

POLYTECHNIC OF LEIRIA

Public Notice no. 201/2020

1 – Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1st, amended by Decree-Laws no. 69/88, dated March 3rd, and 207/2009, dated August 31st, and by Law no. 7/2010, dated May 13th, and in accordance with the *Regulamento de Recrutamento e Contratação do Pessoal Docente de Carreira* [regulation on the recruitment and hiring of career academic staff] of the Polytechnic of Leiria, published in the *Diário da República*, 2nd series, no. 127, dated July 2nd 2010, the Order no. 10990/2010 makes public that, under an order issued in October 24th of 2018 by the President of the Polytechnic of Leiria, Professor Rui Filipe Pinto Pedrosa, in accordance with a proposal of the Director of the School of Arts and Design of the Polytechnic of Leiria, a competition for the recruitment of one *Professor Coordenador* [professor], who will be given a public service contract of unspecified duration, in the field of Communication Sciences – Communication and Culture, in the School of Arts and Design of the Polytechnic of Leiria, will be open for a period of thirty working days, starting from the date of publication of this Public Notice in the *Diário da República* – 1 place.

2 - Effectiveness: This competition is exclusively for filling the abovementioned place, and will finish when the admission is complete.

3 - Functional content of the category:

3.1 - According to article no. 2-A of *ECPDESP*, polytechnic higher education lecturers are responsible for providing the academic service that is assigned to them, and to guide and supervise students; to develop research, cultural creation or experimental development activities; to participate in development, scientific and technological dissemination, and economic and social knowledge valorisation tasks; and to participate in the management of their higher education institutions.

3.2 - Under the terms of article no.3(5) of *ECPDESP*, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the academic and research activities in a subject or scientific area, and namely to: conduct and teach theory, theory-practice and practice classes; supervise internships, seminars, and laboratory or field work; supervise the pedagogical, scientific and technical activities of the *Professores Adjuntos* [senior lecturers] of their specific subject or scientific area; cooperate with other *Professores Coordenadores* of the same scientific area in the coordination of programmes, teaching methodologies, and general research guidelines; develop scientific research and experimental development activities in their specific subject or scientific area.

4 - Salary (article no. 35(1) of *ECPDESP*): “The remuneration of career professors, and hired academic staff is established in a separate law.” - Decree-Law no. 408/89, dated November 18th, amended by Decree-Law no. 76/96, dated June 18th, Decree-Law no. 124/99, dated April 20th, and Decree-Law no. 373/99, dated September 18th.

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, dated June 20th, and article no. 12-E of *ECPDESP*, only candidates who satisfy all of the following general requirements, up to the last day of applications’ submission, may apply:

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

5.2 - According to article no. 19 of *ECPDESP*, only those who hold a Doctor’s degree or a title of specialist, in the competition’s area or a similar area, obtained at least five years before this competition, may apply. The specialist title indicated in article no. 19 of *ECPDESP* refers to the one specified in article no. 48 of Law no. 62/20017, dated September 10th, and Decree-Law no. 206/2009, dated August 31st.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or record of the Doctor’s degree, under the terms of the applicable legislation.

6 - Application procedure:

6.1 - Applications must be presented in person, or by mail (registered letter with return receipt requested), sent to the following address of the Polytechnic of Leiria: Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the date established for applications’ submission, as specified in no. 1 of this Public Notice.

6.2 - Applications are made by presenting a duly dated and signed competition admission request (form available at <http://www.ipleiria.pt/recursos-humanos/concursos>), addressed to the President of the Polytechnic of Leiria, which must include: full name, date of birth, gender, nationality, I.D. number, address, email, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of the competition, the number of the Public Notice, with the reference of the *Diário da República* in which it was published, as well as a list of the documents sent with the request.

