

Public Notice no. 1020/2021

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 December 10, 2020, 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 of the Polytechnic Leiria, a competition for the recruitment of a Coordinating 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 Didactics of Portuguese - Reading, at the School of Education and Social Sciences of the Polytechnic Institute of Leiria – 1 vacancy.

2 — Validity period: this competition is exclusively for filling above-mentioned vacancy, and will finish when the admission is complete.

3 — Functional content of the category:

3.1 — According to article 2-A of *ECPDESP*, polytechnic higher education teachers are responsible for providing the teaching service that is assigned to them, and to accompany and guide the students; to develop research, cultural creation or experimental development activities; to participate in tasks of development, scientific and technological dissemination and economic and social valorisation of knowledge and to participate in the management of the respective higher education institutions.

3.2 — Under the terms of article 3(5) of *ECPDESP*, the Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of the teaching and research activities within the scope of a subject or scientific area and, in particular to: conduct and teach theoretical, theoretical-practical and practical classes; supervise internships and conduct seminars and laboratory or field work; supervise the pedagogical, scientific and technical activities of the senior lecturers of the respective subject or scientific area; participate with the other coordinating professors of their scientific area in the coordination of the programmes, teaching methodologies and general research guidelines related to the subjects of that area and manage, develop and carry out scientific research and experimental development activities within the respective subject or scientific area.

4 — Remuneration position (article 35(1) of *ECPDESP*): “The remuneration regime applicable to career teachers and other teaching staff is defined in a separate law” — Decree-Law no. 408/89, of November 18, amended by Decree-Law no. 76/96, of June 18, and Decree-Law no. 124/99, of April 20 and Decree-Law no. 373/99, of 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 *ECPDESP*, only candidates who satisfy all of the following general requirements, up to the date limit for submission of applications, may apply:

- a) To be over the age of 18;
- b) Not to be inhibited from carrying out public service nor be 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 mandatory vaccination laws.

5.2 — In compliance with article 19 of *ECPDESP*, may apply to the competition those who hold a doctoral degree as well as the title of specialist obtained for more than five years, in the area or related area for which the competition is open. The title of specialist mentioned in article 19 of *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.

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

6 — Application procedure:

6.1 — Applications must be submitted in person, upon receipt, or by post, by registered letter with acknowledgement of receipt, to the following postal address of the Polytechnic of Leiria: Rua General Norton de Matos, Apartado 4133, 2411 – 901 Leiria, until the deadline for submission of applications referred to in paragraph 1 of this Public Notice.

6.2 - The application request is made on paper, by filling in the form available on the website of the Polytechnic of Leiria (<https://www.ipleiria.pt/recursos-humanos/concursos/>), which must be duly dated, initialled and signed.

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 on 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 no. 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 vitae, duly dated and signed, and must be organized in accordance with the selection and seriation criteria and the assessment and final classification system mentioned in no. 7 of this public notice with numbering according to this system and referencing each element through corresponding sub-numbering;
- e) 1 copy of the documents proving the facts stated in the curriculum, adopting the same referencing system for each element, indicated in the previous subparagraph;
- 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, adopting, in the applicable cases, the same referencing system for each element, indicated in the previous subparagraphs).

g) 1 Copy of the work plan and scientific development in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and the research units that ESECS – Polytechnic of Leiria – formally integrates, with intervention in the scientific area of the competition (Centre for Studies in Education and Innovation - CI&DEI; Life Quality Research Centre - CIEQV);

h) 1 copy of the pedagogical development plan, in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and oriented to the development of training activities and innovation in the teaching-learning process (PDP).

6.4 - The documents referred to in no. 6.3 of the public notice must be delivered in digital format (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files.

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

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 at the same time.

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 deadline stipulated in no.1 of this public notice will lead to the exclusion of the application.

6.8 — The non-presentation of the documents related to the *curriculum vitae* submitted by the candidate or their presentation after the deadline stipulated in paragraph 1 of this notice, implies the non-valuation by the jury of the elements that they should prove.

6.9 — The presentation of false documents will lead to immediate exclusion from the competition and the reporting of the fact to the competent authority for purposes of criminal prosecution.

6.10 — The documents provided by candidates shall be returned upon request, one year after the conclusion of this competition, except in the event that this competition has been subject of judicial appeal. In this case, the return of the documents may only occur after the jurisdictional decision has become final.

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

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

a) Participation in research and development projects in the disciplinary or related area of the competition (PID);

b) The scientific production and its sharing with the scientific community, in the disciplinary or related area of the competition (PC);

- c) Supervision or co-supervision of dissertations, theses or reports leading to an academic degree (OT);
- d) Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works presented therein (JPA);
- e) Participation in scientific or professional activities relevant to the area in which the competition is open (ANP);
- f) Scientific development project in line with the mission of the School of Education and Social Sciences (ESECS) of the Polytechnic of Leiria and the research units that ESECS – Polytechnic of Leiria formally integrates, with intervention in the scientific area of the competition (Centre for Studies in Education and Innovation - CI&DEI; Life Quality Research Centre - CIEQV) (PDC).

