

LISBON POLYTECHNIC INSTITUTE

PROCLAMATION

Under the terms and conditions of Articles 3, 6, 10, 15, 15-A, 19 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 22 November 2019, in 1(d) of Article 92 of Law No. 62/2007 of 10 September, and paragraph 1(d) of Article 26 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 2020 at the Music School of Lisbon (ESML) of the Lisbon Polytechnic Institute.

- 1.** Type of Selection Process — Document Based.
- 2.** Category — Principal Coordinator.
- 3.** Subject Area - Music, Early Music, Recorder.
- 4.** Application validity - The application is valid only for the job specified, and expires once submitted.
- 5.** Functional Content — As described in paragraph 5 of Article 3 of ECPDESP.
- 6.** Applicable legal relation mode — Public service employment contract for an indefinite period, in accordance with article 10 of ECPDESP.
- 7.** Admission requirements — Applications for the above-mentioned post should meet the conditions laid down in Article 19 of ECPDESP and hold a PhD or specialisation for more than five years in the area or a comparable area in relation to the application.

- 8.** Applications: Formal applications should be submitted to the President of the IPL either by hand or via registered mail to the following address: Instituto Politécnico de Lisboa, Estrada de Benfica, n.º 529, 1549-020 Lisboa.
- 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) Identification document;
 - 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) One hard copy of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
 - g) One hard copy of all supporting documentation mentioned in the *curriculum vitae*, and one copy in PDF digital format;
 - h) Complete list of all submitted documentation.
- 10.1. Whenever appropriate, the jury reserves the right to request further documentation related to the submitted *curriculum vitae*.
- 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*:
 - a) Academic qualifications (degrees, grades, dates and institutions where they were obtained);

- b) Other official graduate and post-graduate courses, with an indication of the grades, dates and institutions where they were obtained;
- c) Training and professional experience;
- d) Participation in innovative projects, meetings, seminars and other meetings of a similar nature (the information provided will be used to assess the candidate's levels of intervention and responsibility, as well as the end results of such initiatives);
- e) Technical or didactic research work undertaken (the information provided shall enable the assessment of skills, through an analysis of the quality of the work carried out);
- f) Publications (the information provided shall allow for the assessment of skills, through an analysis of the quality of the published works) – candidates should select and submit no more than 10 of the most representative publications (2 copies per publication, when not available in digital format);
- g) 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 23 January 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. Scientific and artistic activities such as 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. Audio and video recordings of artistic events, publications of articles, books, book chapters, 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 of pedagogic and/or scientific areas in the area in question - (2.5%);
- b5. Coordination, participation and organisation of pedagogic projects (10%).

c) Other activities relevant to the higher education institution (OA - 15%)

- c1. Participation in the bodies and the management activities of the institution (7.5%);
- c2. Participation in institutional work groups/committees, activities for disseminating the institution (7.5%).

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

- 14.** Jury – By dispatch of the President of the Lisbon Polytechnic Institute, dated 22 November 2019, published by Proclamation No. 11581/2019 published in the *Diário de República*, Series II, No. 414 of 6 December, the Jury shall be composed as follows:

President:

- Dr Miguel Dinis 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:

- Professor Jorge Moyano Marques, Coordinating Professor at the Lisbon Higher School of Music of the Lisbon Polytechnic Institute;
- Dr Ana Telles Béreau, Associate Professor at the University of Évora;
- Dr Jorge Manuel Salgado de Castro Correia, Associate Professor of the University of Aveiro;
- Dr Manuel Pedro Ramalho Ferreira, Full Professor at the Faculty of Social Sciences and Humanities of the Universidade Nova de Lisboa.

Alternate Members:

- Dr Luísa Mariana de Oliveira Rodrigues Cymbron, Associate Professor at the Faculty of Social Sciences and Humanities of the Universidade Nova de Lisboa;

- Dr António Sousa Dias, Associate Professor at the University of Lisbon School of Fine Arts.

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 through the President's Office of the Lisbon Polytechnic Institute from 10:00 – 12:00 and 14:00 – 16:00.

20. Recruitment conditions - Shortlisted candidates will be contracted under the terms and conditions which allow for the provisions laid down in Article 40 of Law 2/2020 of 31 March (State Budget for 2020).

21. 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, 07 of July 2020. President of IPL - Dr. Elmano da Fonseca Margato.