

Public Notice No. 1095/2019

1 — Under the terms of Career Statutes For Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree-Law no. 185/81, of July 1, amended by Decree-Laws no. 69/88, of March 3 and 207/2009, of August 31, and by Law no. 7/2010, of May 13, and in accordance with the Regulation of Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Leiria (Polytechnic of Leiria), published in the *Diário da República*, 2nd series, no. 127, of July 2, 2010, through Order no. 10990/2010, it is made public that, by order of April 18, 2019, issued by the President of the Polytechnic of Leiria, on the proposal of the Director of the School of Education and Social Sciences of Leiria (ESECS), a competition for the recruitment of a Coordinating Professor is open for a period of thirty working days, from the date of publication of this Public Notice in the *Diário da República*, in the form of a contract of employment in public functions for an indefinite period of time for the subject area of Psychology, training and research in nursery, at the School of Education and Social Sciences of Leiria of Polytechnic of Leiria – 1 vacancy:

2 — Validity period: this competition is exclusively for the filling of the above mentioned vacancy, and will finish when the respective admission is complete.

3 — Functional content of the category:

3.1 — It is the responsibility, namely, of the teachers of polytechnic higher education, pursuant to article 2-A of the ECPDESP, to provide the teaching service that is assigned to them and to accompany and guide the students; to conduct research activities of cultural creation or of experimental development; to participate in tasks of development, scientific and technological dissemination and appreciation of economic and social knowledge; and to participate in the management of the respective institutions of higher education.

3.2 — Within the terms of no. 5 of article 3 of the ECPDESP, the Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a subject or scientific area and, in particular: to conduct and teach theoretical, theoretical-practical and practical classes; supervise internships and conduct seminars and laboratory or field work; supervise pedagogical, scientific and technical activities of the assistant professors of the respective subject or scientific area; participate with the other coordinating professors of their scientific area in the coordination of the programs, teaching methodologies and research guidelines

related to the subjects of this area and manage, develop and carry out scientific research and experimental development activities within the respective subject or scientific area.

3.3 — This competition is part of the Contract-Program CEECINST/00051/2018-Stimulus to Scientific Employment in the Form of Institutional Support 2018 of the Foundation for Science and Technology, therefore, the teacher to be hired will integrate the Leiria hub of the Life Quality Research Centre (CIEQV – Polytechnic of Leiria) and the respective teaching service shall not exceed six school hours for a period of six years.

4 — Remunerative position (article 35, no.1, ECPDESP): “The remuneration system applicable to career teachers and other teaching staff is defined in a separate law”— Decree-Law no. 408/89, November 18, amended by Decree-Law no. 76/96, June 18, and Decree-Law no. 124/99, April 20 and Decree-Law no. 373/99, September 18.

5 — Admission requirements:

5.1 — Under the terms of article 17 of the General Labour Law on Public Service, approved by Law no. 35/2014, of June 20, in its current wording and of article 12-E of the ECPDESP, only candidates who, up to the date limit for submitting applications, meet all of the following general requirements may apply:

- a) Be over the age of 18;
- b) Not be inhibited from carrying out public service nor be forbidden to carry out the functions to which they are applying;
- c) Have physical robustness and the psychological profile required to carry out the functions to which they are applying;
- d) Have complied with the mandatory vaccination laws.

5.2 — In compliance with article 19 of the ECPDESP, may apply to the competition those who hold a doctoral degree as well as the title of specialist, obtained for more than five years, in the area for which the competition was opened, or related area. The title of specialist mentioned in article 19 of the ECPDESP refers to the provision of article 48 of Law no. 62/2007, of September 10 and of Decree-Law no. 206/2009, of August 31.

5.3 — Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, pursuant to applicable legislation.

5.3.1 — Under article 25 of Decree-Law No. 66/2018 of August 16, which approved the legal regime for recognition of academic degrees and higher education diplomas attributed by foreign higher education institutions, applicants are exempt from providing proof of recognition or equivalence of the foreign degree or diploma at the application phase.

