

## LISBON POLYTECHNIC INSTITUTE

### PROCLAMATION

Pursuant to articles 3, 5, 10-B and 17 of the Higher Polytechnic Education Teaching Staff Bylaws (ECPDESP), passed by Decree Law no. 185/81 of 01

July, as amended by Decree Law no. 207/2009 of 31 August (which republished them), and by Law no. 7/2010 of 13 May, combined with Order no. 1979/2010, published in the Official Gazette (Diário da República), series II, no. 19 of 28 January, amended by Declaration of Rectification no. 244/2010, published in the Diário da República, series II, no. 26 of 08 February, which passed the Regulations for Hiring Teaching Staff at the Lisbon Polytechnic Institute (IPL), it is hereby announced that, by order of the IPL President dated 13 March 2019, exercising his powers pursuant to article 92 (1d) of Law no. 62/2007 of 10 September, and article 26 (1d) of Normative Order no. 20/2009 of 13 May, published in the Diário da República, series II, no. 241 of 18 December 2017, a selection procedure is now opened, for 30 working days from the publication date of this proclamation in the Diário da República, for an Assistant Professor to fill an open position in the teaching staff of the Lisbon Polytechnic Institute/Lisbon Higher Institute of Engineering in the subject area of Refrigeration and Climate Control.

1. Time period - Applications will be considered only for the job vacancy as stated, terminating when the vacancy is filled or one year from the date of ratification of the final classification list by the President of the IPL.
2. Functional Content - As described in paragraph 4 of article 3 of ECPDESP.
3. Applicable legal relation mode - Public service employment contract for an indefinite period with a trial period of five years, in accordance with article 10-B of ECPDESP.
4. Admission requirements - Applications for the above-mentioned post should meet the conditions laid down in article 17 of ECPDESP and hold a PhD or Specialisation in the subject area in question, or comparable subject area.
5. Applications - Official applications are made by submitting a request to the President of the Lisbon Polytechnic Institute (IPL) by certified/registered mail to: Serviços de Recursos Humanos do Instituto Superior de Engenharia de Lisboa, Rua Conselheiro Emídio Navarro, 1959-007 Lisboa.
6. Application requirements - Submission of the following information is mandatory: full name; parents' names; date and place of birth; number and date of identification document; home address and telephone number; marital status; academic qualifications and final grade; professional category and position currently held; identification of the position the candidate is applying for and of the Diário da República in which the present proclamation was published; as well as any other information deemed relevant in order to assess the suitability of the interested parties.
7. Documents to be submitted together with the application:
  - i) Criminal record certificate;
  - ii) Medical certificate confirming the candidate's physical condition and psychological profile to perform public service, issued by a practising doctor;

- iii) Compulsory vaccination record, duly updated;
- iv) Documents proving that the candidate meets the legal provisions stipulated in paragraph 4 of the present proclamation;
- v) 2 hard copies of a detailed curriculum vitae, dated and signed, and one copy in PDF digital format;
- vi) 2 hard copies of all supporting documentation mentioned in the curriculum vitae, and one in PDF digital copy;
- vii) Complete list of all submitted documentation.
- viii) 2 hard copies of the applicant's scientific/pedagogic project, as relevant to the subject area in question, and one copy in PDF digital format.

7.1 Whenever appropriate, the jury reserves the right to request further documentation related to the submitted curriculum vitae.

8. Exemption from the submission of documents - Exemption from the submission of the documents mentioned in i), ii) and iii) of the previous paragraph may be granted to applicants who declare in their application, under separate headings and on their word of honour, their exact situation with respect to the content of each of these items.

8.1 Candidates who are currently employed in the IPL are exempt from submitting such documents as they are already included in the respective records. This should be clearly stated in their application.

9. Information to be provided in the curriculum vitae:

- i) Academic qualifications (degrees, grades, dates and institutions where they were obtained);
- ii) Other certified training, including the respective grades, dates, duration and awarding institutions;
- iii) Professional experience in the subject area in question;
- iv) Participation in research and innovation projects (the information provided should allow for an assessment of the applicant's degree of involvement and responsibility, amounts of financing, team and duration of the projects, the final results achieved and their impact on society);
- v) Participation in/organisation of meetings, seminars and other events of a similar nature (the information provided should allow for an assessment of the applicant's type of participation and responsibility);
- vi) Participation in/performance of technical, outreach and didactic work (the information provided should allow for an assessment of the skills involved, the applicant's responsibility and the quality of work produced);
- vii) Articles and other scientific and technical works published (a copy of the work should be provided in electronic format);
- viii) Other relevant experience for the present application;
- ix) The curriculum vitae should be organised per the criteria in point 13 of this Proclamation, in accordance with its various sub-paragraphs.

