECPDESP article 2-A and the function content of the category is set out in ECPDESP article 3 n. 4. The category of associate professor corresponds to the remunerated position in the table in the Decree-Law n. 408/89, 18 of November, as currently standing.

4 – Tender Validity:

The tender is valid until the position is filled, or when it cannot be completely filled due to a lack of candidates, insufficient number of candidates, or a lack of meriting successful candidates (Point 8.14 of this notice) as well as in the cases mentioned in RCCPIP article 31 n.2.

**5 – Admission requirement:**

5.1 – General requirements: Gather up to the deadline for application submission, the admission requirements set in the General Labour Law for Public Functions (LTFP) article 17 n. 1:

- a) Portuguese national, when not exempted by the Constitution, international convention or special law;
- b) fully completed 18 years of age;
- c) Not prohibited from taking on or performing the required public functions;
- d) Physical strength and psychological profile essential for the function;
- e) Compliance with mandatory vaccination laws.

5.2 – Candidates must be proficient in Portuguese (spoken and written) to a level that allows them to be assigned teaching duties without any communication limitations.

5.3 – Special requirements: To be holders of a PhD degree or the title of specialist in the subject area of Co--creation of Gastronomic Experiences, for which this tender is open for.

Candidates with foreign qualifications must prove recognition of the doctorate degree, under the terms of the applicable legislation.

**6 – Application formalisation:**

6.1 – The candidates should register on <https://www.ipc.pt/bupc/candidatura> to submit their application, selecting the tender they wish to apply for.

The application must be submitted exclusively in digital format, in portable document format (pdf), exception being documents to be submitted in other digital formats.

The application procedure is carried out by filling in the relevant sections available in the website mentioned above.

When formalising the application, the candidate must specifically indicate if the application contains a classified document that reveals a commercial or industrial secret, or a secret regarding literary, artistic or scientific property, otherwise the document in question may be freely accessed by any of the other candidates during the consulting process.

## 6.2 Documents to submit:

- a) Application for admission to the tender, addressed to the President of the Polytechnic Institute of Coimbra, which should contain: full name, date and place of birth, identity card/citizen card number or foreign identification document (E.U.)/passport, residence, telephone number, email address, indication of the tender to which they are applying for, indicating the notice and mention in the Republic Diary where it was published, the tender reference in item 1 of the present notice, as well as a list of documents that accompany the application;
- b) Application form (available at <https://www.ipc.pt/ipc/sobre/rh/a-decorrer-pessoal-docente>) in two different formats:
  - a. in PDF format, signed and dated, if not signed with the digital signature associated with the Citizen Card or the Mobile Digital Key, initialled on all pages.
  - b. Editable in Excel format.
- c) Detailed Curriculum vitae, signed and dated, and if not signed with the digital signature associated with the Citizen Card or the Mobile Digital Key, initialled on all pages;
- d) Proof of all work and publications mentioned in the curriculum vitae or open link for public access to digital versions of these works or publications;
- e) Qualification certificates;
- f) Bona fide declaration, that meets the requirements for public employment listed in items 5.1 and 5.2;
- g) Bona fide declaration that all information and documentation included in the application is authentic, without prejudicing effective proof whenever requested;

6.3 – When presenting the application, the candidate must provide the data that is strictly required, under the terms of the present notice, and must hide any non-public personal data that may be present in the submitted documentation, otherwise the documents in question may be freely accessed by any of the other candidates during the consulting process.

## 6.4 – Curriculum vitae

6.4.1 – The *curriculum vitae* must be organised according to the structure of the *Application Form*, maintaining the sequential order, numbering and coding of the Components, Parameters, Dimensions and Items included in the form.

6.4.2 – The *curriculum vitae* must identify, as completely and as detailed as possible, all the elements indicated in the Application Form and contextualise them so that the jury members can correctly assess the framework of the curricular elements in the respective *Component, Parameter, Dimension* or *Item*. Any information related to curricular elements that are not indicated in the Application Form will not be considered in the evaluation process.

6.4.3 – All curricular elements presented in the *curriculum vitae* must be proven via documentation attached to the curriculum vitae and/or through links to digital versions of these documents or work. The attachments must be identified using the same coding of the corresponding item of the Application Form in which the candidate inserted the proving curricular element, followed by the identification of the document and, if there is more than one attachment for that item, with a sequential identification number (example: if the attachment corresponds to item H1, then it should be identified as “H1-Degree in X” and if the candidate has more than one degree “H1.1-Degree in X”; “H1.2-Degree in Y”).

6.4.4 –The candidate's full name must appear in the heading of all pages of the *curriculum vitae* (except for the cover page).

6.4.5 –All of the pages of the *curriculum vitae* (except for the cover page) should be numbered, indicating the page and the total number of pages of the document (example page 1 of 75).

