

## Public Notice No. 873/2017

1 - Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1<sup>st</sup>, amended by Decree-Laws no. 69/88, dated March 3<sup>rd</sup>, and 207/2009, dated August 31<sup>st</sup>, and by Law no. 7/2010, dated May 13<sup>th</sup>, 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 Institute of Leiria, published in the *Diário da República*, 2<sup>nd</sup> series, no. 127, dated July 2<sup>nd</sup> 2010, the Order no. 10990/2010 makes public that, under an order issued in March 2<sup>nd</sup> of 2017 by the President of the Polytechnic Institute of Leiria, in accordance with a proposal of the Director of the School of Education and Social Sciences of the Polytechnic Institute of Leiria, a competition for the recruitment of a *Professor Coordenador* [professor], who will be given a public service contract of unspecified duration, in the field of Information Science and Technologies —disciplinary area of Pedagogical Use of ICT, of the School of Education and Social Sciences of the Polytechnic Institute 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 18<sup>th</sup>,

amended by Decree-Laws no. 76/96, dated June 18<sup>th</sup>, 124/99, dated April 20<sup>th</sup>, and 373/99, dated September 18<sup>th</sup>.

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, dated June 20<sup>th</sup>, 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 are considered specialist in the competition's area or a similar area, either obtained more than five years ago, 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 10<sup>th</sup>, and Decree-Law no. 206/2009, dated August 31<sup>st</sup>.

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), sent to the following address of the Polytechnic Institute 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 Institute 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 (if applicable) of this Public Notice;

d) 2 copies 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) 2 copies of the documents attesting the facts stated in the candidate's *curriculum vitæ*.

6.4 - The candidate must provide a paper copy of the documents mentioned in *d)* and *e)*, and another copy in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN).

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 (if 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 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:

i) Participation in national or international externally funded R&D projects (PRDP);

ii) Scientific production, publications, communications and conferences, both in Portugal and abroad (SP);

- iii) Supervision of works leading to academic qualifications (SW);
- iv) Participation in academic examinations juries (EJ);
- v) Lecturers pedagogical guidance (LPG).

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

$$\text{TSPP} = \text{PRDP} + \text{SP} + \text{SW} + \text{EJ} + \text{LPG}$$

The parameters should be evaluated as follows:

i) PRDP: Active participation in R&D projects in the competition's area, up to 25 points, as follows:

- a) Main researcher in an international project: 15 points;
- b) Each participation in international projects: 10 points;
- c) Main researcher in a national project: 7 points;
- d) Each participation in national projects: 5 points.

ii) SP: Scientific production and its diffusion to the scientific community in the competition's area, up to 35 points, as follows:

- a) Each published book (as co-author or editor): 3 points;
- b) Each published book chapter: 2.5 points;
- c) Each article published in a peer-review international journal: 2 points;
- d) Each article published in a peer-review international conference: 1.5 points;
- e) Each article published in a peer-review national journal: 1 point;
- f) Each article published in a peer-review national conference: 0.5 points.

iii) SW: Supervision of works leading to academic qualifications, up to 15 points, as follows:

Each completed supervision of a Doctor's thesis or a Master's dissertation, internship or project report: 2 points.

iv) EJ: Participation in academic examinations juries, up to 15 points, as follows:

- a) Each participation in an academic examination jury as examiner: 1 point;
- b) Each participation in an academic examination jury as non-examiner: 0.5 points.

v) LPG: The below mentioned activities, up to 10 points, as follows:

- a) Member of the Programme Committee of an international conference (each conference): 1 point;
- b) Member of the Organizing Committee of an international conference (each conference): 0.5 points;
- c) Member of the Programme Committee of a national conference (each conference): 0.25 points;

d) Member of the Organizing Committee of a national conference (each conference): 0.25 points;

e) Member of the editorial board of a scientific journal (each journal): 1 point.

