



ISTEC Lisbon Teaching Career Regulations

ISTEC | INSTITUTO SUPERIOR
DE TECNOLOGIAS
AVANÇADAS DE LISBOA

SGQ-REG-07 R1 - 10/19



ISTEC Lisbon's Teaching Career Regulations

Article 1

Object

In compliance with article 52 of Law No. 62/2007 of September 10 and taking into account article 4, paragraph i), article 6, paragraph c), article 7, paragraph g), article 14, article 15, and article 16 of the Statutes of the Instituto Superior de Tecnologias Avançadas de Lisboa, these regulations, hereinafter referred to as the RCD of ISTEC Lisboa, establish the teaching regime, the career definition, the evaluation and progression rules, and the rights and duties of the teaching staff.

Article 2

Length of service scheme

1. ISTEC Lisbon faculty members work, as a rule, on a full-time basis, corresponding to a weekly schedule of 35 hours of activity, with a pedagogical, scientific and administrative component.
2. Full-time faculty members may only work in other institutions up to a maximum of 6 hours per week, with the authorization of ISTEC's Director.
3. In duly justified cases, ISTEC Lisbon faculty members may work part-time, in which the teaching activity represents only a percentage of the weekly full-time hours.

Article 3

Distribution of teaching service

1. In accordance with paragraph c) of article 7 of ISTEC Lisbon's Statutes, the Scientific-Technical Council is responsible for deciding on the distribution of teaching service.
2. The number of hours/week to be taught by teachers is contractually formalized in the respective teaching contract and, on average, is 12 hours for full-time teaching.

Article 4

Categories

1. The categories of teaching staff covered by this RCD are as follows:
 - a. Principal Coordinating Professor;
 - b. Coordinating Professor;
 - c. Adjunct Professor.
2. Any career faculty member may be admitted, through competitive examination, to higher categories provided he/she has obtained the classification of Very Good in the last two evaluation cycles.
3. Access to the categories of Coordinating Professor and Assistant Professor is only open to those who hold a doctoral degree or specialist title.
4. Exceptionally, national or foreign individuals, whose collaboration is useful and necessary, may be recruited to provide teaching services. In this case, the categories provided for in article 4, no. 1 must be matched.

Article 5

Organization

The teaching staff, made up of the categories mentioned in no. 1 of article 4, will comply with the legal requirements for higher education institutions of a polytechnic nature, namely those laid down in the Legal Regime of Higher Education Institutions (RJIES).

Article 6
Teachers' rights and duties

1. In accordance with article 15 of ISTEC Lisbon's Statutes and other applicable legislation, lecturers have the following rights:
 - a. to participation in the bodies foreseen in ISTEC Statutes;
 - b. to freedom of scientific, cultural, political and religious opinion;
 - c. to integration in research projects, either in national or international networks;
 - d. to continuous training;
 - e. to the recognition of their scientific and pedagogical authority by the academic community.
2. The teaching staff is responsible for:
 - a. diligence in order to help achieve ISTEC Lisbon's educational project;
 - b. contribute to the definition of the syllabuses of the different course units and respect those syllabuses approved by the Scientific-Technical Council;
 - c. be responsible for the teaching/learning process of the students;
 - d. to perform the students' assessment in an objective and impartial manner, within the deadlines stipulated by the activity calendar;
 - e. to record and keep updated the summaries referring to the taught subject;
 - f. to fulfill the timetables established for the teaching of classes, student attendance, and other support activities to the student community;
 - g. make himself available for the fulfillment of tasks related to the supervision of tests and the integration of juries;
 - h. contribute to the accomplishment of oriented research;
 - i. to participate in the process of teacher evaluation, providing the Committee for Teacher Evaluation with the elements that are requested;
 - j. to produce peer-reviewed scientific-level articles.