5.3.2 - The recognition or equivalence of the foreign degree or diploma, not presented in the application phase, will take place in the contractual phase, within the time limit set by the human resources services of the Polytechnic of Leiria. Failure to provide proof within the defined time limit precludes the conclusion of the respective employment contract in public functions, pursuant to article 33 of the Recruitment and Hiring Regulation of the Career Teaching Staff of the Polytechnic of Leiria.

6. — Application procedure:

6.1 — Applications must be presented personally, in which case a receipt will be given, or by registered post with acknowledgement of receipt, sent to the following postal address of IPLeiria: Rua General Norton de Matos, Apartado 4133, 2411 – 901 Leiria, up to the limit date set for applications as specified in no.1 of this Public Notice.

6.2 — Applications must be presented with a competition admission request, using the form available on the Polytechnic of Leiria website (<http://www.politecnicodeleiria.pt/recursos-humanos/concursos/>) addressed to the President of the Polytechnic of Leiria, dated, signed and initialled (which must include: full name, date of birth, sex, nationality, civil identification number, postal and electronic addresses, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of the competition being applied for, Public Notice number, with mention of the *Diário da República* in which it was published, as well as a list of the documents accompanying the application).

6.3 — Candidates must accompany the application with the following documents, duly numbered and identified:

- a) Photocopy of the certificate of academic and professional qualification or other document legally recognized for the purpose;
- b) Declaration of honour, to be given in the form referred to in point 6.2 of this public notice, on the status regarding each of the subparagraphs a), b), c) and d) of section 5.1 of the public notice;
- c) Documents attesting that the candidate meets the legal conditions referred to in no. 5.2 of this public notice;
- d) 1 copy of the curriculum vitæ, duly dated and signed, organized in accordance with the selection and seriation criteria and assessment and final classification system as laid out in no. 7 of this public notice;
- e) 1 copy of the documents proving the facts stated in the curriculum;

f) 1 Copy of the work plan and scientific development in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and the Life Quality Research Centre (CIEQV – Polytechnic of Leiria) for the next six years;

g) List in non-editable format containing the exact identification of all submitted documents (index or list with the name of each document in the order in which they are presented).

6.4 - The elements referred to in subparagraphs d), e) and f) will necessarily be delivered in a single non-editable file (pdf) in digital format (CD/DVD/PEN /) duly identified.

6.5 — The candidate should ensure the readability of the file presented, as well as its succinct nomenclature.

6.6 — The documents must be presented in Portuguese, Spanish or English. When documents proving the facts indicated in the curriculum or works mentioned in the curriculum are originally written in another language, a translation into Portuguese, Spanish or English must be provided simultaneously.

6.7 — The non-presentation of the supporting documents proving the requirements of points 5.1 and 5.2 in this public notice or its presentation after the time period stipulated in no.1 of this public notice will lead to the exclusion of the application.

6.8 — Failure to present the documents related to the curriculum presented by the candidate implies the non-valuation of the elements that should prove.

6.9 — The presentation of false documents will lead to immediate exclusion from the competition and reporting of the fact to the competent authority for purposes of criminal prosecution.

6.10 — The documents provided by candidates can be returned upon request, one year after the conclusion of this competition, except in the event that this competition has been subject of judicial impugnation. In this case the return of documents may only take place after the jurisdictional decision has become final.

7 — Selection and seriation criteria and assessment and final classification system (stipulated in accordance with the terms of articles 11, paragraph 2, subparagraph (a) and 18, paragraph 1, subparagraph (l) and (m) and paragraph 2 and 3 of Official Order No. 10 990/2010):

7.1 - Technical-scientific and professional performance (DTCP) in which the following items are considered:

I) Scientific production (PC);

II) Supervision of thesis, dissertations/internship reports (OTD);

III) Participation in juries of academic examinations (JPA);

IV) Research and development projects (PID);

V) Work plan and scientific development aligned to the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and the Life Quality Research Centre (CIEQV – Polytechnic of Leiria) for the next 6 years (PTDC);

VI) Professional experience with relevance in the disciplinary area or related to the competition (EP).

