

PORTO POLYTECHNIC INSTITUTE

Escola Superior de Música e Artes do Espetáculo

**Public Notice no. 416/2019, published in *Diário da República*, II Series, no. 58, of 22
march 2019**

1. In accordance with paragraph d), no. 1 of the article 10 of the *Escola Superior de Música e Artes do Espetáculo* of Porto Polytechnic Institute's legal status, hereafter designated ESMAE, approved by Order no. 7859/2017, published in *Diário da República*, no. 172 of 6th of September, IT BECOMES PUBLIC, by Order of ESMAE's President, no. ESMAE/PR-24/2018, of 15th of October, that a documental public tender (*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 Adjunct Lecturer (*Professor-Adjunto*) in the subject area Music – Bassoon, in the labor contract of public functions for an undetermined time, in accordance with articles 5.º, 10.º-B, 17.º e 29.º-B, combined with articles 15.º to 24.º-A, all of Polytechnic Higher Education Teaching Career Staff Statute (ECPDESP), approved by Decree-Law no. 185/81, of 1st of July, amended by Decrees-Law no. 69/88, of 3rd of March and Decree-Law no. 207/2009, of 31st of August and in its current wording, combined with Regulation of Public Tenders for Teaching Career Staff of Porto Polytechnic Institute (RCCPCDIPP), approved by Order no. 4807/2011, published in the *Diário da República*, 2nd series no. 54, of 17th March of 2011, as well as the General Labor Law on Public Functions (LTFP), approved in the annex to the Law no. 35/2014, 20th of June, in its current wording, where applicable.
2. **Place of Work** – ESMAE, *Rua da Alegria, n.º 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, in experimental period, lasting 5 years.
5. **Job Description** — The responsibilities of the *Professor-Adjunto* are the ones present on no. 4 of articles 3.º, 30.º-A, 33.º of ECPDESP.
6. **Requirements for Recruiting:**

- a) Applications for the above-mentioned post should meet the conditions laid down in articles 33 to 35 of LTFP;
- 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;
- c) Applicants who hold a PhD degree obtained in a foreign higher education institution, recognized in Portugal under the terms of the applicable laws (article 4 from the Decree-Law 341/2007, published in the *Diário da República*, 1st series, no. 197, of 12th October). This formality must be completed until the end of the application deadline.
- d) The filling conditions ECPDESP combined with RCCPCDIPP.

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, delivered in person from 9:00am to 1:00pm and from 2:00pm to 5:00pm, 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 and respective documentation: full name, parents’ names, date and place of birth, number and validity of identification document, 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, available at ESMAE's website, www.esmae.ipp.pt;
- b) Declaration of authorization to third parties - access to data and / or documents, available at ESMAE's website, www.esmae.ipp.pt;
- 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) Two copies of the candidate's complete *curriculum vitae*, dated and signed: one printed, the other in digital PDF;
- g) Two copies of the accompanying documentation referred to in the *curriculum vitae*: one printed, the other in digital PDF;
- h) 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), d) and e) 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 Porto Polytechnic Institute 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) Other relevant qualifications and professional experience;
- d) Participation in innovated projects, conferences, seminars and other events of the same nature (the provided elements must allow the evaluation of the applicants' responsibility and the ability to intervene actively within his/her field of expertise as well as end results);
- e) Research, didactic or technical 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) - up to three representative works must be selected and sent;

g) 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 in RCCPCDIPP, the ESMAE's Technical Scientific Council at its plenary meeting of 14th of March of 2018, 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) Pedagogical Component (PC) (40%):

a1) Lecture experience in higher education institutions. Number of curricular units taught and/or coordinated at graduation and post-graduation levels. Elaboration and development of the respective programs (50);

a2) Capacity for pedagogy innovation and coordination of academic groups: Supervision of pedagogical, scientific, artistic and technical activities; Promotion of training initiatives aimed to improve the teaching-learning processes or participation in pedagogical structures; Coordination or participation in groups or commissions to design graduate and postgraduate degree courses; Reorganizing existent programs and degree courses.; Ability to stimulate, coordinate and participate in pedagogical projects at an international level (50).

b) Professional, Scientific and Technical Performance (PSTP) (35%):

b1) Education: PhD Degree; Título de Especialista (Specialist Title) (20);

b2) Research activities: Communication in conferences or other national and international technical-scientific and artistic forums; Publication of scientific refereed and non-refereed scientific papers; Publications in refereed and non-refereed conference proceedings books (20);

b3) Activities of Artistic extension: Promotion of artistic practices; Practice of contemporary performative works; Recordings and discographic editions; Solo and

Orchestra concerts, at national and international levels; Participation in national and international art networks and / or projects (60).

