

PORTO POLYTECHNIC INSTITUTE

Escola Superior de Música e Artes do Espetáculo

Public notice

1. In accordance with paragraph d), no. 1 of the article 16 of the *Escola Superior de Música e Artes do Espetáculo* of Porto Polytechnic Institute's legal status, hereafter designated ESMAE, approved by Order no. 15830/2009, published in *Diário da República*, no. 132 of 10th of July and article no. 16 of the Polytechnic Higher Education Teaching Career Staff Statute (*Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico - ECPDESP*), IT BECOMES PUBLIC, by Order of ESMAE's President, no. 39/2015, of 22nd of December, that a documental competitive selection (*concurso público documental*) shall be initiated 30 days (weekdays) after the publication of this document in the *Diário da República* for employment in a currently unoccupied position at ESMAE, as career faculty member, within the category of *Professor-Coordenador* in the subject area of Theatre, in the specialist area of Stage Management and Production – Costume Design. This refers to a predicted job position, not belonging to the map of personnel of ESMAE, with a contract for public service of indefinite duration, in accordance with articles 10.º, 11.º, 15.º, 15.º-A, 19.º, 29.º-A, 29.º-B all of the Polytechnic Higher Education Teaching Career Staff Statute, approved by Decree-Law no. 185/81, from July 1, as specified by Decree-Law no. 207/2009, of August 31, amended by Law no. 7/2010, of May 13 and by Law no. 45/2016, of August 17, combined with Regulation of Public Tenders for Teaching Career Staff of Porto Polytechnic Institute, approved by Order no. 4807/2011, published in the *Diário da República*, 2nd series no. 54, of March 17 2011, as well as the General Labor Law on Public Functions.
2. **Place of Work** – ESMAE, *Rua da Alegria, no. 503, 4000-045 Porto*.
3. **Number of available positions** – 1.
4. **Mode of Legal Relationship** – with labor contract of public functions, for an undetermined time.
5. **Job Description** – The obligations of the *Professor-Coordenador* are the ones

present on article 3, no. 5 of the Decree-Law no. 185/81 of July 1, as specified by the Decree-Law no. 207/2009, of August 31, amended by Law no. 7/2010, of May 13 (ECPDESP) and by Law no. 45/2016, of August 17, as well as the general obligations of article 73.º of General Labor Law on Public Functions, approved in annex by Law no. 35/2014, of June 20.

6. Requirements for Recruiting:

a) Applications for the above-mentioned post should meet the conditions laid down in articles 33 to 35 of General Labor Law on Public Functions, approved by Law no. 35/2014, from June 20;

b) Applicants must have a Ph.D. or title of expert “*Título de Especialista*” in the field or a related area of the position offered. Applicants must fulfil the conditions established in article 19 of the Polytechnic Higher Education Teaching Career Staff Statute, republished by Decree-Law 207/2009, of August 31, and amended by Law 7/2010, of 13 May; And Articles 8 and 14 of Decree Law 207/2009, of August 31, amended by article 3 of Law 7/2010, of 13 May;

c) The filling conditions of the Polytechnic Higher Education Teaching Career Staff Statute, approved by Law no. 7/2010, of May 13 in its present terms and the conditions of Regulation of Public Tenders for Teaching Career Staff of Porto Polytechnic Institute, approved by Order no. 4807/2011 of March 17, published in the 2nd series of *Diário da República*, no. 54, of March 17, 2011.

7. Expiration:

7.1. The opening for the afore-mentioned position expires when the post is filled, or in case of lack of applicants.

7.2. The President of ESMAE may cancel the process by a duly substantial claim, concerning the general principals of the administrative activity as well as legal, regulatory and procedural limits.

8. Application procedure:

8.1. Applications:

Applications are to be submitted with the required form to the President of ESMAE of the Porto Polytechnic Institute, delivered in person or by registered mail with acknowledgement of receipt to Human Resources Services, located at *Rua da Alegria, no. 503, 4000-045 Porto*.