6.5 –All of the documents of the application indicated in point 6.2 should be presented in Portuguese or English.

6.6 – The non-provision of the supporting documents of the curriculum vitae presented by the candidate will imply that the elements to be proved will not be valued, except if the jury chooses to use article 27 of the RCCPIPC.

6.7 - Applications that are not duly completed or do not meet the formal criteria for admission to the tender, under the terms defined in the legislation and in this notice, will not be admitted. Submission of any required documentation after the stipulated deadline also determines non-admission to the tender.

6.8 – Applications submitted by post or email will not be accepted.

6.9 – In case of presenting a false document, the candidate will be immediately excluded from the competition and reported to the competent authority for the purposes of criminal proceedings.

7– Public hearings:

7.1 - If the jury finds it necessary to hold public hearings regarding candidate curriculum vitae, these shall be scheduled during the first jury meeting. The dates of the public hearings will be made public on the institution’s website and respective candidates will be notified, in accordance with article 9 of the RCCPIPC.

8 – Criteria, method of evaluation, methodology for the classification and seriation of candidates:

8.1 – Candidate analysis will be done according to article 25 of the RCCPIPC;

8.2 – The criteria for evaluation, grading and seriation of applications, approved by ESEC's CTC and densified by the jury, are organized in an *Application Form*. This form is organized in terms of *Components, Parameters, Dimensions, Items/Elements to value*.

8.3 - The weighting of the *Assessment Components* and respective Parameters are as follows:

Curricular evaluation component	% Value to consider	Parameters within each component	Maximum score to consider
I	II	III	IV
<b>Qualifications, Degrees and Academic Titles component</b>	<b>15</b>	Academic Degrees	<b>65</b>
		Academic Titles	<b>15</b>
		Other Qualifications	<b>20</b>
<b>Technical-Scientific Component</b>	<b>45</b>	Technical/Scientific/Artistic/Sports production in the tender's area	<b>50</b>
		Projects and Scientific Coordination in the tender's area	<b>15</b>
		Recognition	<b>35</b>
<b>Pedagogic component</b>	<b>25</b>	Teaching Activity in Higher Education	<b>40</b>
		Internships/ research work/projects orientation and claims	<b>15</b>
		Experience as a primary, secondary, vocational or artistic teacher, and/or as a trainer in the tender's area	<b>25</b>
		Other activities of a pedagogical nature	<b>20</b>
<b>Professional and Organisational Component</b>	<b>15</b>	Professional Experience (outside higher education) within the tender's area	<b>50</b>
		Recognition	<b>40</b>
		Other	<b>10</b>

8.4 – Each Component is weighted and to be used to obtain the candidate's *Final Score* (Point 8.2 column II). The sum of the weighting of the four components is one hundred per cent (100%).

8.5 – Each *parameter* has a *Maximum Score to be considered* towards calculating the *Final Score*. The sum of the values defined as the *Maximum Score to be considered* in the Component Parameters of a Component must add up to one hundred (100) points (Point 8.2, column IV).

8.6 – The jury will decide the *Dimensions* to be included in each of the *Parameters*, as well as the *Items and Elements* to be of value in each *Dimension* and the respective score.

8.7 – The sum of the scores obtained in the *Items* of each *Parameter* will represent the *Total Score for that Parameter*. In cases in which the value obtained in the *Total Score of a Parameter* is greater than the value defined as the *Maximum Score to be considered* for that *Parameter* (Point 8.2 Column IV), the calculation of the *Final Score* is done using only the value of the *Maximum Points to be considered*.

8.8 – For each *Parameter* the *Total Score* obtained by the candidate and the *Maximum Score* will be calculated and according to 8.13 to be used, if necessary, to break any ties in terms of *Final Scores* between two or more candidates.

8.9 – The score obtained by the candidates in each *Component* - total and maximum to be considered - will be a result of the sum of the scores - total and maximum, respectively - obtained in each of the *Parameters*.

8.10 - The *Final Score* will be on a scale of zero (0) to one hundred (100) points and will be obtained by adding the result of the *Weighted Score* of each of the four Components.