7.1.1. The above parameters are evaluated as follows:

I) PC: the scientific production and its sharing with the scientific community, in the disciplinary or related area of the contest, is valued, with a maximum value of 40 points, and the valuation is made in the following terms:

a) For each book authorship or co-authorship - 4 points;

b) For each book chapter - 3 points;

c) For each book of which the candidate is editor or organizer - 2 points;

d) For each scientific article published in an international journal with peer review - 4 points;

e) For each scientific article published in a national journal with peer review - 3 points;

f) For each publication in international minutes - 1.5 points;

g) For each publication in national minutes - 1 point;

h) For each oral communication at a conference, scientific meeting or international seminar - 0.75 points;

i) For each oral communication at a conference, scientific meeting or national seminar - 0,5 point.

II) OTD: the supervision or co-supervision of doctoral dissertations, thesis, projects and final master's and bachelor's reports, as well as internships, is valued, with a maximum value of 15 points, and the valuation is made as follows:

a) For each doctoral dissertation supervision or co-supervision already completed - 5 points;

b) For each supervision or co-supervision of thesis, projects and final master's reports already completed - 3 points;

c) For each supervision or co-supervision of final graduation monograph already completed - 3 points;

III) JPA: the participation in juries of academic examinations is valued, with a maximum value of 10 points, and the valuation is made as follows:

- a) For each participation in doctoral degree juries as examiner — 5 points;
- b) For each participation in doctoral degree juries as non-supervising member – 3 points;
- c) For each participation in master's juries as examiner — 2 points;
- d) For each participation in juries for attribution of the title of specialist - 2 points.

IV) PID: the participation in research and development projects financed in the disciplinary area of the competition is valued, with a maximum value of 10 points, and the valuation is made as follows:

- a) For each coordination of international research and development projects - 5 points;
- b) For each participation in international research and development projects - 3 points;
- c) For each coordination of national research and development projects - 2 points;
- d) For each participation in national research and development projects - 1 point.

V) PTDC: the following contributions for the next 6 years are valued, with a maximum value of 20 points:

- a) Plan structure and description of tasks and schedule – 3 points;
- b) Creativity and innovation of the plan – 7 points;
- c) Alignment with the mission and strategic objectives of the Institution and the Centre - 7 points;
- d) Dissemination and expected application of results – 3 points.

VI) EP: Professional experience in the disciplinary area of the competition is valued, with a maximum value of 5 points, in the following dimensions:

- a) For each evaluation of article submitted to journals 1,5 points;
- b) For each communication evaluation submitted to scientific event – 1 point;
- c) For each participation in editorial body of journal – 1,5 points;
- d) For each participation as a member of Scientific Committee of Congresses, Seminars or similar activity – 1 point;
- e) For each participation as a member of Organizing Committee of Congresses, Seminars or similar activity - 0,5 points.

7.1.2 - The classification to be attributed in this criterion, which represents 50% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$DTCP = (PC + OTD + JPA + PID + PTDC + EP)$$

7.2 - Pedagogical capacity of candidates in which the following items should be considered:

I) The mastery of the disciplinary areas, subjects or curricular units lectured, with the exception of the internship curricular units (LUC);

II) Participation in the elaboration of programs, manuals and support materials for teaching activities (PEP);

III) The exercise of other pedagogical activities (OAP).

7.2.1 - The above parameters are evaluated as follows:

I) LUC: the activities below are valued, with a maximum value of 40 points, as follows:

a) Professional experience in higher education (full years of full-time teaching service - 1 point for each school year;

b) For each distinct curricular unit coordinated in the area of the Nursery, Kindergarten and Childhood Education - 3 points;

c) For each distinct curricular unit lectured in the area of the Nursery, Kindergarten and Childhood Education - 2 points;

d) For each curriculum unit lectured in the other study cycles – 1 point.

II) PEP: the quality and quantity of pedagogical material produced is valued, with a maximum value of 20 points, as follows:

a) Responsible for the creation and updating of curricular unit programs in the area of Nursery, Kindergarten and Childhood Education - 4 points per program;

b) Responsible for the creation and updating of programs of other curricular units - 2 points per program.

III) OAP: the above activities are valued, with a maximum value of 40 points, as follows:

a) Pedagogical supervision and monitoring of internships in nursery - 2 points per year/student);

b) Pedagogical supervision and monitoring of other internships - 1 point per year/student;

c) Teaching in international cooperation projects - 3 points for each curricular unit or module taught;

d) Teaching in international teacher mobility programs - 3 points for each mobility program;

e) Teaching of curricular unit in the distance learning modality - 1 point for each curricular unit.