6.3 - Candidates must also send the following documents, properly numbered and identified:

- a) Photocopy of the academic and professional qualification certificates or other legally

recognized document;

b) Declaration, with a sworn statement, to be provided in the form indicated in no. 6.2 of this Public Notice, of their status regarding each of the conditions of a), b), c) and d) of 5.1 of this Public Notice;

c) Documents attesting that the candidate meets the legal conditions referred in no. 5.2 and 5.3 (when applicable) of this Public Notice;

d) 1 copy of the *curriculum vitæ*, duly dated and signed, organized in accordance with the selection and seriation criteria, the assessment system, and final classification established in no. 7 of this Public Notice;

e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitæ*;

f) List with the exact identification of all documents provided (name of each file), in a non-editable format.

6.4 - The candidate must provide a copy of the documents mentioned in d) and e) in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN); The candidate must make sure the files are readable and provide short file names.

6.5 - The documents must be presented in Portuguese, Spanish or English. Any document attesting the facts stated in the candidate's *curriculum vitæ* or any work mentioned in the candidate's *curriculum vitæ* which is written in a different language from the abovementioned must also be translated into Portuguese, Spanish or English.

6.6 - The non-presentation of the documents attesting the facts required in no. 5.1, 5.2 and 5.3 (when applicable) of this Public Notice, or the presentation after the period stipulated in no. 1, will lead to the exclusion of the application.

6.7 - The non-presentation of the documents related to the *curriculum vitæ* of the candidate, or their presentation after the period stipulated in no. 1, will lead to the exclusion of those aspects.

6.8 - The presentation of false documents will lead to immediate exclusion from the competition, and those facts will be reported to the competent authority for purposes of criminal prosecution.

6.9 - The documents provided by candidates shall be returned upon request, one year after the termination of this competition, except in the event that the competition has been subject to judicial objection, in which case the documents may only be returned after the jurisdictional decision is made.

7 - Selection and seriation criteria, assessment system, and final classification (established under the terms of articles 11(2)(a) and 18(1)(l) and (m), and no. 2 and 3 of Order no. 10 990/2010):

7.1 - Technical and scientific and professional performance (TSPP), in which the following must be considered:

- a) Participation in R&D projects, in the competition's area (PRDP);
- b) Scientific production, publications, communications, and conferences, in the competition's area (SP);
- c) Supervision or co-supervision of works leading to academic qualifications (SW);
- d) Participation in public academic examinations juries leading to academic qualifications (PAEJAQ);
- e) Participation in public academic examinations juries (PAEJ);
- f) Relevant professional experience, in the competition's area (PE).

7.1.1 - The classification to be awarded for this criterion represents 30% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$TSP = (PRDP + SP + SW + PAEJAQ + PAEJ + PE)$$

The parameters should be evaluated as follows:

PRDP: Participation in R&D projects, in the competition's area, with a maximum of 15 points, as follows:

- a) Each institutional coordination of a R&D project — 5 points;
- b) Each participation (except as coordinator) as integrated member of a R&D project — 3 points;
- c) Each year as integrated member of a research centre, duly recognized and evaluated by FCT — 2 points;
- d) Each year as integrated member of a research centre, not recognized by FCT — 1 point.

SP: Scientific production and its dissemination to the scientific community, in the competition's area, with a maximum of 30 points, as follows:

- a) Each peer-reviewed scientific article in an international scientific journal — 5 points;
- b) Each scientific article in an international scientific journal, without peer-review — 4 points;
- c) Each published book, in a language other than Portuguese, as author or organizer — 12 points;
- d) Each published book, with Portuguese edition, as author or organizer — 10 points;
- e) Each peer-reviewed scientific article in a national scientific journal — 4 points;
- f) Each scientific article in a national scientific journal, without peer-review — 3 points;
- g) Each communication, or participation in an international conference or scientific meeting, as speaker — 3 points;
- h) Each communication, or participation in a national conference or scientific meeting, as speaker — 2 points.

