

## Lisbon Polytechnic Institute

### PROCLAMATION

Under the terms and conditions of Articles 3, 5, 10, 15, 15-A, 17 and 29-B of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), sanctioned by Decree-Law No. 185/81, of 1 July, in its republication as it appeared in Decree-Law No. 207/2009, of 31 August, and by Law No. 7/2010, of 13 May, together with Dispatch No. 1979/2010, published in *Diário da República*, Series II, No. 19, of 28 January, amended by Amendment Declaration No. 244/2010, published in *Diário da República*, Series II, No. 26, of 8 February, which sanctioned the Regulations for Applications for the Recruitment of Teaching Staff for the Lisbon Polytechnic Institute (IPL), it is hereby made public, by dispatch of the President of the Lisbon Polytechnic Institute, of 14 March 2022, in Article 92(1)(d) of Law No. 62/2007 of 10 September, and Article 26(1)(d) of the Normative Dispatch No. 20/2009 of 13 May, *Diário da República* Series II No. 98 of 21 May, that, for a period of 30 working days from the publication of the present proclamation in *Diário da República*, applications are now invited for the purpose of filling a teaching vacancy scheduled for 2022 at the Lisbon Higher School of Music (ESML) of the Lisbon Polytechnic Institute.

1. Type of Selection Process — Document Based.
2. Category — Adjunct Professor.
3. Subject Area — Music, Specialisation in Chant / Gregorian Chant.
4. Application validity — The application is valid only for the job specified, and expires once submitted, as provided in Article 38.º, of Order no. 1979/2010, published in the *Diário da República*, Series II, no. 19, of 28 January, amended by Amendment Declaration No. 244/2010, published in *Diário da República*, Series II, No. 26, of 8 February.
5. Functional Content — As described in paragraph 4 of Article 3 of ECPDESP.
6. 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.
7. 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 Music/Chant, specialising in Gregorian Chant.
8. Applications — Formal applications should be submitted to the President of the Lisbon Polytechnic Institute, accompanied by all the documentation described in point 10 of the proclamation, and sent to the following email address: [r.humanos@esml.ipl.pt](mailto:r.humanos@esml.ipl.pt).

**9.** Application requirements — Submission of the following information is mandatory: full name; parents' names; date and place of birth; number and date of identification document and issuing authority; 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.

**10.** Documents to be submitted together with the application:

- a) Identity card or citizen card (exclusion for not presenting an identification document is not applicable, upon presentation of an alternative document proving the requirements necessary for the exercise of public functions);
- b) Criminal record certificate;
- c) Medical certificate confirming the candidate's physical condition and psychological profile to perform public service, issued by a practising doctor;
- d) Compulsory vaccination record, duly updated;
- e) Documents proving that the candidate meets the legal provisions stipulated in paragraph 7 of the present proclamation;
- f) Detailed *Curriculum Vitae*, dated and signed by the candidate, in PDF format;
- g) Supporting documentation mentioned in the curriculum vitae in PDF format;
- h) Complete list of all documentation submitted.

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

**11.** Exemption from the submission of documents – Exemption from the submission of the documents mentioned in b), c) and d) 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.

**12.** Information to be provided in the *curriculum vitae*:

**12.1.** Academic qualifications (degrees, grades, dates and institutions where they were obtained);

**12.2.** Other official graduate and post-graduate courses, specifying the grades, dates and institutions where they were obtained;

**12.3.** Technical, Scientific and Professional Performance in the field:

a1. References to participation in artistic productions and scientific and artistic extension activities such as musical compositions, participation in artistic events, lectures, seminars or congresses, community services and development of projects with other community entities relevant to the area and disciplines in question (documents provided should make it possible to assess the candidate's degree of participation and responsibility, as well as the final outcome of the activities);

a2. References to artistic participation in publicly available and/or edited audio or video recordings, publication of research, technical or didactic work such as articles, books, book chapters and scientific communications (the documents provided should make it possible to assess competences, through the analysis of the quality of the works produced) — up to 10 of the most representative works must be selected and sent (2 copies per work, when the digital format is not possible);

a3. References to coordination of artistic and scientific projects, guidance, participation and debate on juries for research work, dissertations, training reports and projects and organisation of artistic and scientific events.

#### **12.4. Pedagogical performance in the area:**

b1. References to teaching of Bachelor's degrees, Masters' degrees and Doctorate programmes in the area in question;

b2. References to conception/design of curricular programmes and plans and coordination of degree courses in the subject area in question;

b3. Pedagogical materials published or presented;

b4. References to the coordination, participation and development of pedagogical projects in the subject area in question.

#### **12.5. Management and administration activities in higher education institutions:**

c1. References to participation in bodies and in management and administration activities;

c2. References to participation in institutional work groups/committees and dissemination activities.

