

Public Notice no.1102/2019.

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 06 July 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 an Adjunct 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 Languages and Literatures – Chinese/Portuguese, at the School of Education and Social Sciences of the Polytechnic Institute 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. 4 of article 3 of ECPDESP, the Adjunct Professor is responsible for collaborating with coordinating professors within the scope of a subject or scientific area and, in particular to: conduct and teach theoretical, theoretical-practical and practical classes; supervise, guide and monitor internships, seminars and laboratory or field work; manage, develop and carry out scientific research and experimental development activities, in accordance with the general lines previously laid down by superiors within the scope of the respective subject or scientific area; cooperate with other professors of the subject or scientific area in the coordination of programmes, teaching methodologies and general lines of research with regard to the subjects of that area.

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 no.17 of ECPDESP, those who hold a doctoral degree or the title of specialist in the area or an area related may apply. The title of specialist mentioned in article 17 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.

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

5.2.2 — For the purposes of admission to the competition, opposing candidates shall be bilingual in the languages referred to in point 1 of this notice, which shall be documented and in the context of any public hearings that may be held pursuant to paragraph 4 of Article 28 of the Regulation of Recruitment and Hiring of 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 the Polytechnic of Leiria: 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) 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 may 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, 5.2 and 5.3 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 article 18, paragraph 1, subparagraph (l) and (m) and paragraph 2 and 3 of Official Order No. 10 990/2010):

7.1 — Scientific-technical and professional performance (DTCP) in which the following are considered:

- a) Participation in research and development projects (PID);
- b) Scientific production, publications, communications and conferences at home and abroad (PC);
- c) The supervision of works leading to the achievement of academic degree (OT);
- d) Participation in juries of academic examinations and argumentation of theses leading to academic degree (JPA);
- e) Participation in professional activities (e.g. translation, interpretation and proofreading) and in scientific and organizing committees of conferences, relevant to the area in which the competition is opened (FPCC).

7.1.1 — The classification to be awarded for this criterion, which represents 45% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $DTCP = (PID+PC+OT+JPA+FPCC)$ , being the above parameters assessed as follows:

a) Participation in research and development projects (PID): Active participation in research and development projects, relevant to the disciplinary or related area of the competition, is valued, with a maximum value of 20 points; the score is awarded on the basis of a quantitative and qualitative strand according to the following terms:

- Quantitative strand:

- i) For each participation in funded research and development projects - 4 points;
- ii) For each active participation in funded research and development project - 2 points;
- iii) For each non-funded research and development project coordination - 2 points;
- iv) For each active participation in non-funded research and development project - 1 point.

- Qualitative strand: the jury may award additional points to the participations, considering the functions performed (namely coordination) and the high degree of relevance of the projects and results obtained, up to half of the score provided for in the quantitative part, for each element.

b) Scientific production, publications, communications and conferences at home and abroad (CP): the scientific production relevant to the disciplinary or related area of the competition and its sharing with the scientific community, is valued, with a maximum

value of 40 points; the score is awarded on the basis of a quantitative and qualitative strand according to the following terms:

- Quantitative strand:

- i) Book authorship or co-authorship - 4 points each;
- ii) Book chapter authorship or co-authorship and/or book editor - 2 points each;
- iii) Authorship or co-authorship of a scientific article published in an international journal with peer review - 2 points each;
- iv) Authorship or co-authorship of a scientific article published in conference or scientific meeting minutes - 1 point each;
- v) Presentation of oral communication and conference at national or international scientific meetings - 0.5 point each;

- Qualitative strand: the jury may award additional points to the publications and conferences, considering the high quality and relevance in the scientific or related field, individual authorship, authorship as first author, publication in indexed journals in indices of high international projection, up to half of the score provided for in the quantitative part, for each element.

c) The supervision of works leading to the achievement of an academic degree (OT): the supervision or co-supervision of doctoral theses, dissertations, projects and final master reports is valued, with a maximum value of 10 points, and the valuation is made in the following terms:

- i) For each supervision or co-supervision of doctoral theses, already completed - 3 points;
- ii) For each supervision or co-supervision of doctoral theses in progress - 2 points;
- iii) For each supervision or co-supervision of dissertations, projects or final master's reports already completed - 2 points;
- iv) For each supervision or co-supervision of dissertations, projects or final master's reports, in progress - 1 point.

d) Participation in juries of academic examinations and argumentation of theses leading to academic degree (JPA): participation in juries of academic examinations, as president or examiner, is valued, with a maximum value of 10 points, and the valuation is made in the following terms:

- i) For each participation in juries and argumentation of doctoral theses - 3 points;
- ii) For each participation in juries for the attribution of the title of specialist - 1 point;
- iii) For each participation in juries and argumentation of master's theses - 1 point.

e) Participation in professional activities and in scientific and organizing committees of conferences, relevant in the area in which the competition is opened (FPCC): the above activities are valued, with a maximum value of 20 points, and the valuation is made in the following terms:

- i) For each participation in professional activities (e.g. translation, interpretation and proofreading) - 2 points;
- ii) For each participation in scientific and organizing committees of conferences and other scientific events - 2 points.

7.2 — Candidate's pedagogic ability (CP), representing 45% of the final classification, in which the following are considered:

- a) The teaching and coordination of curricular units in the disciplinary or related area for which the competition is opened (LCU);
- b) The elaboration of programmes, manuals and materials to support the teaching activities produced by the candidate in the disciplinary or similar area for which the competition is opened (PMM);
- c) Supervision of curricular internships, pedagogical practices and other activities of the same nature in the curricular or related area for which the competition is opened (SEP)
- d) Experience as a trainer in the curricular or related area for which the competition (EF) is opened.

