

Polytechnic Institute of Leiria

Public Notice no. 1031/2021

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 no. 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*, 2<sup>nd</sup> series, no. 127, of July 2, 2010, through Order no. 10990/2010, it is made public that, by order of November 26, 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 Senior Lecturer 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 Portuguese as a non-native language – Linguistics, 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(4) of *ECPDESP*, the Senior Lecturer is responsible for collaborating with the coordinating professors within the scope of a subject or scientific area and, namely: conduct and teach theoretical, theoretical-practical and practical classes; supervise, guide and monitor internships, seminars and laboratory or field work; manage, develop and carry out scientific research and experimental development activities, according to the general guidelines previously defined in the scope of the subject or scientific area; cooperate with other professors of the subject or scientific area in the coordination of programmes, teaching methodologies and general research guidelines concerning the subjects of that 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 17 of *ECPDESP*, those who hold a doctoral degree or the title of specialist in the area or related area for which the competition is open, may apply. The title of specialist mentioned in article 17 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 via autograph.

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 and 5.3 (if applicable) of the public notice;
- d) 1 copy of the curriculum vitæ, 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 (scoring grid attached);
- e) 1 copy of the documents proving the facts stated in the curriculum.
- f) 1 copy of the scientific development project 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; Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria), for the next 6 years;
- g) 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).

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 (DTC) in which the following criteria are considered:

- a) The participation in research and development projects (PID);
- b) The scientific production, publications, communications and conferences at home and abroad (PC);
- c) The supervision of works leading to the achievement of academic degree (OT);
- d) The participation in juries of academic examinations and discussion of theses leading to academic degree (JPA);
- e) The participation in professional training activities and in scientific and organizing committees of conferences, relevant to the area in which the competition is open (FPCC);
- f) Scientific development project 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; Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria), for the next 6 years (PDC).

7.1.1 — The classification to be awarded in this criterion, which represents 45% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $DTC = (PID + PC + OT + JPA + FPCC + PDC)$ , 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) The teaching and coordination of curricular units in the disciplinary area for which the competition is open (LCU);

- b) The elaboration of programmes, manuals and materials to support the teaching activities produced by the candidate in the disciplinary area for which the competition is open (PMM);
- c) The supervision of curricular internships, teaching practices and other activities of the same nature in the curricular or related area for which the competition is open (SEP);
- d) Experience as a trainer in the curricular area for which the competition is open (EF).

7.2.1 — The classification to be awarded in this criterion, which represents 45% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $CP = (LCU+PMM+SEP+EF)$ , being the above criteria assessed according to the scoring grid attached.

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

- a) The exercise of executive positions and in management bodies, in other bodies or structures of the institution (CDO);
- b) The participation in projects or activities of a practical nature, within the disciplinary area in which the competition is open (PPA);
- c) Course coordination and participation in scientific and pedagogical committees (CCCP).

7.3.1 — The classification to be awarded in this criterion, which represents 10% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $AR = (CDO + PPA+CCCP)$ , being the above criteria assessed according to the scoring grid attached.

7.4 — The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula:  $CF = (0,45DTC + 0,45CP + 0,10AR)$ , considering as not approved in absolute merit 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.

7.5 — 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.

7.6 — All results will be presented to one decimal place.

7.7 — 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.

7.8 — In case of a tie between the candidates, after obtaining the final classification, the following tiebreaker criteria shall be applied successively (until necessary):

- 1<sup>st</sup> - Best score obtained in the criterion: CP (Candidate's pedagogic ability).
- 2<sup>nd</sup> - Best score obtained in the criterion: DTC (Technical-Scientific and professional performance).

7.8.1 — In applying these tiebreaker criteria, the maximum scores provided for the respective criteria shall not be considered.

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:

- Paulo José Tente da Rocha Santos Osório, Full Professor with aggregation of the University of Beira Interior.;
- Carlos Alberto Marques Gouveia, Associate Professor with aggregation of the University of Lisbon;
- Cristina Maria Moreira Flores, Associate Professor of the University of Minho;
- João Paulo Rodrigues Balula, Coordinating Professor of the Polytechnic Institute of Viseu;
- Maria da Graça Lisboa Castro Pinto, Full Professor (retired) of the University of Porto.

Substitute members:

- Otilia da Encarnação Costa e Sousa, Principal Coordinating Professor of the Polytechnic Institute of Lisbon;
- Maria Carminda Bernardes Silvestre, Coordinating Professor of the Polytechnic Institute of Leiria.

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*.

August 31, 2021. — The President, Rui Filipe Pinto Pedrosa.