Article 7
Recruiting Lead Teacher Coordinators

1. Principal Coordinating Professors are selected from among professors with a doctoral degree for more than five years who meet the following conditions:
 - a. exercise with notable and positive relevance functions at ISTEC Lisbon for at least six years;
 - b. demonstrate a very relevant scientific and professional curriculum, where publications and research work guidelines are included;
 - c. have obtained the classification of Excellent in the last evaluation cycle.
2. The opposition for principal coordinating professor is made through a documental contest directed to the Scientific-Technical Council.
3. The first appointment as Principal Coordinating Professor is provisional, for a minimum period of three years. Subsequently, in order to be admitted as a candidate for definitive appointment, he or she must have effective full-time service and have been graded Excellent in the last evaluation cycle.

Article 8
Recruiting teacher coordinators

1. Coordinating professors are selected from among faculty members who cumulatively fulfill the following conditions:
 - a. hold a doctoral degree or the title of specialist in the predominant scientific area for more than five years;
 - b. demonstrate an appropriate scientific and technical curriculum;
 - c. have obtained a minimum classification of very good in the last evaluation cycle.
2. Candidates for Coordinating Professor shall be considered for appointment by means of a competitive application to the Scientific-Technical Council.
3. The first appointment as coordinating professor is provisional, for a minimum period of three years. Subsequently, to be admitted as a candidate for definitive appointment, he or she must have had effective full-time service and have been graded Very Good in the last evaluation cycle.

Article 9

Recruiting assistant teachers

1. Associate professors shall be recruited from among those holding a doctoral degree or specialist title with an appropriate scientific curriculum and professional profile.
2. After three years of provisional appointment, Assistant Professors may apply for definitive appointment if they have performed their duties full-time and obtained a grade of at least Good in the last evaluation cycle.
3. Opposition to Associate Professor shall be made through a competitive application to the Scientific-Technical Council.

Article 10

Recruiting Assistants

Assistants, as teaching staff, are recruited by the Scientific-Technical Council from among those who hold a bachelor's degree, a master's degree, or equivalent, provided they undertake to continue their studies and obtain a doctoral degree or a specialist title in the relevant area within a maximum of five years.

Article 11

Recruiting guest teachers

Guest lecturers are selected by the Scientific-Technical Council from among individuals of recognized scientific, technical, and professional merit on a full-time or part-time basis.

Article 12

Career progression rules

1. The career progression of permanent teaching staff shall be made through competitive examinations, in accordance with the provisions of this RCD.
2. The purpose of the competitions is to attest to the merit of the candidates' academic curriculum, their capacity for research, and their high level of professional development.
3. A rating of Very Good in the last evaluation cycle is a minimum requirement for candidacy for career progression.
4. Two consecutive insufficient results may lead to a declaration of unsuitability for the job.
5. Teachers may make justified complaints against the results of the competitive examination to the ITA Board of Directors (instituting entity), within 5 working days after the results are published.
6. The ITA Board of Directors, after hearing the Scientific-Technical Council, shall make the final decision.

Article 13

Salary Scales

The salary scales, with the gross monthly base remuneration corresponding to the teaching staff categories, are set by the ITA Board of Directors, safeguarding the respect for the applicable legislation.

Article 14

Training support

1. The ITA Management undertakes to provide professional training, in accordance with the legislation in force.
2. The ITA Board of Directors undertakes to contribute 50% of the cost of applications for obtaining the title of specialist by public examination.
3. The ITA Board of Directors undertakes to reduce the weekly workload and to contribute to the doctoral programs of ISTEC Lisbon faculty members.

Article 15

Sanctions, termination of contract, and causes for termination

On these matters, the general rules of law and of possible civil and criminal liability apply, as well as the rules pertaining to the individual employment contract.

Article 16

Entry into force

This regulation comes into force the day after its publication on ISTEC's website (www.istec.pt) and in the other usual places.

Approved by Management of the ITA – Instituto de Tecnologias Avançadas para a Formação, on october 22th, 2019.

(The ITA Management: Augusto Ferreira Guedes)

Homologated by the Director of the Instituto Superior de Tecnologias Avançadas de Lisboa, on october 22th, 2019.

(The Director of ISTEC Lisbon: José António da Silva Carriço)