8.2. Information required in the application:

The forms must include the following information: full name, parents' names, date and place of birth, number and date of identification document and issuing agency, residence and telephone number, marital status, highest academic degree and final grade, profession and current position, position now applying for, with reference to the publication in the *Diário da República* of the opening of this position, and any other information useful for judging the applicant's capabilities.

9. The application must be accompanied by:

- a) Application form;
- b) Identification document (national ID or passport);
- c) Proof of no criminal record;
- d) Medical declaration, attesting to the candidate's physical and mental fitness for public service, signed by a practicing physician;
- e) Proof of up-to-date vaccinations;
- f) Documents proving the candidate fulfill the legal requirements set out in number 8 of this publication;
- g) Two copies of the candidate's complete curriculum vitae, dated and signed: one printed, the other in digital PDF;
- h) Two copies of the accompanying documentation referred to in the curriculum vitae: one printed, the other in digital PDF;
- i) A list of all documents presented.

10. The jury reserves the right to request additional documentation related to the candidate's curriculum vitae.

11. Waiving of required documents – Presentation of the documents referred to in lines c) and d) of number 9 is not required if the candidate declares on his honor, in separate lines in the applications forms, that his situation meets the requirements set out in each of them.

11.1 Candidates who are presently employed at IPP are not required to present documents already on file, as long as this fact is stated clearly in the application.

12. Elements that must be included in the curriculum vitae:

- a) Academic qualifications (Titles, Academic Degrees, Grades, Dates and Institutions where these qualifications were obtained);
- b) Other graduate and postgraduate level courses with the respective classification, date, duration and Institutions where these qualifications were obtained;
- c) Training and professional experience;
- d) Participation in innovation projects, conferences, workshops and other events of the same nature (the provided elements must allow the evaluation of the applicants' responsibility and ability to intervene actively within his/her field of expertise as well as end results);
- e) Research, didactic works of scientific or artistic nature (the information provided must clearly show the applicants' responsibility and ability to intervene actively within his/her field of expertise, as well as the final results);
- f) Published works (the provided elements must allow the evaluation of the applicants' responsibility and ability to intervene actively within his/her field of expertise, as well as end results) - must be selected and sent until three representative works;
- g) Performed works (the information provided must clearly show the applicants' responsibility and ability to intervene actively within his/her field of expertise, and allow for a proper evaluation of the published material): these must be selected, and up to three of the most representative works provided;
- h) Other experiences considered relevant for the tender.

13. Criteria for the ranking and selection of Candidates:

According to article 15.º-A, of ECPDESP and to Order no. 4807/2011, published in the 2nd series of *Diário da República*, no. 54, of March 17, the ESMAE's Technical Scientific Council at its plenary meeting of 11 May 2016, approved the following criteria, indicators and ponderations for the candidates' evaluation and ranking order, according to which the respective curriculum vitae should be organized:

a) Artistic, Scientific and Technical Performance (ASTP): 45%

- a1) Academic qualifications (PhD/ Expert Title "*Título de Especialista*" and Aggregation Exams) (25);

a2) Research activities - publications: author and co-author of book chapter and of scientific-technical books, publication of papers with peer review, publication of papers with no peer review, publications Artist Catalogs and publications in conference proceedings (25);

a3) Research activities - communications and conferences in colloquiums, conferences and other scientific forums, participation as a reviewer in specialized journals and member of scientific committees, organization of conferences, colloquiums or symposia, member of scientific committee of congresses and conferences, member of a Research Center (20);

a4) Artistic extension activities, promotion of artistic practices; Participation in individual and collective exhibitions; Performing arts / costume design (20);

a5) Participation in artistic projects and in national and international networks (10).

