

INSTITUTO POLITÉCNICO DE LEIRIA

Public Notice no. 1222/2020

1 - Pursuant to the Statutes for Higher Polytechnic Teaching Staff Career (ECPDESP), approved by Decree-Law no. 185/81 of July 1st, amended by Decree-Law no. 69/88 of March 3rd, and 207/2009 of August 31st, and by Law no. 7/2010 of May 13th, as well as the Regulation for Hiring and Recruitment 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 2nd 2010, through Order no. 10990/2010, becomes public that, by order of the President of the Polytechnic of Leiria, Professor Doctor Rui Filipe Pinto Pedrosa, based on a proposal of the Director of the School of Arts and Design, is open for a period of 30 working days, counting from the date of publication of this notice in the *Diário da República*, a documentary contest to recruit one Coordinating Teacher, in the form of a public service employment contract for an indefinite period, for the disciplinary area of Design in the specialties of graphic design, multimedia, industrial or product design, for the School of Arts and Design - 1 place.

2 - Validity period: this competition is exclusively intended to fill the aforementioned job position, and will end with its provision.

3 - Functional content of the category:

3.1 - Under the terms of Article 2-A of ECPDESP, teachers of the polytechnic higher education are expected to provide the teaching service that is attributed to them and follow and guide students; to carry out research, cultural creation or experimental development activities; to participate in tasks of extension, scientific and technological dissemination and economic and social valorization of knowledge and to participate in the management of the respective higher education institutions.

3.2 - Under the terms of paragraph 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 discipline or scientific area and, namely: manage and teach theoretical, theoretical-practical and practical classes; guide internships and conduct seminars and laboratory or field work; supervise the pedagogical, scientific and technical activities of the adjunct professors of the respective discipline or scientific area; participate with the other coordinating professors in the coordination of programs in their scientific area, teaching methodologies and general lines of research regarding the disciplines in that area and direct, develop and carry out scientific research and experimental development activities within the scope of the respective discipline or scientific area.

4 - Remuneration position (article 35, no. 1, ECPDESP): "The remuneration regime applicable to career teachers and teaching staff hired beyond their career is set out in its own diploma." - Decree-Law No. 408/89 of November 18th, amended by Decree-Law No. 76/96 of June 18th, Decree-Law No. 124/99 of April 20th, and Decree-Law 373/99 of September 18th.

5 - Admission requirements:

5.1 - Under the terms of article 17 of the General Labor Law in Public Functions, approved by Law no. 35/2014 of June 20th, in its current wording, and of article 12-E of ECPDESP, only candidates who, up to the deadline for submission of applications, cumulatively meet the following general requirements, may apply:

a) Be 18 years of age;

b) Not be inhibited from exercising public functions or not be prohibited from exercising the functions to which the candidate is applying for;

c) Have physical strength and a psychic profile that are indispensable for the exercise of the functions to which the candidate is applying for;

d) Have complied with the mandatory vaccination laws.

5.2 - In compliance with article 19 of the ECPDESP, candidates must be holders of a doctoral degree or specialist title, for more than five years, in the area or related area for which the competition is open can apply. The title of specialist mentioned in article 19 of the ECPDESP refers to the provision of article 48 of Law 62/2007 of September 10th and Decree-Law no. 206/2009 of August 31st.

5.3 - Candidates with foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation.

6 — Formalization of the application:

6.1 - Applications must be formalized through a request, addressed to the President of the Polytechnic of Leiria, which can be delivered personally at the Central Services of the Polytechnic of Leiria - Office of Expedient and Archive, or sent by mail, registered with acknowledgment receipt, to the following postal address: Politécnico de Leiria, Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the deadline for submission of applications referred to in point 1 of this notice.

6.2 - Applications must be submitted in paper, by downloading and filling the form provided on the Polytechnic of Leiria's website (<https://www.ipleiria.pt/recursos-humanos/concursos/>) [where must appear: full name, date of birth, gender, nationality, ID number, postal and electronic address, telephone number, academic degrees, professional category and position the candidate currently holds (if applicable), reference of the competition the candidate is applying for, number of notice, mentioning the number of the *Diário da República* in which it was published, as well as a list of documents accompanying the application], which must be dated, signed and initialed.