## ANNEX

### SCORING GRID

1 - Technical-Scientific and professional performance (DTC) – 45% of the final classification		
Criteria	Curricular items to be valued	Scoring
a) PID: active participation in non-individual research and development projects in the disciplinary or related area of the competition  <u>Maximum: 20 points</u>	i) For each coordination of a funded research project (excluding individual projects)	Up to 4 points
	ii) For each active participation in a funded research project	Up to 2 points
	iii) For each coordination in an unfunded research project	Up to 2 points
	iv) For each active participation in a unfunded research project	Up to 1 point
b) PC: scientific production, publications, communications and conferences at home and abroad and its sharing with the scientific	i) (Co)author of book	Up to 4 points
	ii) (Co)author of book chapter and/or book editor	Up to 2 points
	iii) (Co)author of a scientific article published in a journal with peer review	Up to 2 points

community, in the disciplinary or related area of the competition	iv) (Co)author of a scientific article published in the proceedings of a conference or scientific meeting	Up to 1 point
<u>Maximum: 40 points</u>	v) For each oral communication in national or international scientific meetings submitted for evaluation or by invitation	Up to 0,5 points
c) OT: supervision or co-supervision of doctoral theses, dissertations, projects and final master reports	i) For each supervision or co-supervision of doctoral theses already completed	Up to 4 points
<u>Maximum: 10 points</u>	ii) For each supervision or co-supervision of doctoral theses in progress	Up to 2 points
	iii) For each supervision or co-supervision of dissertations, projects or final master reports already completed	Up to 2 points
	iv) For each supervision or co-supervision of dissertations, projects or final master reports in progress	Up to 1 point
d) JPA: participation in juries of academic examinations	i) For each participation in juries and discussion of doctoral theses	Up to 3 points
<u>Maximum: 10 points</u>	ii) For each participation in juries to award the title of specialist	Up to 1 point
	iii) For each participation in juries and discussion of master's theses	Up to 1 point
e) FPCC: participation in professional training activities and in scientific and organizing committees of conferences, relevant to the area in which the competition is open	i) For each participation in professional development activities	Up to 1 point
<u>Maximum: 10 points</u>	ii) For each participation in scientific committees or organizing conferences and other scientific events	Up to 2 points
f) Scientific development project 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; Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria), for the next 6 years (PDC).	The scientific potential it presents 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; Interdisciplinary Centre of Social Sciences – CICS.NOVA.IPLeiria), taking into account the work proposal presented.	Maximum: 10 points

## 2 – Candidate's pedagogic ability (CP) – 45% of the final classification

Criteria	Curricular items to be valued	Scoring
a) LCU: teaching and coordination of distinct curricular units within a period of 5 years in the area for which the competition is open	i) For each curricular unit taught	2 points
<u>Maximum: 40 points</u>	ii) For each coordination of curricular unit	2 points
b) PMM: elaboration of programmes, manuals and materials to support the teaching activities produced by the candidate in the disciplinary area for which the competition is open	i) For each manual published with ISBN concerning curricular units in the disciplinary or related area for which the competition is open	Up to 4 points
<u>Maximum: 40 points</u>	ii) for each set of pedagogical materials made available online or in the form of textbook concerning curricular units in the disciplinary or related area for which the competition is open	Up to 2 points
c) SEP: supervision of curricular internships, pedagogical practices and other activities of the same nature in the curricular or related area for which the competition is open	i) For each curricular internship/teaching practice and other activity of the same nature	1 point
<u>Maximum: 10 points</u>		

d) EF: experience as a trainer in the curricular area for which the competition is open <u>Maximum: 10 points</u>	i) For each 12 hours of professional training provided, regardless of the number of hours of the training	1 point
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**3 — Other activities relevant to the mission of the higher education institution developed by the candidates (AR) – 10% of the final classification**

Criteria	Curricular items to be valued	Scoring
a) CDO: exercise of executive positions and in management bodies, in other bodies or structures of a higher education institution <u>Maximum: 30 points</u>	i) For each year of mandate fulfilled as a leader in bodies of an institution or of organic units of a higher education institution ii) For each year of exercise fulfilled in structures of a higher education institution, such as coordination of departments, quality and evaluation committees, research units, coordination of pedagogical laboratories or their correspondents	Up to 5 points Up to 3 points
b) PPA: participation in projects or activities of a practical nature, within the disciplinary area in which the competition is open <u>Maximum: 40 points</u>	i) For each project and/or organised practical activity, considered relevant to the mission and affirmation of the disciplinary area in which the competition is open	Up to 3 points
c) CCCP: Course coordination and participation in scientific and pedagogical committees <u>Maximum: 30 points</u>	i) For each year of mandate fulfilled as Course Coordinator ii) For each year of mandate fulfilled as a member of a Scientific and/or Pedagogical Committee	3 points 2 points