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

c1) Participation in statutory management bodies, intermediate and pedagogical management bodies in higher education: President, Vice-President of statutory bodies and member of statutory bodies; Director of Department; Course coordinator; Coordinator of a Scientific Area (20);

c2) Active participation in national and international institutional working groups / commissions, actions of dissemination and institutional representation at national and international levels (30);

c3) Coordination, development and execution of projects within the artistic and cultural activities: International festivals; Recitals, concerts and other activities as a performer / interpreter or as an artistic director; Recordings published and / or broadcasted (radio, television, internet); Coordination and / or participation in the preparation of applications for funding programs or other types of support; National and international strategic networks and partnerships (50).

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 (CPA), approved by Decree-Law no. 4/2015, of 7th of January, in its current wording, will be treated according to article 17 of RCCPCDIPP.

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

$$FR = PC*40\% + PSTP*35\% + ORA*25\%$$

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

18. Any false statements are punishable by law.

19. By order of the President of the Porto Polytechnic Institute, on 4th December of 2018, INF/P.PORTO/DRH-4580/2018, the composition of the jury is as follows:

President:

- Dr. António Augusto Martins da Rocha Oliveira Aguiar, Adjunct Lecturer, Principal of ESMAE, by delegation of the President of Porto Polytechnic Institute;

Members:

- Dr. António Manuel Correia Saiote, Adjunct Lecturer, ESMAE, Specialist, who will replace the President in his absences or impediments;

- Dr. Miguel Jorge Ferreirinha Cardoso da Rocha, Coordinating Professor, Superior School of Applied Arts, Polytechnic Institute of Castelo Branco;

- Dr. João Filipe Soutelo Soeiro de Carvalho, Associate Professor with Aggregation Exams, Faculty of Human and Social Sciences, New University of Lisbon;

- Dr. Carolino António Silva Neves Carreira, Invited Adjunct Lecturer, Superior School of Applied Arts, Polytechnic Institute of Castelo Branco, Specialist.

20. Assessment and selection:

20.1 — The jury will act according to article 12 of the RCCPCDIPP.

20.2 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 RCCPCDIPP.

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

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

21. Classification:

21.1 — The final classification attributed individually by each member of the jury will be obtained by the following formula: $FR = PC*40\% + PSTP*35\% + ORA*25\%$, where FR represents the juror's final grade: PC = the sum of points attributed to the candidate for the Pedagogic Component; PSTP = the sum of points attributed to the candidate for the Professional, Scientific and Technical Performance; ORA = the sum of points attributed to the candidate for Other Relevant Activities to the mission of the institution.

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

21.3 The jury will use the following methodology for voting, in order to guarantee an absolute majority 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 still 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.

22. Notification of applicants and decision:

22.1 — The jury's final ranking will be communicated to the applicants, so that the applicants may present complaints, according to the terms of article 19 of the RCCPCDIPP, combined with article 121 and subsequent of the CPA.

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

23. 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 CPA, as referred to in number 14 of this publication.

24. Public hearing – According to the provisions of line b) of no. 4 of article 23 of the ECPDESP, the jury may:

a) request candidates complementary documentation related to the *curriculum vitae*.

b) hold public hearings, on equal terms for all of the candidates.

25. 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.

26. 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 37 and subsequent articles of the Portuguese Law no. 114/2017 of December 29th (2018 State Budget Law).

27. 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.

28. 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, in both Portuguese and English languages;
- e) At appropriate venues.

I, Quintino Ferreira Pinto, Administrator of ESMAE, endorse it.

10th December 2018 – The President of the ESMAE, António Augusto Martins da Rocha Oliveira Aguiar.