

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 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 July 16<sup>th</sup> of 2021 by the President of the Polytechnic of Leiria, in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic 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 Applied Linguistics, in the School of Technology and Management of the Polytechnic 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. 5(3) of *ECPDESP*, the *Professor Coordenador* 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, specifically, 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 subject or scientific area; participate, with the other *Professores Coordenadores* [professors] of their scientific area in the coordination of the programmes, the teaching methodologies, and the general research guidelines of that area; manage and develop scientific research and experimental development activities in their 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-Law no. 76/96, dated June 18<sup>th</sup>, Decree-Law no. 124/99, dated April 20<sup>th</sup>, and Decree-Law no. 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 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 a title of specialist, in the competition’s area or a similar area, obtained at least five years before this competition, may apply. The specialist title indicated in article no. 19 of *ECPDESP* refers to the one specified in article no. 48 of Law no. 62/2017, 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 are made by presenting a requirement addressed to the President of the Polytechnic of and may be presented in person at the Headquarters of the Polytechnic of Leiria - Expedient and Archive Office or sent by mail (registered letter with return receipt requested) to the following address of the Polytechnic: 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. Applications sent by e-mail will not be accepted.

6.2 – Applications' requirements are made by presenting a duly dated and signed competition admission form (available at <https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira-docente/>)

6.3 - Candidates must also send the following documents, properly numbered and identified:

- a) Documents attesting that the candidate meets the requirements referred in no. 5.1 of this Public Notice; these documents are not required, provided that the candidate declares, with a sworn statement, in the admission form that they meet those requirements. The documents must however be presented by the selected candidate for this position;
- b) Copy of the certificates attesting academic qualifications or the specialist's title, under no. 5.2 of this Public Notice;
- c) Documents attesting that the candidate meets the conditions referred in no. 5.3 (when applicable) of this Public Notice;
- d) 1 copy 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 and its annex;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitæ*;
- f) 1 copy of the scientific and pedagogical work and career development plan for the next five years, specifying how the candidate may contribute to the progress and development of the competition's area, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, and in the scientific component;
- g) List with the exact identification of all documents provided.

6.4 - The candidate must provide a copy of the documents mentioned in no. 6.3 in a duly identified digital recording device (CD/DVD/PEN) and must make sure the files are readable.

6.5 – The documents indicated no. 6.3 must be presented in Portable document format (PDF), preferably PDF/A, unless the document to be presented cannot assume that format; The name of the files must be short and may not include any of the following characters: /, \, |, :, \*, ?, ", (less-than), and (greater-than).

6.6 - 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.

6.7 - The non-presentation of the documents attesting the facts required in no. 5.1, 5.2 and 5.3 (when applicable) of this Public Notice, or the presentation after the period stipulated in no. 1, will lead to the exclusion of the application.

6.8 - The non-presentation or illegibility of the documents related to the *curriculum vitæ* of the candidate will lead to the exclusion of those aspects.

6.9 - 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.

6.10 - The documents provided by candidates shall be returned upon request, one year after the termination of this competition, except if 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 – Approval with absolute merit: Candidates are considered approved with absolute merit when they meet all the following requirements:

- a) A global *curriculum vitæ* that the jury considers having scientific, and pedagogical merit, with the development of other activities considered relevant for the mission of the higher education institution, in the competition's area;
- b) Peer-reviewed scientific publications, in the competition's area;
- c) Coordination and lecturing of curricular units in the competition's area;
- d) Direction or Subdirection of Teaching and Research Organic Units, Head of Department (or similar structures) or Course Coordinator of degrees granting an academic degree or a Professional Technical Course (TeSP) diploma.

7.2 – Seriation of candidates approved with absolute merit (relative merit): Seriation (relative merit) of candidates is made by applying the following criteria, in the terms indicated:

7.2.1- Technical and scientific and professional performance (TSPP), in which the following must be considered:

- 1) Scientific production (SP);
- 2) Participation in R&D projects (PRDP);

3) Intervention in the scientific community (ISC);

4) Academic extension projects (AEP);

5) Scientific potential (SPot);

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

$$TSPP = SP + PRDP + ISC + AEP + SPot;$$

As follows:

1) Scientific production (SP), which assesses the quality and quantity of the scientific production in the competition's area, namely books, book chapters, articles in journals, communications in conferences, both in number and type of publications, considering the recognition given by the scientific community, including awards or other distinctions;