SW: Supervision or co-supervision of works leading to academic qualifications, with a maximum of 20 points, as follows:

- a) Each completed supervision or co-supervision of a thesis leading to a Doctor's degree — 3 points;

b) Each completed supervision or co-supervision of a dissertation or other works leading to a Master's degree — 2 points;

c) Each completed supervision or co-supervision of undergraduate degrees' final projects, including internships — 0.5 points.

PAEJAQ: Participation in public academic examinations juries of thesis or other works leading to academic qualifications, with a maximum of 15 points, as follows:

a) Each participation in a public academic examination jury for a Doctor's degree — 1 point;

b) Each participation in a public academic examination jury for a Master's degree — 0.5 points.

PAEJ: Participation in public academic examinations juries, with a maximum of 15 points, as follows:

a) Each participation in a public examination jury for hiring a *professor adjunto or assistente*, under *ECPDESP*, or the corresponding university career — 2 points;

b) Each participation in a public examination jury for the specialist's title, under *ECPDESP* — 1 point.

PE: Exhibitions or curatorial activities, and participation in knowledge dissemination initiatives, in the competition's area, with a maximum of 5 points, as follows:

a) Each exhibition or curatorial activity — 1 point;

b) Each participation in knowledge and dissemination activities — 0.5 points.

7.2 - Pedagogical skills (PS), in which the following must be considered:

a) Lecturing activities in the subjects or curricular units, in the competition's area (LA);

b) Participation in the development of programmes, textbooks, and materials to support teaching activities, in the competition's area (PDP);

c) Responsibility or coordination of curricular units, in the competition's area (RCU);

d) Other pedagogical activities (OPA).

7.2.1 - The classification to be awarded for this criterion represents 40% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$PS = (LA + PDP + RCU + OPA)$$

The parameters should be evaluated as follows:

LA: Lecturing activities in the subjects or curricular units, in the competition's area, with a maximum of 70 points, as follows:

a) Each year of activity in higher education, in the competition's area — 2 points;

b) Each different lectured subject or curricular unit, in the competition's area — 2 points.

PDP: Participation in the development of programmes, textbooks, and materials to support teaching activities, in the competition's area, with a maximum of 15 points, as follows:

a) Each curricular unit or subject for which the candidate has been the scientific responsible for the development of the programme — 2 points;

b) Each curricular unit or subject for which the candidate has been the author of support textbooks, or materials to support theory or theory-practice classes — 1 point.

RCU: Responsibility or coordination of curricular units, in the competition's area, with a maximum of 10 points, as follows:

a) Each curricular unit or subject as main lecturer or coordinator — 2 points.

OPA: Pedagogical experience in other levels and types of teaching, with a maximum of 5 points, as follows:

a) Each short course, workshop or other training activities in non-higher education institutions — 1 point.

7.3 - Other relevant activities to the mission of the higher education institution, which have been developed by the candidate (RA), in which the following must be considered:

a) Participation in management bodies (MB);

b) Participation in collegial bodies of the institution (CB);

c) Course coordination, head of department, and scientific and pedagogical commissions (CC);

d) Coordination or development of other projects and/or activities, in the competition's area, which are considered relevant for the mission of the institution (CPA);

e) Each participation in a jury for hiring technical and administrative personnel for public administration (JTAP);

f) Each participation in a jury for the selection and seriation of candidates to Master's degrees or higher education (JSS).

7.3.1 - The classification to be awarded for this criterion represents 30% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$RA = (MB + CB + CC + CPA + JTAP + JSS)$$

The parameters should be evaluated as follows:

MB: Participation in management bodies of higher education institutions, with a maximum of 25 points, as follows:

a) Each year of executive duties as president or director of higher education institutions or their organic units — 10 points;

b) Each year of executive duties as vice-president, subdirector or a similar position of higher education institutions or their organic units — 5 points.