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

i) Academic activity. Number of lectured and coordinated subjects in the competition's area (AA);

ii) Development of subjects' programmes (SP);

iii) Pedagogical supervision (PS);

iv) Cooperation with other HEIs (CHEIs).

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

$$PS = AA + SP + PS + CHEIs$$

The parameters should be evaluated as follows:

i) AA: The abovementioned activities, up to 60 points, as follows:

a) Each coordinated subject: 2 points;

b) Each lectured subject in a Master degree: 2 points;

c) Each lectured subject in an undergraduate degree: 1 point;

d) Each lectured subject in teacher's in-service professionalization courses: 0.5 points.

ii) SP: Participation in the development of a subject's programme, up to 25 points, as follows:

Each developed programme: 1.5 points.

iii) PS: Pedagogical supervision activities, up to 10 points, as follows:

Each year supervising pedagogical practices: 0.75 points.

iv) CHEIs: Cooperation with other HEIs, up to 5 points, as follows:

Each year of cooperation with other HEIs: 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:

i) Participation in direction or management bodies of the institution or its Schools (DMB);

ii) Course coordinator, head of department or member of a scientific and pedagogical commission (CHM);

iii) Coordination or development of relevant projects for the institution in the competition's area (CDP).

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

$$RA = DMB + CHM + CDP$$

The parameters should be evaluated as follows:

i) DMB: The abovementioned activities, up to 50 points, as follows:

- a) Each year in the direction of a HEI or its Schools: 8 points;
- b) Each year as president of other management bodies of a HEI or its Schools: 6 points;
- c) Each year as a member of the management bodies of a HEI or its Schools: 2 points.

ii) CHM: The abovementioned activities, up to 45 points, as follows:

- a) Each year coordinating a Master degree (for each degree): 4 points;
- b) Each year coordinating an undergraduate degree (for each degree): 2 points;
- c) Each year as head of department: 4 points;
- d) Each year as member of a scientific and pedagogical commission (for each degree): 1 point.

iii) CDP: Coordination or development of relevant projects for the institution in the competition's area, up to 5 points, as follows:

Each year and each project: 1 point.

7.4 - All parameters assessed in the selection and seriation criteria have a maximum score of 100 points.

7.5 - All results are presented rounded to one decimal place.

7.6 - 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.

7.7 – 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.

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

- 1) Best classification in *Pedagogical skills (PS)*;
- 2) Best classification in *Academic activity*.

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.

9 - Members of the jury (appointed under the terms of articles no. 9 and 10 of Order no. 10 990/2010), and Order no. 5010/2014, published in the *Diário da República*, 2<sup>nd</sup> series, no. 69, dated April 8<sup>th</sup>):

President: João Paulo dos Santos Marques, Vice-President of the Polytechnic Institute of Leiria

Permanent members:

António Costa Dias de Figueiredo, Professor of the University of Coimbra (emeritus);

Maria Cristina Azevedo Gomes, *Professor Coordenador* [professor] of the School of Education of the Polytechnic Institute of Viseu;

Maria João de Jesus Duarte Silva, *Professor Coordenador* [professor] of the School of Education of the Polytechnic Institute of Lisboa;

Maria Antónia Belchior Ferreira Barreto, *Professor Coordenador* [professor] of the School of Education and Social Sciences of the Polytechnic Institute of Leiria;

Graça Maria Batista Seco, *Professor Coordenador* [professor] of the School of Education and Social Sciences of the Polytechnic Institute of Leiria.

Substitute members:

Maria Teresa Ribeiro Pessoa, Assistant Professor of the University of Coimbra;

Luís Filipe Tomás Barbeiro, *Professor Coordenador Principal* [full professor] of the School of Education and Social Sciences of the Polytechnic Institute of Leiria.

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 Institute of Leiria, also in Portuguese and English, under the terms of article no.29-B of *ECPDESP*.

12<sup>th</sup> of october of 2017. - The President, Nuno André Oliveira Mangas Pereira.