7.2.1 - The classification attributed to this criterion represents 45% of the final classification, to a maximum of 100 points, and results from the application of the following formula:  $CP = (LCU + PMM + SEP + EF)$ , being the sub-criteria assessed as follows:

a) Teaching and coordination of curricular units in the disciplinary or related area for which the competition is opened (LCU): the above activities are valued, with a maximum value of 45 points, and the valuation is made as follows:

- i) For each curricular unit taught – 2 points;
- ii) For each curricular unit coordination - 1 point.

b) Elaboration of programmes, manuals and materials to support the teaching activities produced by the candidate in the disciplinary or similar area for which the competition is opened (PMM): the above activities are valued, with a maximum value of 40 points, and the valuation made on the basis of a quantitative and a qualitative strand, as follows:

- Quantitative strand:

- (i) For each programme developed for curricular units in the disciplinary or related area for which the competition is opened— 1 point;
- ii) For each edited manual regarding curricular units in the disciplinary or related area for which the competition is opened - 1 point;
- iii) For each pedagogical material, with its own contribution, endowed with coherence of teaching and learning, concerning curricular units in the disciplinary or related area for which the competition is opened - 1 point.

- Qualitative strand: the jury may award additional score, considering the quality, the author's own contribution and the degree of relevance of the presented materials, up to half of the quantitative score provided for each element;

c) Supervision of curricular internships, pedagogical practices and other activities of the same nature in the area for which the competition is opened (SEP): the above activities are valued, with a maximum value of 5 points, and the valuation is made as follows:

i) For each curricular internship, pedagogical practice and other activity of the same nature – 1 point;

d) Experience as a trainer (EF): the above activities are valued, with a maximum value of 10 points, and the valuation is made as follows:

i) For every 15 hours of certified training given in the disciplinary or related area for which the competition is opened - 1 point.

7.3 - Other activities relevant to the mission of higher education institutions that have been developed by the candidates (AR) representing 10% of the final classification, in which the following are considered:

(a) the exercise of executive positions and in management bodies, in other bodies or structures in higher education (CDO);

b) Participation in projects or activities of a practical nature, within the disciplinary or related area in which the competition is opened (PPA);

c) Course coordination and participation in Scientific and Pedagogical Commissions (CCCP).

- The classification attributed to this criterion represents 10% of the final classification, to a maximum of 100 points, and results from the application of the following formula:  $AR = (CDO + PPA + CCCP)$ , being the sub-criteria assessed as follows:

a) The exercise of executive positions and in management bodies, in other bodies or structures of the Institution (CDO): the activities described above are valued with a maximum value of 30 points, and the valuation is made as follows:

i) For each year of mandate fulfilled as head of the institution or organ of the higher education institution - 5 points;

ii) For each year of exercise in the institution's structures, such as coordination of departments, quality and evaluation committees, research units, coordination of pedagogical laboratories or their correspondents - 3 points.

b) Participation in projects or activities of a practical nature, within the disciplinary or related area in which the competition is opened (PP): participation in projects and/or practical activities with a maximum value of 40 points is valued, as follows:

i) For each project and/or organized practical activity - 3 points.

c) Course Coordination and participation in Scientific and Pedagogical Committees within the disciplinary or related area in which the competition is opened (CCCP):

participation in projects and / or activities with a maximum value of 30 points is valued, as follows:

- i) For each year of mandate fulfilled as Course Coordinator - 3 points;
- ii) For each year of mandate fulfilled as a member of a Scientific and Pedagogical Commission - 2 points.

7.4 — In their documented appreciation, the jury will also take into consideration the stipulations of article 26 of Official Order No 10 990/2010, in the event that candidates fall within the conditions referred to therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula:  $CF = (0,45 \text{ DTCP} + 0,45 \text{ CP} + 0,10 \text{ AR})$ , considering that the candidates who obtain a final classification lower than 50 points are not approved and the candidates who obtain a final classification equal to or higher than 50 points are considered in absolute merit.

7.5.1 - All results are rounded and presented to one decimal place.

7.5.2 - In the event of the final classification of all the candidates to the competition being less than 50 points, the jury may review the minimum approval score on absolute merit.

7.5.3 - In case of a tie between candidates, after obtaining the final classification, the following tiebreaker criteria shall be applied successively:

- 1) Best score obtained in the criterion: pedagogical ability;
- 2) Best score obtained in the criterion: technical-scientific and professional performance.

7.5.4 - In applying these criteria the maximum values provided for in the assessment of the respective sub-criteria shall not be taken into account.

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: Rita Alexandra Cainço Dias Cadima, Vice-President of Polytechnic of Leiria.

Permanent members:

Carlos Alberto Marques Gouveia, Associate Professor with Aggregation, of the Faculty of Arts and Humanities, of University of Lisbon;

Maria Teresa de Salter Cid Gonçalves Rocha Pires, Associate Professor of the Faculty of Arts and Humanities, of University of Lisbon;



Sun Lam, Associate Professor of the Institute of Arts and Humanities of University of Minho;

Luís Filipe Tomás Barbeiro, Principal Coordinating Professor of the School of Education and Social Sciences of Polytechnic of Leiria;

Cristina Maria Alexandre Nobre, Coordinating Professor of the School of Education and Social Sciences of Polytechnic of Leiria.

Alternate members:

Paulo José Tente da Rocha Santos Osório, Associate Professor with Aggregation of Faculty of Arts and Letters of University of Beira Interior;

António Manuel Ferreira, Associate Professor with Aggregation, Department of Languages and Cultures of University of Aveiro.

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.

September 8, 2019. — The President, Rui Filipe Pinto Pedrosa.