6.3 - Along with the application for admission to the competition, the candidate must present the following documents:

a) Documents proving the fulfillment of the requirements set out in point 5.1 of this notice. Candidates are, however, exempted from presenting them provided that they declare, in the application for admission, under honor, that they satisfy such requirements. The supporting documents for the declared situations will have to be delivered by the candidate who fills the vacancy;

b) Copy of the certificates proving the title of academic degree or the title of specialist, pursuant to point 5.2 of the notice;

c) Documents proving the fulfillment of the conditions set out in point 5.3 of this notice, if applicable;

d) copy of the candidate's *curriculum vitae* (one), duly dated and signed, organized according to the selection and ranking criteria and to the system of evaluation and final classification determined in point 7 of this notice;

e) copy of the documents proving the facts indicated in the curriculum;

f) List containing the exact identification of all submitted documents.

6.4 - The documents referred to in point 6.3 of the notice must be delivered in digital format (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files contained in the chosen external media.

6.5 - The documents referred to in the previous point should, as a rule, be in Portable Document Format (PDF), preferably in PDF/A version, except in situations where the document to be presented cannot assume that format. The file name must be succinct and cannot contain any of the following characters: /, \, |, :, *, ?, ", (less than), and (greater than).

6.6 - Documents can be presented in Portuguese, Spanish or English. When documents proving the facts indicated in the curriculum or documents mentioned in the curriculum are originally

written in another language, a translation into Portuguese, Spanish or English must also be submitted.

6.7 – The failure to submit the proving documents, required and provided for in points 5.1, 5.2 and 5.3 (if applicable) in this notice, or their presentation after the deadline stipulated in point 1 of this notice, determines the exclusion of the application.

6.8 – The candidate's failure to submit the documents related to the submitted curriculum implies the non-valuation of the elements that they should prove.

6.9 - The presentation of false documents determines the candidate's immediate exclusion from the competition, as well as the communication to the competent entities for the purpose of criminal proceedings.

6.10 - The documents delivered by the candidates will be returned to at their request, one year after the end of this contest, except in the event of a judicial challenge. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and ranking criteria and evaluation and final classification system (established under the terms of article 11, point 2, paragraph a) and article 18, point 1, paragraphs l) and m) and points 2 and 3 of Order no. 10990/2010):

7.1 - Technical-scientific and professional performance of the candidates (DTCP), in which the following should be considered:

a) Participation in research and development projects and organization of scientific events (PID);
b) Scientific production: publications, communications and conferences at home and abroad (PC);

c) The orientation and co-orientation of theses leading to an academic degree (OT);

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

e) Evaluation of theses leading to academic degree (AT);

f) Relevant professional experience in the disciplinary area of the contest (EP).

7.1.1 - The classification to be attributed in this criterion, which represents 30% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$DTCP = 15\% PID + 20\% PC + 15\% OT + 10\% JPA + 15\% AT + 25\% EP$$

The above parameters are evaluated as follows:

PID: participation in research and development projects and organization of scientific events in the subject area of the competition are assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

a) Institutional project and research and development coordination;

b) Participation as an integrated member in a research and development project;

c) Participation, per year, as an integrated member in a research and development center, recognized and evaluated by FCT;

d) Participation, per year, as an integrated member in a research and development center, not recognized and evaluated by FCT;

e) Participation in scientific meetings (congress, seminar, round table) as a member of the organizing committee;

f) Participation in scientific meetings (congress, seminar, round table) as a member of the scientific or consultative committee.