8.11 The result of the evaluation will be presented in the *Application Form* as follows:

	<b>Total score</b>	<b>Considered score</b>	<b>Weighting</b>	<b>Weighted Score (ii*iii)</b>
	<b>i</b>	<b>ii</b>	<b>iii</b>	<b>iv</b>
<b>Qualifications, Degrees and Academic Titles component</b>			<b>15</b>	
<b>Technical-Scientific Component</b>			<b>45</b>	
<b>Pedagogic Component</b>			<b>25</b>	
<b>Professional and Organisational Component</b>			<b>15</b>	
<b>Final Score (sum of column iv – represented as a value from 0 to 100)</b>				

8.12 – In cases where more than one of the candidates obtain the same score, the tie is to be broken using, in order, the following criteria:

1<sup>st</sup> Tie-breaker criteria \_ weighted score in the Technical-Scientific Component

2<sup>nd</sup> Tie-breaker criteria \_ total score in the Technical-Scientific Component

3<sup>rd</sup> Tie-breaker criteria \_ weighted score in the Pedagogic Component

4<sup>th</sup> Tie-breaker criteria \_ total score in the Pedagogic Component

5<sup>th</sup> Tie-breaker criteria \_ weighted score in the professional and organisational Component

6<sup>th</sup> Tie-breaker criteria \_ total score in the professional and organisational Component

8.13 – Only applications with a *Final Score* equal to or higher than 50 points will be considered *absolute merit approved* and are to be serialised, those with a *Final Score* less than 50 points will *not be approved*.

8.14 – If the jury has not completed the densification of the criteria approved by the CTC in time, the Standard Grid previously approved by the CTC to be used in external tenders for associate professors will be used in this tender.

9 – Completion of the application form:

9.1 – Applications are to be submitted by filling in a *Candidate Application Form* - organised in an Excel file with 6 tabs: (1) Candidate Identification; (2) Completion Instructions; (3) Qualifications, Degrees and Academic Titles Component; (4) Technical and Scientific Component; (5) Pedagogic Component; (6) Professional and Organisational Component; and (7) Final Score.

9.2 – The Application Form has a part to be filled in by the candidate and another part – intended to validate the information provided by the candidate - to be filled in by the jury members.

9.3 – As well as the Identification, the candidate should fill in *columns VII - Nº (or fraction) of elements to be scored and X - Identification of the Supporting Attachment(s)* in the tabs relating to the four components: Qualifications, Degrees and Academic Titles; Technical and Scientific; Pedagogic; and Professional and Organisational.

9.4 – The completion of *column VII - Nº (or fraction) of items to be scored* enables the score corresponding to the items entered by the candidate to be automatically calculated, also being displayed in the Final Score tab. The information related to the Item scores, parameters, components, as well as the Final Score resulting from the candidate's completion of the form is merely indicative. The scores obtained by the candidates in the tender will exclusively always be those resulting from the jury's evaluation.

9.5 – The information to be inserted in *column X- Identification of Supporting Attachments(s)* should refer to the attachments included in the Curriculum Vitae, and should be numbered and identified according to the terms defined in item 6.4.3 of this Notice, so as to enable the jury members to unequivocally identify the supporting document(s) of the respective curricular element(s). In principle, one attachment (supporting document) for each curricular element per Item should be identified.

9.6 – Candidates are responsible for filling out the Application Form, namely the relevance of the respective curricular elements. The jury will not correct or reallocate curricular elements in items other than those indicated in the application.

9.7 – Candidates must submit the Application Form in two formats:

a) In PDF format, digitally signed with a Citizen Card or Mobile Key, ensuring that the PDF includes all pages and information included in the Application Form. If the applicant does not have a digital signature, they must manually sign the last page and initial the remaining pages.

b) In Excel format.

10 –Candidate notification:

10.1 - Notification of Candidate notification is to be done according to Article 9 of the RCCPIPC;

10.2 - The lists of unsuccessful candidates, the ordered list of successful candidates in terms of absolute merit and the ratification act are to be communicated to the candidates, in accordance with articles 29 and 30 of the RCCPIPC.

10.3 - The full tender may be consulted by candidates by appointment during the opening hours at the Central Services of the Polytechnic Institute of Coimbra, located at Rua da Misericórdia, Lagar dos Cortiços – São Martinho do Bispo – 3045-093 Coimbra.

11 – Jury Composition:

President: Jorge Manuel dos Santos Conde, Principal Coordinating Professor and President of the Polytechnic Institute of Coimbra

Full members:

Ana Maria Ferreira, Retired Associate Professor at the University of Évora;

Carlos de Oliveira Fernandes, Coordinating Professor at the Polytechnic Institute of Viana do Castelo;

Joaquim Gonçalves Antunes, Coordinating Professor at the Polytechnic Institute of Viseu;

Vítor Manuel Cadete Ambrósio, Coordinating Professor of the Estoril Higher School of Hotel Management and Tourism;

Maria de Fátima Fernandes das Neves, Retired Coordinating Professor at the Polytechnic Institute of Coimbra.

Alternate Members

Cristina Maria de Jesus Barroco Novais, Coordinating Professor at the Polytechnic Institute of Viseu;

Adília Rita Cabral de Carvalho, Retired Coordinating Professor at the Polytechnic Institute of Coimbra.

The Vice President of the Polytechnic Institute of Coimbra, Daniel Jorge Roque Martins Gomes