2) Participation in R&D projects (PRDP), which assesses the candidate's previous experience in the competition's area, and their potential to participate in a constructive and fruitful way in national and international funded projects;

3) Intervention in the scientific community (ISC), which assesses the candidate's capacity to intervene in the scientific community in the competition's area, namely the development of organizational and management activities related to scientific activity, participation as editor or co-editor of journals, participation in the assessment of articles for journals and communications in congresses, presentation of talks as guest, supervision and examination of works leading to an academic degree, participation in academic juries, consulting activities, and other activities of recognized merit;

4) Academic extension projects (AEP), which assesses the services provided to the scientific and educational community, as well as to the economic and productive system, and society in general, the promotion of scientific and technological dissemination actions, the organization and teaching of lifelong training actions, including professional training, and the promotion of knowledge valorisation and transfer actions, for other entities, considering their duration and the level of responsibilities of the tasks developed by the candidate, as well as their relevance, in the competition's area;

5) Scientific potential (SPot), which assesses the candidate's capabilities to develop a relevant scientific production, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, considering the five-year work and career development plans presented by the candidate.

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

1) Lecturing activities (LA);

2) Supervision and guidance activities (SGA);

3) Coordination of pedagogical projects (CPP);

4) Pedagogical material production (PMP);

5) Pedagogical innovation (PI);

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

$$PS = LA + SGA + CPP + PMP + PI;$$

As follows:

1) Lecturing activities (LA), which assesses the candidate's experience in lecturing and coordinating curricular units in degrees granting an academic degree or a Professional Technical Course (TeSP) diploma, and other training with scientific relevance, in the competition's area, considering the extension and quality of the lecturing and coordination;

2) Supervision and guidance activities (SGA), which assesses students' supervision, tutoring and guidance activities performed by the candidate in the competition's area, namely the supervision of final degree projects, curricular and extracurricular internships, and on-the-job training;

3) Coordination of pedagogical projects (CPP), which assesses the coordination and incentive of new pedagogical projects, in the competition's area or the revision and improvement of existing projects;

4) Pedagogical material production (PMP), which assesses the quality and quantity of the pedagogical material produced by the candidate, as well as the relevance and impact of pedagogical publications, in the competition's area;

5) Pedagogical innovation (PI), which assesses the candidate's intervention in the academic community, namely organizational and management tasks related to pedagogical activity and knowledge dissemination, and also, in general, all activities that reveal the candidate's ability to have a relevant performance in the future in terms of pedagogical innovation, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, considering the five-year work and career development plans presented by the candidate.

7.2.3 - 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:

- 1) Course coordination and Head of Department structures (CCHD);
- 2) Other duties in bodies or structures of HEIs (ODHEI);
- 3) Other relevant activities (ORA);

7.2.3.1 - The classification to be awarded for this criterion represents 20% of the final classification, and is obtained by using the following formula:

$$RA = (CCHD + ODHEI + ORA);$$

As follows:

- 1) Course coordination and Head of Department structures (CCHD), which assesses the candidate's participation as course coordinator of degrees granting an academic degree or a Professional Technical Course (TeSP) diploma, head of department and other similar structures, and member of structures to support the scientific and pedagogical management of degrees and other structures of the departments, considering the duration and complexity of the tasks developed by the candidate;
- 2) Other duties in bodies or structures of HEIs (ODHEI), which assesses the candidate's participation in other bodies established in the statutes of HEIs, considering the duration and level of responsibilities of the tasks developed by the candidate;
- 3) Other relevant activities (ORA), which assesses the candidate's participation in other duties or activities, which are considered relevant for the mission of HEIs, namely the participation in training and scientific, technical or artistic dissemination activities, participation in technical, scientific or pedagogical commissions, member of juries which have not been considered in previous points, v.g. juries to hire non-academic staff, juries of a process to acquire goods and services, contract jobs or similar, participation in management structures of research units registered in the *Fundação para a Ciência e Tecnologia*, evaluator in processes to assess the performance of the academic staff, and responsibility for laboratories, workshops or specific classrooms.

7.2.4 - The criteria and subcriteria identified above are assessed according to the annexed assessment grid, which sets out the maximum scores that can be granted to each; Regarding the curricular items to score in each of the subcriteria, the jury may increase the score to be awarded up to a maximum of 100% of the score listed in the table, considering the relevance and quality of the elements presented; there can be no increase in the items in the table in which a scoring interval is fixed.