PC: scientific production is evaluated, as publications, communications and conferences in the subject area of the competition, is assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

a) For each scientific article in an international scientific journal, with peer review;

- b) For each scientific article in an international scientific journal, without peer review;
- c) For each book, published in a language other than Portuguese, as author or organizer, published;
- d) For each published book, with national edition, as author or organizer;
- e) For each scientific article in a national scientific journal, with peer review;
- f) For each scientific article in a national scientific journal, without peer review;
- g) For each communication, participation in a conference or international meeting, as a speaker.

OT: the orientation and co-orientation of theses leading to the award of an academic degree is assessed, on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each orientation or co-orientation of a thesis leading to the award of a doctoral degree;
- b) For each orientation or co-orientation of completed thesis or other work leading to the award of a master's degree.

JPA: the participation in academic juries is assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each participation as examiner in a doctoral thesis jury;
- b) For each participation as examiner in a jury of master's degree dissertations/internship reports/project work;
- c) For each participation as a jury member to award a title of specialist;
- d) For each participation as a jury member for the recruitment of adjunct or assistant professor, under the terms of ECPDESP, or for the corresponding category of University Higher Education.

AT: the evaluation of theses leading to the award of an academic degree is assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each evaluation of a thesis leading to the award of a doctoral degree;
- b) For each evaluation of thesis, or other work leading to the award of a master's degree;
- c) For each evaluation of evidence leading to the award of a specialist title.

EP: the professional experience in the subject area of the competition is evaluated on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each activity or participation in international artistic, exhibition or curatorial professional projects;
- b) For each activity or participation in national artistic, exhibition or curatorial professional projects.

7.2 - Candidates' pedagogical capacity (CP), in which should be considered:

- a) The mastery of the disciplinary areas, disciplines or curricular units taught (LUC);
- b) Responsibility for the coordination of curricular units and for the preparation of programs in the subject area for which the competition is open (RUC);
- c) Production of teaching materials, manuals and support materials for teaching activities in the contest's disciplinary area (PMP);
- d) Participation in work teams to create new courses, reform or revise existing courses (CC);
- e) The exercise of other pedagogical activities in the disciplinary area of the competition (OAP).

7.2.1 - The classification to be attributed in this criterion, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$CP = 15\% LUC + 30\% RUC + 15\% PMP + 30\% CC + 10\% OAP$$

The above parameters are evaluated as follows:

LUC: the mastery of the disciplinary areas, disciplines or curricular units taught, is evaluated on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each year of activity in higher education, in the subject area of the competition;
- b) For each different curricular unit or discipline taught in the subject area of the competition.

RUC: the responsibility for the coordination of curricular units and for the elaboration of programs in the subject area for which the competition is open is evaluated on a scale of 0 to 100 points, namely:

- a) For each curricular unit or discipline for which the candidate was responsible or coordinator;
- b) For each curricular unit or discipline for which the candidate was responsible for preparing the respective program;
- c) For each curricular unit or discipline in which the candidate participated in the preparation of the program.

PMP: the production of teaching materials, manuals and support materials for teaching activities in the subject area of the competition is assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

For each curricular unit or discipline in which the candidate authored support manuals, support materials and/or support for theoretical or theoretical-practical classes.

CC: the participation in work teams for the creation of new courses, reform or curriculum revision of existing courses is assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each participation in a work team to create a new course;
- b) For each participation in a work team to review or reform the course curriculum.

OAP: the pedagogical experience at other levels and types of education in the subject area of the competition is evaluated on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

For each short course, workshop or other training taught at non-higher education institutions.

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

- a) The exercise of management positions (CD);
- b) The exercise of mandates in other bodies of the institution, namely in collegiate bodies of a scientific, pedagogical, representative nature (OI);
- c) The exercise of mandates in course coordination, departments and scientific and pedagogical commissions (OFI);
- d) Participation in commissions, mission groups, technical commissions, in the subject area of the competition and relevant to higher education (CAD).

7.3.1 - The classification to be attributed in this criterion, which represents 30% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$AR = 30\% CD + 30\% OI + 30\% OFI + 10\% CAD$$

The above parameters are evaluated as follows:

CD: the exercise of mandates in management positions in higher education institutions is assessed on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

- a) For each year of executive functions as president or director of higher education institutions or their organic units;

b) For each year of executive functions as vice-president or deputy director, or equivalent function, of higher education institutions or their organic units.