7.2.2 — The classification to be attributed in this criterion, which represents 35% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$CP = (LUC + PEP + OAP).$$

7.3 — Other activities relevant to the mission of the higher education institution which have been developed by the candidates (AR), in which are considered:

- I) Exercise of mandates in bodies of the Institution (OI);
- II) The exercise of mandates or functions in functional units in public higher education institutions or their organic units or supporting structures (OFI);
- III) The provision of community service (PSC).

7.3.1 — The above parameters are evaluated as follows:

I) OI: the activities below are valued, with a maximum value of 40 points, as follows:

- a) For each year of mandate completed as a member of the institution's organs or of the institution's organisational units - 10 points;

II) OFI: the activities are valued, with a maximum value of 40 points, as follows:

- a) For each participation - 10 points.

III) PSC: The participation in university extension projects is valued, with a maximum value of 20 points, as follows:

- a) Development of projects with community elements - 5 points per project;
- b) Design and promotion of continuous training activities in the area of the Nursery, Kindergarten and Childhood Education - 4 points per activity;
- c) Organization of extracurricular activities duly authorized by the competent bodies - 3 points per activity.

7.3.2 — The classification to be attributed in this criterion, which represents 15% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$AR = (OI + OFI + PSC)$$

7.4 — In the reasoned assessment, the jury must also take into consideration the provisions of article 26 of Order 10 990/2010, if the candidates are in the conditions referred to in that article.

7.5 — The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0,50*DTCP + 0,35*CP + 0,15*AR)$, considering approved on absolute merit the candidates who obtain a final classification equal to or greater than fifty points from the overall score and not approved those who obtain a classification lower than that value.

7.5.1 - All results will be presented with one decimal place.

7.5.2 - In case the final classification of all candidates for the competition is lower than fifty points, the jury may revise the minimum approval score on absolute merit.

7.6 — In the event of a tie between candidates, after obtaining the final classification, considering the duties to be performed by the coordinating teachers, the following tiebreaker criterion shall be applied:

- 1) Best total score obtained in the DTCP (Technical-Scientific and Professional Performance) that have been developed by the candidates.
- 2) Best total score obtained in AR (Other activities relevant to the mission of the higher education institution that have been developed by the candidates).

8 - Public Hearing: The Jury may determine the holding of public hearings, which will be attended in accordance to Article 28, paragraph 4 of Official Order No.10990/2010. If these public hearings are required, they will take place between the 20th and 70th days following the deadline for submission of applications, and all applicants will be informed at least five days in advance of the date and place where these public hearings will take place.

9 — Members of the jury:

President: Nuno Miguel Morais Rodrigues, Vice-President of Polytechnic of Leiria.

Permanent members:

Maria João Cardona Correia Antunes, Coordinating Professor of the School of Education, of the Polytechnic Institute of Santarém;

Esperança do Rosário Jales Ribeiro, Coordinating Professor with Aggregation of the School of Education, of the Polytechnic Institute of Viseu;

Maria Filomena Ribeiro da Fonseca Gaspar, Associate Professor, Faculty of Psychology and Educational Sciences, University of Coimbra;

Maria Antónia Belchior Ferreira Barreto, Coordinating Professor of the School of Education and Social Sciences of Polytechnic of Leiria;

Graça Maria Santos Batista Seco, Coordinating Professor of the School of Education and Social Sciences of Polytechnic of Leiria.

10 — In compliance with paragraph h) of article 9 of the Portuguese Republic's Constitution, the Public Administration, as an employing entity, actively promotes a policy of equal opportunities for men and women in terms of access to a job and professional progression, fostering it in order to avoid all and any form of discrimination.

11 — The present competition will also be published in BEP (Public Employment Pool), on the Science and Technology Foundation website, in Portuguese and English and on

the Polytechnic of Leiria website, in Portuguese and English, pursuant to article 29-B of the ECPDESP.

August 9, 2019 — The President-in-office, Ana Lúcia Marto Sargento