10. Selection criteria and classification of candidates: In compliance with the terms of article 15- A of ECPDESP and Order no. 1979/2010 of 12 January, published in Diário da República, Series II, no. 19 of 28 January, the Jury approved, at a preliminary meeting on 12 April 2018, the following criteria, indicators and considerations, with a view to assessing and classifying candidates, and the curriculum vitae should be organised according to the same criteria:

- i) Technical/Scientific and Professional Activities – up to 30 points:
  - (1) Academic Training (15%); -----
  - (2) Research Activities in Research and Innovation Projects (30%); -----
  - (3) Scientific and Technical Publications (20%); -----
  - (4) Scientific, Technical and Academic Refresher Training (5%); -----
  - (5) Participation in Scientific and Professional Boards (10%); -----
  - (6) Doctoral Candidate Supervision (10%); -----
  - (7) Awards, Scholarships and Distinctions (10%). -----
  
- ii) Pedagogic Activity – up to 45 points:
  - (1) Teaching Positions (40%); -----
  - (2) Experience in Coordinating Study Cycles (30%); -----
  - (3) Participation in Academic Juries (10%); -----
  - (4) Supervision of Dissertations and Work Leading to an Academic Degree (15%); --
  - (5) Pedagogic Refresher Training (5%). -----
  
- iii) Other activities relevant to the mission of the institution – up to 25 points:
  - (1) Experience in Business Community Interface (15%); -----
  - (2) Community Outreach Activities, such as disseminating R&D activities and courses abroad (25%); -----
  - (3) Internationalisation of Activities (10%); -----
  - (4) Involvement with Institutions of Higher Education (40%); -----
  - (5) Applicant’s scientific/pedagogic project (10%). -----

11. Jury - By order of the President of the Lisbon Polytechnic Institute (IPL), dated 13 March 2019, published by Order (extract) no. 3543/2019 of 28 March 2019 in the Diário da República, Series II, no. 62 of 28 March, the Jury shall be composed as follows:

President of the Jury:

Dr. João Manuel Ferreira Calado, Coordinating Professor with Aggregation of the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute, by delegation of powers of the President of the Lisbon Polytechnic Institute.

Permanent Members:

Dr. Viriato Sérgio de Almeida Semião, Associate Professor with Aggregation of the Higher Technical Institute of the University of Lisbon;

João António Esteves Ramos, Coordinating Professor of the Higher School of Technology and Business at the Polytechnic Institute of Leiria;

Dr. Gilberto Cordeiro Vaz, Coordinating Professor of the Higher Institute of Engineering of the Coimbra Polytechnic Institute;

Nuno Paulo Ferreira Henriques, MSc, Coordinating Professor of the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute.

Alternate Members:

Dr. Manuel Carlos Gameiro da Silva, Associate Professor with Aggregation of the School of Sciences and Technology of the University of Coimbra;  
Dr. António Luís Moreira, Associate Professor with Aggregation of the Higher Technical Institute of the University of Lisbon.

12. Admission, assessment and classification of candidates - Once the application period expires, the Jury meets to consider the admission and proceed with the assessment and classification of candidates in accordance with the criteria stated in paragraph 10 of this Proclamation.
  - 12.1 The selection procedure may be terminated by reasoned act of the President of IPL respecting the general principles of administrative activities as well as the legal and regulatory limits on recruitment.
13. Absolute merit is gauged on the basis of the applicant's curriculum vitae, relevant in the area which the present Proclamation refers to, under the terms laid down in paragraphs 9 and 10 above. Applicants who, in the jury's assessment, are ranked below 50% overall, or are ranked below 15%, 30% and 10%, in criteria 13 i), ii) and iii), respectively, shall be excluded.
14. Prior hearing - In the event of a candidate being excluded for non-compliance with the legal requirements, and at the end of the assessment, a prior hearing will be given under the terms of article 121 et seq. of the Code of Administrative Procedure (CPA), published by Law no. 4/2015 of 07 January.
15. Public hearings - Under the terms laid down in article 23 (4b) of ECPDESP, the Jury may conduct public hearings on an equal footing for all candidates.
16. Consultation of the process – The selection process may be consulted by those candidates wishing to do so through the Secretary's Office of the Mechanical Engineering Department of the Lisbon Higher Institute of Engineering during normal office hours, i.e. 9:30 am - 12:00 pm and 2:00 pm – 5:00 pm.
17. The shortlisted candidate will be contracted under the terms and conditions which allow for the provisions laid down in article 42 of Law no. 41/2018 of 31 December (State Budget Law for 2019).
18. Pursuant to Article 9(h) of the Constitution, the IPL actively promotes, as an employer, an policy of equal opportunities for men and women as regards access to employment and professional career advancement, scrupulously guarding against any and all forms of discrimination.

Lisbon, 15 April 2019. President of IPL - Dr. Elmano da Fonseca Margato.