7.1.1 — The classification to be awarded in this criterion, which represents 35% of the final classification, to a maximum of 100 points, results from the application of the following formula: $DTCP = (PID + PC + OT + JPA + ANP + PDC)$, being the above criteria assessed according to the scoring grid attached.

7.2 — Candidate's pedagogic ability (CP), in which the following criteria are considered:

- a) Length of service and teaching activity in Higher Education (AL);
- b) Participation in the coordination and development of curricular units (preparation and coordination or co-coordination of curricular unit programmes and production of teaching material (CPPMP);
- c) Supervision of internships and teaching practices (SEPP);
- d) Coordination and promotion of pedagogical projects, oriented towards the institution's training development (creation and coordination of new study programmes, etc.) or towards the development and innovation in the teaching-learning process (CDPP);
- e) Pedagogical development project, in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and oriented to the development of training activities and innovation in the teaching-learning process (PDP).

7.2.1 — The classification to be awarded in this criterion, which represents 40% of the final classification, to a maximum of 100 points, results from the application of the following formula: $CP = (AL + CPPMP + SEPP + CDPP + PDP)$, being the above criteria assessed according to the scoring grid attached.

7.3 — Other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR) in which the following criteria are considered:

- a) Exercise of executive positions in management bodies and the participation in bodies or structures of higher education institutions (ECDG);
- b) Course, department and section coordination and participation in scientific and pedagogical committees. (CCDCCP);

- c) Coordination of committees, groups and juries within the institutional activity (CCAI);
- d) Participation in the teacher performance evaluation process (PAD);
- e) Participation in initiatives and activities of intervention and provision of services in the community (PSC).

7.3.1 — The classification to be awarded in this criterion, which represents 25% of the final classification, to a maximum of 100 points, results from the application of the following formula: $AR = (ECDG + CCDCCP + CCAI + PAD + PSC)$, being the above criteria assessed according to the scoring grid attached.

7.4 — The ranking of the candidates for the competition will be based on the scientific and pedagogical merit evidenced by the candidates in the disciplinary area of the competition, considering in particular the items in the field of Didactics of Portuguese - Reading.

7.5 — The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0,35DTCP + 0,40CP + 0,25AR)$, considering as not approved the candidates who obtain a final classification lower than 50 points and approved in absolute merit the candidates who obtain a final classification equal to or higher than 50 points.

7.6 — In the event that the final classification of all candidates for the contest is less than 50 points, the jury may review the minimum approval score in absolute merit. All results will be presented to one decimal place.

7.7 - In case of divergence between the elements of the jury, resulting from a different assessment of the elements presented, the jury will carry out a joint analysis and will assign a score for each curricular item to be valued (sub-criterion) in which there is a divergence, and this value should be considered for calculating the classification in each criterion and, subsequently, of the final classification.

7.8 — In the reasoned assessment, the jury must also take into account the provisions of article 26 of Official Order No 10 990/2010, if the candidates are in the conditions referred to in that article.

7.9 — In case of a tie between candidates, after obtaining the final classification, the following criteria will be applied, considering the score obtained as a whole, maintaining the established maximum limits: $JPA (DTCP) + SEPP(CP) + PAD(AR)$.

1st — Supervision and guidance of Teaching Practices in Nursery, Kindergarten, 1st and 2nd CBE (SEPP);

2nd — Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works presented therein (JPA);

3rd — Participation in the teacher performance evaluation process (PAD);

8 — Public Hearing: The Jury may determine the holding of public hearings, which will be attended in accordance to Article 28(4) of Official Order No.10990/2010. If these

public hearings are required, they shall take place between the 20th and 70th days following the deadline for submission of applications and all candidates shall be informed at least five days in advance of the date and place of the public hearings.

9 — Members of the jury:

President of the jury:

Rita Alexandra Cainço Dias Cadima, Vice-President of the Polytechnic Institute of Leiria, appointed under the terms of article 23(1)(a) of *ECPDESP*.

Permanent members:

José António Brandão Soares de Carvalho, Associate Professor with aggregation of the University of Minho;

Maria de Lourdes da Trindade Dionísio, Associate Professor retired of the University of Minho;

Pedro Balaus Custódio, Coordinating Professor of the Polytechnic Institute of Coimbra;

Luís Filipe Tomás Barbeiro, Principal Coordinating Professor of the Polytechnic Institute of Leiria;

Cristina Maria Alexandre Nobre, Coordinating Professor of the Polytechnic Institute of Leiria.

Substitute members:

João Paulo Rodrigues Balula, Coordinating Professor of the School of Education of the Polytechnic Institute of Viseu;

Isabel Maria de Carvalho Pinto Neves Aires de Matos, Coordinating Professor of the School of Education of the Polytechnic Institute of Viseu.