7.2.5 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula:

$$FC = 40\%TSPP + 40\%PS + 20\%RA;$$

All results are presented rounded to one decimal place.

7.2.6 - 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.

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. In this case, the public hearings shall take place between the 20<sup>th</sup> and 70<sup>th</sup> day after the deadline for the applications, and all candidates shall be informed with a five-day notice of the date and place of the public hearings.

9 - Members of the jury:

President – Ana Lúcia Marto Sargento, Vice-President of the Polytechnic of Leiria, indicated under the terms of article no. 23(1)(a) of ECPDESP, and article no. 10(1)(a) of Order no. 10990/2010.

Permanent members:

Paulo José Tente da Rocha Santos Osório, Full Professor of the Faculty of Arts and Letters of the University of Beira Interior;

Luís Filipe Tomás Barbeiro, Full Professor of the School of Education and Social Sciences of the Polytechnic of Leiria;

Carlos Alberto Marques Gouveia, Associate Professor (with *Agregação*) of the School of Arts and Humanities of the University of Lisbon;

Maria Alexandra de Araújo Guedes Pinto, Associate Professor of the Faculty of Arts and Humanities of the University of Porto;

Maria Joana de Almeida Vieira dos Santos, Associate Professor of the Faculty of Arts and Humanities of the University of Coimbra;

Substitute members:

Maria Clara Bicudo de Azeredo Keating, Associate Professor of the Faculty of Arts and Humanities of the University of Coimbra;

Cristina Maria Alexandre Nobre, Professor of the School of Education and Social Sciences of the Polytechnic 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), on the website of the Science and Technology Foundation I.P. (FCT), both in Portuguese and English, and on the website of the Polytechnic of Leiria, also in Portuguese and English, under the terms of article no.29-B of ECPDESP.

January 7, 2022. - President, Rui Filipe Pinto Pedrosa.

ANNEX

Assessment grid

Criteria (weight)	Subcriteria (maximum score)	Curricular items to score	Points	Reference unit
1 - Technical and scientific and professional performance (40%)	1.1 - Scientific production (SP) (maximum score 35 points)	a) Author or co-author of a book	4	Curricular item
		b) Author or co-author of a book chapter	3	Curricular item
		c) Author or co-author of an article published in a journal included in the SCI — Science Citation Index or Scopus	3	Curricular item
		d) Author or co-author of an article published in a national or international journal not included in the SCI — Science Citation Index or Scopus	2	Curricular item
		e) Peer-reviewed article published in proceedings	1	Curricular item
		f) Articles/communications in international or national conferences	0.5	Curricular item
	1.2 - Participation in R&D projects (PRDP) (maximum score 15 points)	a) Coordination of projects funded on a competitive basis	5	Curricular item
		b) Participation in projects funded on a competitive basis	3	Curricular item
		c) Participation in other team projects	1	Curricular item
	1.3 - Intervention in the scientific community (ISC) (maximum score 20 points)	a) Organization of scientific events (congresses, seminars, workshops, applied training, short courses)	3	Curricular item
		b) Editor/co-editor of journals, proceedings, or books included in the SCI — Science Citation Index or Scopus	3	Curricular item
		c) Editor/co-editor of journals, proceedings, or books not included in the SCI — Science Citation Index or Scopus	2	Curricular item
		d) Member of a Scientific Arbitration Committee/Member of an Editorial Board/Revisor - Journals included in the SCI — Science Citation Index or Scopus	2	Curricular item
		e) Member of a Scientific Arbitration	1	Curricular item