b) Pedagogical Experience (PE): 30%

b1) Professional experience in the domain of disciplines in which the tender is open: Greater professional experience in the polytechnic and / or university higher education systems; Number and diversity of curricular units taught in different cycle degree programs; Elaboration and development of the respective programs; Pedagogical and scientific coordination of Curricular Units (35);

b2) Capacity for pedagogical innovation and coordination of academic groups or committees: supervision of pedagogical, scientific, artistic and technical activities; Promotion of training initiatives aimed at improving teaching processes - learning or participation in pedagogical structures; Coordination or participation in groups or commissions for the elaboration or restructuring of degree courses and curricular units; Coordination of academic groups or committees, including institutional evaluation and course accreditation (35);

b3) Scientific supervision and participation in academic examination boards: Supervision of Thesis / Project / Final Report of Masters' Degree Courses; Co-supervision of PhD thesis; Jury of PhD Thesis; Jury of Thesis / Project / Final Report of Masters' Degree (30).

c) Other Relevant Activities (ORA): 25% (Other activities relevant to the mission of the institution)

- c1) Participation in statutory management bodies: President, Vice-President of statutory bodies and Member of statutory bodies (30);
- c2) Participation in intermediate management and pedagogical bodies in higher education: Department Director, Course Coordinator, Scientific Area Coordinator and Person in charge of Scientific Area (30);
- c3) Jury of Other Academic job positions for the career of polytechnic or university teaching staff (20);
- c4) Membership of academic bodies and participation in institutional work groups / commissions, actions to publicize the institution and participation in educational institutions of national or international projection (10);
- c5) Other activities relevant to the institution (10).

14. Admission or rejections of applications:

The admission and exclusion of applications and notification of excluded candidates, according to the terms of and for the intended purposes of article 121 of the Portuguese Administrative Procedure Code, will be treated according to article 17 of Career of Teaching Staff of Porto Polytechnic Institute Regulations.

15. For the purposes of assigning points, only the statements in the curriculum vitae that have been duly documented will be taken into account.

16. Additional Documentation:

The jury reserves the right to request additional documentation related to the candidate's curriculum vitae, under the terms and conditions foreseen in article 28 of the Regulation.

17. The final result (FR) from each candidate will be calculated as follows:

$$FR = ASTP*45\% + PE*30\% + ORA*25\%$$

18. The jury's meeting minutes are to be provided to the candidates when requested.

19. Any false statements are punishable by law.

20. By order of the President of the Porto Polytechnic Institute, on INF/DRH/250/2016, of 30th of November, the composition of the jury is as follows:

President:

- Prof. Doutor António Augusto Martins da Rocha Oliveira Aguiar, Adjunt Lecturer, Principal of Escola Superior de Música e Artes do Espetáculo, of Porto Polytechnic, who will be replaced in his absences or impediments by Prof^a Doutora Olívia Maria Marques da Silva.

Effective members:

- Prof^a Doutora Olívia Maria Marques da Silva, Coordinator Professor, of Escola Superior de Media Arts and Design of Porto Polytechnic;

- Prof. Doutor Juan Fernando De Laiglesia, Full Professor of Faculdade de Belas Artes of Pontevedra, of the Universidade de Vigo;

- Prof. Doutor João Maria Gomes Ribeiro Mendes, Coordinator Professor, of Escola Superior de Teatro e Cinema, of Lisbon Polytechnic Institute;

- Prof^a Doutora Christine Mathilde Thérèse Zurbach, Associate Professor with Aggregation Exams, of Escola de Artes, of Universidade de Évora;

- Prof^a Doutora Maria Eugénia Miranda Afonso Vasques, Coordinator Professor, of Escola Superior de Teatro e Cinema, of Lisbon Polytechnic Institute.

21. Assessment and selection:

21.1 The jury will act according to article 12 of the Regulation of Competitive Selection Processes for the Hiring of Career of Teaching Staff of the Porto Polytechnic Institute.