#### **12.6. Other relevant experience for the present application;**

**13. Selection criteria and classification of candidates –** In compliance with the terms of Article 15-A and 23 of ECPDESP and Article 26 of Dispatch 1979/2010, published in *Diário da República*, Series II, No. 19 of 28 January, amended by Amendment Declaration No 244/2010, published in the *Diário da República*, Series II, No. 26 of 8 February, the Jury, at a preliminary meeting held on 16 October 2020, approved the following parameters, criteria and considerations, in view of the evaluation and shortlisting of candidates, and their *curriculum vitae* must be organised in accordance with them:

#### **a) Technical, Scientific and Professional Performance in the field (TSPP - 40%)**

*a1.* Artistic output and scientific and artistic extension activities such as musical compositions, participation in artistic events, talks, seminars or conferences, community services and project development with other community entities, as relevant to the subject area in question (17.5%);

*a2.* Artistic participation in publicly broadcast and/or edited audio or video recordings, publication of articles, books, chapters of books and scientific communications (12.5%);

*a3.* Coordination of artistic and scientific projects, guidance, participation and debate on juries for research work, dissertations, training reports and projects and organization of artistic and scientific events (10%).

**b) Teaching Ability in the field (TA - 45%):**

*b1.* Teaching of Bachelor's degrees, Masters' degrees and Doctorate programmes in the area in question (15%);

*b2.* Conception/design of curricular programmes and plans and coordination of degree courses in the subject area in question (15%);

*b3.* Quality of pedagogic material published or presented (5%);

*b4.* Coordination, participation and organisation of pedagogic projects (10%).

**c) Other relevant management and administrative activities at institutions of higher education (OA - 15%)**

*c1.* Participation in management and administrative bodies and activities (7.5%);

*c2.* Participation in institutional work groups/committees and dissemination activities (7.5%).

Final Classification (FC) = (TSPP 40%) + (PC 45%) + (OA 15%)

**14.** Jury – By dispatch of the President of the Lisbon Polytechnic Institute (IPL) of 14, March 2022, published through Order 3668/2022, in *Diário da República*, Series II, No. 61 of 28 March, amended by Amendment Declaration No 1029/2022, published in *Diário da República*, Series II, No. 236, of 9 December, the Jury shall be composed as follows:

President:

— Dr Miguel Diniz Santos Gonçalves Henriques, Director of the Lisbon Higher School of Music of the Lisbon Polytechnic Institute, by delegation of powers by the President of the Lisbon Polytechnic Institute;

Permanent Members:

- Dr Carlos Fernando da Silva Marecos, Coordinating Professor of the Lisbon Higher School of Music of the Lisbon Polytechnic Institute;
- Dr Jorge Matta, specialist of recognised merit, pursuant to the provisions of Article 12(1)(iii) of the regulation on hiring teaching staff at the Lisbon Polytechnic Institute, approved in annex to the Dispatch No. 1979/2010, of 12 January, 2010 published in DR No. 19, Series II of 28 January;
- Dr Luísa Mariana de Oliveira Rodrigues Cymbron, Associate Professor at the Faculty of Social Sciences and Humanities of the Universidade Nova de Lisboa;
- Dr José Filomeno Martins Raimundo, Retired Coordinating Professor at the Higher School of Applied Arts of the Castelo Branco Polytechnic Institute.

Alternate Members:

- Dr Manuel Pedro Ferreira, Full Professor at the Faculty of Social Sciences and Humanities of the Universidade Nova de Lisboa;
- Dr Ana Isabel Telles Béreau, Associate Professor of the University of Évora.

**15.** 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 13 of this Proclamation.

**15.1.** 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.

**16.** Absolute merit is gauged on the basis of the candidate's *curriculum vitae*, relevant in the area which the present proclamation refers to, under the terms laid down in paragraph 13 above. Candidates who do not successfully achieve a classification of 50% or higher in the jury's assessment will be excluded.

**17.** Prior hearing – In the event of a candidate being excluded for non-compliance with the legal requirements, or for lack of absolute merit, 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 7 January.

**18.** Public hearings – Under the terms laid down in Article 23(4)(b) of ECPDESP, the jury may conduct public hearings on an equal footing for all candidates.

**19.** Enquiries – The selection process may be consulted by those candidates wishing to do so at the Lisbon Higher School of Music, located at the IPL Benfica campus, 1500-

651 Lisbon, from 10:00 am – 12:00 pm and from 2:00 pm – 4:00 pm, by prior appointment.

**20.** Recruitment conditions - Shortlisted candidates will be contracted under the terms and conditions which allow for the provisions laid down in Article 36 of Law 12/2022 of 27 June (State Budget for 2022).

**21.** Pursuant to Article 9(h) of the Constitution, as an employer the IPL actively promotes a 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 December 2022. The Vice-President of IPL - Dr Maria João Simões Escudeiro.