CB: Participation in collegial bodies of the institution, with a maximum of 35 points, as follows:

a) Each year as president of collegial scientific, pedagogical or representatives' bodies of the institution or its organic units — 5 points;

b) Each year as secretary of collegial scientific, pedagogical or representatives' bodies of the institution or its organic units — 2 points;

c) Each year as permanent member of collegial scientific, pedagogical or representatives' bodies — 1 point.

CC: Course coordination, head of department, and scientific and pedagogical commissions, with a maximum of 15 points, as follows:

a) Each year as course coordinator (of a degree granting an academic qualification) or head of department — 2 points;

b) Each year as member of scientific and pedagogical commissions or similar bodies — 1 point.

CPA: Coordination or development of other projects and/or activities, in the competition's area, which are considered relevant for the mission of the institution, with a maximum of 10 points, as follows:

a) Each organized project, seminar or activity, which is considered relevant for the mission of higher education institutions — 5 points.

JTAP: Participation in a jury for hiring technical and administrative personnel for public administration, with a maximum of 10 points, as follows:

a) Each participation in a jury for hiring technical and administrative personnel for public administration — 5 points.

JSS: Participation in a jury for the selection and seriation of candidates to Master's degrees or higher education, with a maximum of 5 points, as follows:

a) Each participation in a jury for the selection and seriation of candidates to Master's degrees or higher education — 1 point.

7.4 - When candidates meet the conditions referred in article no. 26 of Order no. 10 990/2010, the jury should also take that article's provisions into account in its justified assessment.

7.5 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula: $FC = (0.30 \text{ TSPP} + 0.40 \text{ PS} + 0.30 \text{ RA})$. Candidates who have a final classification equal or above 50 points are considered approved with absolute merit; candidates who have a classification lower than 50 points are considered non-approved.

All results are presented rounded to one decimal place.

7.6 - In case of tie, after the final classification is calculated, the jury will successively use the following criteria:

a) Best classification in LA;

b) If the tie remains unresolved, then the best classification in SP;

b) If the tie remains unresolved, then the best classification in MB.

In case of tie, when applying these criteria, the maximum limits of the application of the final

classification formula shall not be considered.

8 - Public hearing: After receiving the applications, the jury may decide to hold public hearings, under the terms of article no. 28(4) of Order no. 10 990/2010. In this case, the public hearings shall take place between the 20th and 70th day after the deadline for the applications, and all candidates shall be informed with a five-day notice of the date and place of the public hearings.

9 - Members of the jury:

President – José Carlos Rodrigues Gomes, Pro-president of the Polytechnic of Leiria, appointed under the terms of article no. 23(1)(a) of *ECPDESP*.

Permanent members:

Maria Augusta Pérez da Silva Babo, Associate Professor (with *Agregação*) of the NOVA University of Lisbon;

Maria Lucília Marcos Moreira da Silva, Associate Professor (with *Agregação*) of the NOVA University of Lisbon;

Miriam Estela Nogueira Tavares, Associate Professor of the University of Algarve;

Marina Estela de Vasconcelos Gonçalves Graça, Professor of the University of Algarve;

José Manuel da Silva Bártolo, Professor (with *Agregação*) of the College of Art and Design of Matosinhos.

Substitute members:

Jorge Manuel Leandro de Oliveira Rosa, Associate Professor of the Lusófona University of Porto;

João Mário Lourenço Bagão Grilo, Professor of the NOVA University of Lisbon.

10 - According to article no. 9 h) of the Constitution of the Portuguese Republic, 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, aiming at avoiding all and any kind of discrimination.

11 - The present competition will also be published in BEP (public employment pool), in the website of the Science and Technology Foundation I.P. (FCT), both in Portuguese and English, and in the website of the Polytechnic of Leiria, also in Portuguese and English, under the terms of article no.29-B of *ECPDESP*.

The present notice was approved by Order n.º 6104/2018, of may 21st, published in the *Diário da República*, 2nd series, 118, June 21, 2018.

17th January of 2020 - Vice-President of the Polytechnic of Leiria, Rita Alexandra Dias Cadima.