

Public Notice no. 932/2017

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 Adjunto* [senior lecturer], who will be given a public service contract of unspecified duration, in the field of Teacher Training, disciplinary field of Special Education Support Techniques 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(4) of *ECPDESP*, the *Professor Adjunto* is responsible for cooperating with the *Professores Coordenadores* [professors] within the scope of a subject or scientific area, and, specifically, to: Conduct and teach theory, theory-practice and practice classes; supervise internships, seminars, and laboratory or field work; manage, and develop scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; cooperate with other lecturers of the subject or scientific area in the coordination of the programme, teaching methodologies, and general research guidelines.

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. 17 of *ECPDESP*, only those who hold a Doctor's degree, or are considered specialist in the competition's area or a similar area, may apply. The specialist title indicated in article no. 17 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 (TSP), in which the following must be considered:

i) Participation in R&D projects (PRDP);

ii) Scientific production, publications, and national and international communications and conferences (SP);

- iii) Supervision of works leading to academic qualifications (SW);
- iv) Participation in academic examinations juries (AEJ);
- v) Participation in professional training activities, scientific societies and their commissions, or in the organization of scientific conferences which are considered relevant to the competition's area (PTSS).

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

$$\text{TSP} = \text{PRDP} + \text{SP} + \text{SW} + \text{AEJ} + \text{PTSS}$$

The parameters should be evaluated as follows:

i) PRDP: Active participation in R&D projects in the competition's area, up to 10 points, as follows:

Each participation in an R&D project — 5 points.

ii) SP: Scientific production and its diffusion to the scientific community in the competition's area, up to 45 points, as follows:

a) Publication of books or book chapters as author or co-author — 5 points;

b) Each tradaption of a multi-format book for publication— 5 points;

c) Each translation of a book in braille— 5 points;

d) Publication of scientific dissemination articles in the media— 6 points;

e) Each scientific article in an international conference or scientific meeting which is published in the proceedings, with peer-review — 3 points;

f) Each scientific article in a national conference or scientific meeting which is published in the proceedings, with peer-review — 3 points;

g) Each communication or participation in a conference, scientific meeting or seminar panel — 2 points.

iii) SW: Supervision or co-supervision of works leading to a Master degree, up to 10 points, as follows:

a) Each completed supervision or co-supervision of completed Master's dissertations, projects and final reports — 5 points;

b) Each completed supervision of a higher education degree internship — 3 points;

c) Each supervision of a professional internship — 1 point.

iv) AEJ: Participation in academic examination juries, as a member of the jury or as president, up to 25 points, as follows:

Each participation in a Master or Doctor's degree or specialist title jury – 5 points.

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

- a) Each organization of a conference or other scientific event — 5 points;
- b) Each participation in a scientific commission of a scientific conference/event— 5 points;
- c) Revision (peer-review) of works for publication — 5 points;
- d) Each participation in a scientific society— 2 points;
- e) Each lectured professional training activity— 2 points.

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

- i) Lectured subjects. Number of lectured and coordinated subjects in the competition's area (LS);
- ii) Production of pedagogical material. Quality and quantity of the pedagogical material which is produced by the candidate in the competition's area (PPM);
- iii) Coordination and incentive to the creation of new pedagogical projects (CPP).

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

$$PS = LS + PPM + CPP$$

The parameters should be evaluated as follows:

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

- a) Professional experience and experience as a lecturer (complete years as a full-time lecturer) — 2 points for each academic year;
- b) Each coordinated subject in the competition's area — 5 points;
- c) Each e-learning lectured subject in the competition's area — 3 points;
- d) Each lectured subject in the competition's area — 2 points;
- e) Each lectured course for pedagogical, scientific or technical update — 2 points;
- f) Each lectured workshop— 2 points;
- g) Training certification obtained — 5 points.

ii) PPM: Quality and quantity of the pedagogical material, up to 20 points, as follows:

Each pedagogical material concerning subjects in the competition's area that shows up-to-date information, and is mainly based on authors from the last 10 years – 5 points.

iii) CPP: The abovementioned activities, up to 20 points, as follows:

Each participation in work groups created to develop new study programmes and to restructure degrees – 5 points.

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 bodies or structures of the institution (BSI);
- ii) Participation in networks, scientific societies, projects or scientific dissemination activities in the competition's area (NP);
- iii) Coordination and participation in community-based projects or activities, in the higher education institution's geographic area (PA);
- iv) Awards in the competition's area (ACF).

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:

$$RA = BSI + NP + PA + ACF$$

The parameters should be evaluated as follows:

- i) BSI: The abovementioned activities, up to 40 points, as follows:
  - a) Each year as a coordinator of a laboratory or a centre in the competition's area — 10 points;
  - b) Each completed year as a member of scientific commissions — 10 points.
- ii) NP: Participation in networks or scientific societies in the competition's area, up to 20 points, as follows:

Each participation or coordination of networks or scientific societies — 10 points.

- iii) PA: Participation in community-based projects or activities, in the higher education institution's geographic area, up to 20 points, as follows:

- a) Each community-based project or activity — 10 points;
- b) Each participation in projects' scientific advising and follow-up – 10 points;
- c) Each participation in work or study groups of national official entities in the competition's area —10 points.

- iv) ACF: Awards in the competition's area, up to 20 points, as follows:

Each award granted by the community in general — 10 points.

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:  $FC = (0.40 TSP + 0.30 PS + 0.30 RA)$ . 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.

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

1) Best classification in: Technical and scientific and professional performance (TSP);

2) Best classification in: Pedagogical skills (PS).

When using these criteria, the jury shall not consider the maximum limits resulting from the application of the final classification formula.

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:

Isabel Cuadrado Gordillo, Professor of the Faculty of Psychology of the University of Extremadura;

José Manuel Silva, *Professor Coordenador* [professor] (emeritus) of the School of Education and Social Sciences of the Polytechnic Institute of Leiria;

Maria da Costa Potes Franco Barroso Santa-Clara Barbas, *Professor Coordenador Principal* [full professor] of the School of Education of the Polytechnic Institute of Santarém;

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

David António Rodrigues, Assistant Professor (with *Agregação*) (emeritus) of the Faculty of Human Kinetics of the University of Lisbon.

Substitute members:

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

Rui Manuel Sousa Mendes, *Professor Coordenador* [professor] of the School of Education of the Polytechnic Institute of Coimbra.

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*.

15th of november of 2017. - The President, Nuno André Oliveira Mangas Pereira.