21.2 Once the deadline for applications is past, the jury will meet to deliberate on the admission and exclusion of the applications, according to the terms set out in article 17 of the Regulation of Competitive Selection Processes for the Hiring of Career of Teaching Staff of the Porto Polytechnic Institute.

21.3 Examination of the admitted applications will be carried out according to previously established criteria, parameters and weighting factors.

21.4 The jury's decisions will be made by absolute majority of those present, abstentions not allowed.

22. Classification:

22.1 The final classification attributed individually by each member of the jury will be obtained by the following formula: $FR = ASTP * 45\% + PE * 30\% + ORA * 25\%$, where FR represents the juror's final grade; ASTP the sum of points attributed to the candidate for Artistic, Scientific and Technical Performance; PE the sum of points attributed to the

candidate for the Pedagogic Experience; ORA the sum of points attributed to the candidate for Other Relevant Activities.

22.2 For each vote, members of the jury must maintain the grades given, no abstentions allowed.

22.3 The jury will use the following methodology for voting, in order to guarantee an absolute majority in in the final ranking of the candidates:

a) The first vote serves to determine first place, which is when a candidate receives more than half the votes of those present in the meeting. In case of a tie, the vote is repeated, but only between the candidates who received votes for first place, after excluding the candidate with the fewest votes in the first round. If there is a tie between two or more candidates in a position with fewer votes, a vote is held to break the tie, and if a tie stills exists, the president of the jury decides on which candidate to exclude. This process repeats itself until a single candidate has an absolute majority for first place. Excluding this candidate from the voting, the same process is repeated to determine a second place, and so on until a ranking of all the candidates is established.

b) Notwithstanding the provisions of the previous number, whenever a tie exists, voting is repeated, and if the tie remains, the president of the jury is to decide the outcome of the vote.

23. Notification of applicants and decision:

23.1 The jury's final ranking will be communicated to the applicants, so that the applicants may present complaints, according to the terms of article 121 and subsequent articles of the Portuguese Administrative Procedure Code, to which will be applied, with appropriate adaptations, the provisions of article 25 of the Regulation.

23.2 When the deadline for presenting complaints is past, the jury will examine any existing complaints and approve a final ranking of the candidates.

24. Prior hearing – In the case of a candidate having been excluded for not abiding by the legal provisions, and having completed the evaluation, a prior hearing will be held, according to the provisions of articles 121 and 122 of the Portuguese Administrative Procedure Code, as referred to in number 14 of this publication.

25. Public hearing – According to the provisions of line b) of no. 4 of article 23 of the

ECPDESP, the jury may hold public hearings, on equal terms for all of the candidates.

26. Consultation of files – The files of the selection process may be examined by candidates who wish to do so at the Human Resources Services of the ESMAE, during normal working hours.

27. Hiring conditions – The candidate who is placed in the final validated ranking in an eligible position for hiring shall be offered a contract under the terms and conditions that comply with the provisions set out in article 47 and subsequent articles of the Portuguese Law no. 82-B/2014 of December 31st (2015 State Budget Law).

28. Under paragraph h) from article 9 of the Portuguese Constitution, the Public Administration, as employer, actively promotes a policy of equal opportunities between men and women in the access to work and professional progress, scrupulously ensuring that any form of discrimination is avoided.

29. This Official Announcement will be disclosed in the following terms:

- a) In the 2nd series of the *Diário da República* (Official State Gazette);
- b) In the Public Employment Pool, at www.bep.gov.pt, the 1st working day following *Diário da República*'s publication;
- c) At the *Fundação da Ciência e Tecnologia*, I.P. website, in both Portuguese and English languages;
- d) At ESMAE's website, www.esmae.ipp.pt.

The present publication and others with the same content are hereby made public and, duly verified and signed, will be posted at the appropriate venue.

I, Sónia Raquel Ferraz Bastos, Administrator/Secretary of the ESMAE, endorse it.

January 18, 2017 – The President of the ESMAE, António Augusto Martins da Rocha Oliveira Aguiar.