		Committee/Member of an Editorial Board/Revisor - Journals not included in the SCI — Science Citation Index or Scopus		
		f) Revision of articles for journals, book chapters and/or congresses included in the SCI — Science	1	Curricular item
		g) Revision of articles for journals, book chapters and/or congresses not included in the SCI — Science	0.5	Curricular item
		h) Presentation of talks abroad, as guest	1	Curricular item
		i) Presentation of talks in Portugal, as guest	0.5	Curricular item
		j) Supervision of Master's degrees dissertations, projects or internships	2	Curricular item
		k) Supervision of PhD thesis	4	Curricular item
		l) Examination of PhD thesis	2	Curricular item
		m) Examination of Master's degrees dissertations, projects or internships, PhD thesis projects, and examinations leading to the title of specialist	1	Curricular item
		n) Participation (other than examination) in juries of the abovementioned examinations	0.5	Curricular item
	1.4) Academic extension projects (AEP) (maximum score 10 points)	a) Services provided to the community	2	Curricular item
		b) Promotion of scientific and technological dissemination actions	1	Curricular item
		c) Organization and/or teaching of lifelong training actions (post-graduate studies, applied training, short courses)	1	Curricular item
		d) Participation in schoolbooks certification teams	1	Curricular item
	1.5) Scientific potential (Spot) (maximum score 20 points)	Capability to develop a relevant scientific production, in the competition's area, considering the five-year work and career development plans presented by the candidate.  This item's assessment shall consider the activities the candidate proposes to develop in the first five years of their activity, and as <i>Professor Coordenador</i> . The proposal shall be based on the candidate's previous curricular activities, and specify how they may contribute to the development of the competition's area in its scientific part.	0-20	n/d
2 - Pedagogical skills (40%)	2.1) Lecturing activities (LA) maximum score 35 points).	a) Professional experience in higher education, in the competition's area or a similar area	0.5	Academic year
		b) Responsibility or coordination of different curricular units in TeSP, undergraduate and Master degrees and PhDs, in the competition's area	2	Each coordination of a different curricular unit
		b) Lecturing of different curricular units in TeSP, undergraduate and Master degrees and PhDs, in the competition's area	2	Each lecturing of a different curricular unit

	2.2 - Supervision and guidance activities (SGA) (maximum score 10 points)	Students' supervision, tutoring and guidance activities performed by the candidate in the competition's area, namely the supervision of final degree projects, curricular and extracurricular internships, and on-the-job training	1	Curricular item
	2.3 - Coordination of pedagogical projects (CPP) (maximum score 25 points).	Participation in the creation or reorganization of TeSP, undergraduate and Master degrees, post-graduate studies, and other advanced training, in the competition's area	5	Curricular item
	2.4) Pedagogical material production (PMP) (maximum score 10 points)	a) Development of support texts to support learning	3	Curricular item
		b) Scientific and pedagogical Coordination and/or revision of schoolbooks	1	Curricular item
		c) Other support material, duly organized	0-5	n/d
	2.5 - Pedagogical innovation (PI) (maximum score 20 points)	a) Promotion of pedagogical projects or initiatives	0-5	n/d
		b) Ability to have a relevant performance in terms of pedagogical innovation, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, considering the five-year work and career development plans presented by the candidate  This item's assessment shall consider the activities the candidate proposes to develop in the first five years of their activity as <i>Professor Coordenador</i> . The proposal shall be based on the candidate's previous curricular activities, and specify how they may contribute, in its pedagogical part, to the development of the training activity process and innovation in the teaching-learning process.	0-10	n/d
3 - Other relevant activities to the mission of the higher education institution (20%)	3.1 - Course coordination and Head of Department structures (CCHD) (maximum score 25 points)	a) Head of department or similar structures	5	Each full year
		b) Elected or indicated member of management support structures of departments and similar structures	2	Each full year
		c) Course coordinator (TeSP, undergraduate and Master degree, PhD)	5	Each full year
		d) Member of scientific, pedagogical, and scientific and pedagogical commissions of TeSP, undergraduate and Master degree, and PhD	2	Each full year
	3.2 - Other duties in bodies or structures of HEIs (ODHEI) (maximum score 55 points)	a) Dean and President of an HEI, and President or Director of an organic unit (OU)	12	Each full year
		b) Other duties in bodies or structures of HEIs (v.g. assistant dean, vice-president, subdirector)	10	Each full year
		c) President of collegial bodies of HEIs or OUs	10	Each full year
		d) Member of the General Council, Senate or Academic Council of HEIs or OUs	5	Each full year
		e) Member of other collegial bodies of HEIs/OUs	3	Each full year
	3.3 - Other relevant activities (ORA) (maximum score 20 points)	a) Member of a jury to hire academic and non-academic staff	1.5	Curricular item
		b) Evaluator in processes to assess the performance of the academic staff (experimental period or career staff)	1.5	Curricular item

	c) Evaluator in processes to assess the performance of non-academic staff (non-career staff)	1	Curricular item
	d) Member of juries of processes to acquire goods and services	1	Curricular item
	e) Participation in management structures of research units registered in the <i>Fundação para a Ciência e Tecnologia</i>	1	Each full year
	f) Responsibility for laboratories, workshops or specific classrooms	1	Each full year
	g) Other institutional activities or activities in cooperation with the community, which are considered relevant (maximum 5 points)	0.5	Curricular item