10 — In compliance article 9 h) of the Constitution of the Portuguese Republic, 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, providing scrupulously 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 website of the Science and Technology Foundation, in Portuguese and English and on the website of the Polytechnic of Leiria, in Portuguese and English, under the terms of article 29-B of *ECPDESP*.

June 17, 2021 — The President, Rui Filipe Pinto Pedrosa.

SCORING GRID

1 — Technical-Scientific and professional performance (DTCP) – 35% of the final classification

Criteria	Curricular items to be valued	Scoring
a) PID: participation in research and development projects.	Previous experience evidenced by the candidates, their participation in innovative projects in the area for which the competition is open.	Maximum: 10 points
b) PC: Scientific production and its sharing with the scientific community, in the disciplinary or related area of the competition	Quantity and quality of scientific production in the area for which the competition is open, namely books, introduction/preface and book chapters, articles, posters in magazines, communications in conferences, expressed by the number, type of publications and by the relevance to the area of the competition.	Maximum: 20 points
c) OT: Supervision or co-supervision of dissertations, theses or reports leading to an academic degree.	Quantity of supervisions or co-supervisions with relevance to the competition area.	Maximum: 15 points
d) JPA: Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works presented therein.	Quantity and relevance of the participation in the juries in question.	Maximum: 25 points
e) ANP: Participation in scientific or professional activities relevant to the area in which the competition is open.	Quantity, duration and relevance of the international and national training/intervention projects, provision of services to the scientific and educational community and the capacity of intervention in the scientific community through participation in scientific commissions and activities of organizing meetings, moderation of panels, evaluation of journal articles, of complete papers submitted in proceedings of conferences, seminars or similar activity, proposals for communications/posters, abstracts, as well as participation in consultancy activities and others of recognised merit.	Maximum: 20 points
f) PDC: Project in line with the mission of ESECS of the Polytechnic of Leiria	It is considered the scientific potential presented for the development of relevant scientific production, in line with the mission of ESECS and the research units that ESECS-Polytechnic of Leiria formally integrates, with intervention in the scientific area of the competition (Centre for Studies in Education and Innovation – CI&DEI; Life Quality Research Centre - CIEQV), taking into account the work proposal presented.	Maximum: 10 points

2 — Candidate's pedagogic ability (CP) – 40% of the final classification

Criteria	Curricular items to be valued	Scoring
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a) AL: Length of service and teaching activity in Higher Education.	Full years of full-time service in higher education and teaching experience of curricular units in undergraduate or master degree courses at the institution and by invitation from another HEI, and other training with scientific relevance, taking into account, namely, the extent, diversity of teaching and relevance to the area in which the competition is open.	Maximum: 20 points
b) CPPMP: Participation in the coordination and development of curricular units (preparation and coordination or co-coordination of curricular unit programmes and production of teaching material)	Activity of coordination or co-coordination of curricular programmes, participation in their elaboration/updating, in the area of the competition, and the quality and quantity of pedagogical material produced by the candidate, as well as its relevance in the area in which the competition is open.	Maximum: 20 points
c) SEPP: Supervision of internships and teaching practices.	Quantity, diversity and relevance of supervisory activities in master's and undergraduate courses, in the area where the competition is open	Maximum: 30 points
d) CDP: Coordination and promotion of pedagogical projects, oriented towards the institution's training development (creation and coordination of new study programmes, etc.) or towards the development and innovation in the teaching-learning process.	Quantity, duration/extent, diversity and relevance of the participation in the creation/restructuring of study cycles and Portuguese language courses, of scientific and pedagogical updating, of innovation projects in the teaching and learning process and participation in international teacher mobility programmes	Maximum: 20 points
e) PDP: Pedagogical development project (PDP), in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and oriented to the development of training activities and innovation in the teaching-learning process.	Potential to intervene in the academic community, through proposals that evidence the ability to take initiative, to coordinate and to involve different contributions, in the field of pedagogical innovation, in line with the mission of the School of Education and Social Sciences of Leiria of the Polytechnic Institute of Leiria - taking into account the work proposal presented.	Maximum: 10 points

3 - Other activities relevant to the mission of the HEI developed by the candidates (AR) – 25% of the final classification

Criteria	Curricular items to be valued	Scoring
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a) ECDG: Exercise of executive and management positions and participation in other bodies or structures	Duration, diversity and relevance of the functions performed	Maximum: 20 points
b) CCDCCP: Course, department and section coordination and participation in scientific and pedagogical committees	Duration, diversity and relevance of the functions performed	Maximum: 20 points
c) CCAI: Coordination of committees, groups and juries within the institutional activity	Duration, diversity and relevance of the coordination carried out	Maximum: 20 points
d) PAD: Participation in the teacher performance evaluation process	Quantity of participation in the evaluation processes	Maximum: 20 points
e) PSC: Participation in initiatives and activities of intervention and provision of services in the community	Diversity and relevance of the exercise of functions or activities that enhance the pursuit of the mission of higher education institutions, namely through educational, social and cultural activities that strengthen the institutional connection abroad, by creating and strengthening ties and cooperation with local and national institutions	Maximum: 20 points