OI: the exercise of mandates in collegiate bodies of a scientific, pedagogical or representative nature, of the institution or its organic units, is evaluated on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

a) For each year of mandate served as president in collegiate bodies of a scientific, pedagogical nature or representative nature of the institution or its organic units;

b) For each year of mandate served as secretary in collegiate bodies of a scientific, pedagogical or representative nature of the institution or its organic units;

c) For each year of mandate served as an effective member of collegiate bodies of a scientific, pedagogical or representative nature of the institution or its organic units.

OFI: the exercise of mandates in course and/or department coordination and scientific and pedagogical commissions, is evaluated on a scale of 0 to 100 points, quantitatively and qualitatively, namely:

a) For each year of exercise completed as a course coordinator of an academic degree or department coordinator;

b) For each year of exercise performed as a member of scientific and pedagogical commissions, or their correspondents.

CAD: each participation in commissions, mission groups, technical commissions, in the disciplinary area of the competition and relevant to higher education, is evaluated on a scale of 0 to 100 points, quantitatively and qualitatively.

7.4 - In the informed assessment of the applications, the Jury must also take into consideration the provisions of article 26 of Order no. 10990/2010, if the candidates are in the conditions referred to therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained through the following formula: $CF = (0.30DTCP + 0.40CP + 0.30AR)$, considering as 'approved in absolute merit' candidates who obtain a final classification equal to or greater than 50 points and 'not approved' the candidates who obtain final classification below 50 points. All results will be rounded up and presented to one decimal place.

7.6 - In case of a tie between the candidates, after obtaining the final classification, the following tiebreaker criterion will be applied: Technical-scientific and professional performance of the candidate (DTCP). When applying this criterion, the maximum limits resulting from the application of the final classification formula are not considered.

8 - Public hearing: the Jury may determine the holding of public hearings, which will be attended under the terms of article 28, no. 4, of Order no. 10990/2010. Should there be the need for public hearings, they will take place between the 20th and 70th day following the deadline for submission of applications, being all candidates informed, at least five days in advance, of the date and place in which these public hearings will take place.

9 - Composition of the Jury:

President - Rita Alexandra Cainço Dias Cadima, Vice-President of the Polytechnic of Leiria, appointed under the terms of paragraph a) of point 1 of article 23 of ECPDESP and paragraph a) of point 1 of article 10 of Order No. 10990/2010.

Effective members:

Rita Assoreira Almendra, Associate Professor with Aggregation - Faculty of Architecture, University of Lisbon;

Vasco Afonso da Silva Branco, Associate Professor with Aggregation - Department of Communication and Art, University of Aveiro;

Inês Secca Ruivo, Associate Professor - University of Évora;

Patrícia Cristina e Silva Figueira Gouveia, Associate Professor - Faculty of Fine Arts, University of Lisbon;

Teresa Cláudia Magalhães Franqueira Baptista, Associate Professor - Communication and Art Department, University of Aveiro.

Alternate Members:

Nélson Troca Zagalo, Associate Professor - Department of Communication and Art, University of Aveiro.

Francisco Maria Mendes de Seça da Providência Santarém, Associate Professor - Design Department, University of Aveiro.

10 - In compliance with paragraph h) of article 9 of the Portuguese Republic Constitution, the Public Administration, as an employer, actively promotes a policy of opportunity equality between men and women with regards to access to employment and professional progression, avoiding scrupulously any form of discrimination.

11 - This competition will also be advertised on BEP's (Public Employment Exchange) digital platform, on the Foundation for Science and Technology IP's website (in Portuguese and English), and on the Polytechnic of Leiria's website (in Portuguese and English), under the terms of article 29-B of the ECPDESP.

Leiria, November, 6, 2020 - The President, Rui Filipe Pinto Pedrosa.