

1.º Emissor: Instituto Politécnico de Leiria

Public Notice no. 372/2022

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*, 2<sup>nd</sup> series, no. 127, of July 2, 2010, through Order no. 10990/2010, it is made public that, by order of October 29, 2021, 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 of 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 scientific area of Computer Science, disciplinary area of Pedagogical Use of ICT in Formal and Non-Formal Education, of the School of Education and Social Sciences ( ESECS) of the Polytechnic of Leiria – 1 vacancy.

2 — Validity period: this competition is exclusively for filling the vacancy mentioned above 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 accompanying and guiding 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 fieldwork; 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 or the title of specialist obtained more than five years ago, in the 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 by filling in the form, which should be printed on paper, dated, initialled and signed via autograph, which is available on the website of the Polytechnic of Leiria: [https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira\\_docente/](https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira_docente/))

6.3 — Candidates must accompany the application with the following documents, duly numbered and identified:

a) Documents proving the fulfilment of the requirements set out in no. 5.1 of this public notice; however, candidates are exempt from presenting them, provided they declare, in the admission application (form), under oath, that they meet such requirements. The candidate who fills the vacancy submitted to the competition must deliver the documents proving the declared situations;

b) Copy of certificates proving the title of an academic degree or the title of specialist in accordance with no. 5.2 of the public notice;

c) Documents proving the fulfilment of the conditions set out in no. 5.3 of this notice, if applicable;

d) 1 copy of the curriculum vitæ, duly dated and signed, as well as 1 copy of the documents proving the facts indicated therein, which must be organized according to the selection and seriation criteria and the assessment and final classification system mentioned in no. 7 of this public notice;

e) 1 copy of the Project of scientific development, to be prepared by the candidate, for a period of five years, 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 (PDC);

f) 1 copy of the pedagogical development project, to be prepared by the candidate, for a period of five years, in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and oriented towards the development of the training activity and the innovation in situations of formal and/or non-formal education (PDP);

g) List in a 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), in accordance with the selection and seriation criteria and the assessment and final classification system mentioned in no. 7 of this public notice.

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 — Failure to submit the supporting documents related to the facts indicated in the curriculum vitae or their presentation after the deadline stipulated in paragraph 1 of this notice implies the non-valuation of the facts indicated in the curriculum 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 if this competition has been subjected to 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 weighted, considering the relevance of the curricular elements presented for the functions to be performed:

- a) Scientific production, publications, communications and conferences (PC);
- b) Supervision of academic works leading to an academic degree (OT);
- c) Participation in juries of academic examinations (JPA);
- d) Participation in research and/or development projects (PID);
- e) Integrated researcher of a Research Unit positively evaluated by the FCT (IIUI);
- f) Participation in technical, scientific or professional activities relevant to the area in which the competition is open (ANTCP);
- g) Project of scientific development, for a period of five years, 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 (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:

DTC = (PC + OT + JPA + PID + IIUI + ANTCP+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 weighted, considering the relevance of the curricular elements presented for the functions to be performed:

- a) Teaching activity in higher education (AL);
- b) Coordination and participation in the elaboration of curricular unit programmes (PEP);
- c) Production of pedagogical material to support teaching activities (PMP);
- d) Production of support materials for non-formal education (PMAENF);
- e) Supervision of curricular internships in the disciplinary areas or related areas for which the competition is open (SE);
- f) Exercise of other pedagogical activities (OAP);
- g) Project of pedagogical development, to be prepared by the candidate, for a period of five years, in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and oriented towards the development of the training activity and the innovation in situations of formal and/or non-formal education (PDP).

7.2.1 — 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:  $CP = (AL+PEP+PMP+PMAENF+SE+OAP+PDP)$ , 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 and management positions and participation in other bodies of the institution (ECD);
- b) Coordination of a course, department or section and integration in scientific and pedagogical committees (CCD);
- c) Participation in the teacher performance evaluation process (PADD);
- d) Participation in projects or activities considered relevant for the institution (PAR);
- e) Provision of services to the community (PS).

7.3.1 — The classification to be awarded in this criterion, which represents 30% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $AR = (ECD+CCD+PADD+PAR+PS)$ , 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:  $CF = (0,35DTC + 0,35CP + 0,30AR)$ , 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. All results are rounded and presented in one decimal place.

7.5 — In the reasoned assessment, the jury must also consider the provisions of article 26 of Official Order No 10 990/201 if the candidates are in the conditions referred to in that article.

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.

7.7 — In case of a tie between the candidates, after obtaining the final classification, the following tie-breaking criteria will be applied successively (until it becomes necessary):

1<sup>st</sup> - Best total score obtained in the pedagogical ability criterion;

2<sup>nd</sup> - Best score obtained in the technical-scientific and professional performance criterion.

8 — Public Hearing: The Jury may determine the holding of public hearings, which will be attended in accordance with Article 28(4) of Official Order No.10990/2010. If these public hearings are required, they shall take place between the 20<sup>th</sup> and 70<sup>th</sup> days following the deadline for submitting 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:

José Carlos Rodrigues Gomes, Pro-President of the Polytechnic of Leiria, appointed under the terms of Article 23(1)(a) of *ECPDESP*.

Permanent members:

Maria da Costa Potes Franco Barroso Santa-Clara Barbas, Principal Coordinating Professor of the Polytechnic of Santarém;

José Reis Lagarto, Associate Professor (retired) of the Portuguese Catholic University;

Teresa Maria de Sousa dos Santos Leite, Coordinating Professor of the Polytechnic of Lisboa;

Maria Antónia Belchior Ferreira Barreto, Coordinating Professor of the Polytechnic of Leiria;

Maria Isabel Alves Rodrigues Pereira, Coordinating Professor of the Polytechnic of Leiria.

Substitute members:

Manuel Florindo Alves Meirinhos, Coordinating Professor of the Polytechnic of Bragança;

Belmiro Tavares da Silva Rego, Coordinating Professor of the Polytechnic of Viseu.

10 — In compliance with 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 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*.

March 18<sup>th</sup>, 2022. — The President, *Rui Filipe Pinto Pedrosa*.

## ANNEX

### SCORING GRID

#### 1 — Technical-scientific and professional performance (DTC) – 35% of the final classification

Criteria	Curricular items to be valued	Scoring
a) PC (maximum: 25 points)	i) For each book or book chapter published	3 points
	ii) For each article in a peer-reviewed journal	2 points
	iii) For each article in a journal without peer review	1 point
	iv) For each oral communication in an international conference, scientific meeting or international seminar, published in the respective minutes	1,5 points
	v) For each oral communication in a national conference, scientific meeting or international seminar, published in the respective minutes	1 point
	vi) For each oral communication in a national or international conference, scientific meeting or international seminar, without publication	0,5 points
b) OT (maximum: 10 points)	a) For each supervision or co-supervision of doctoral theses already completed	2 points
	b) For each supervision or co-supervision of a dissertation, internship report or master's project already completed	1 point
c) JPA (maximum: 15 points)	i) For each participation as an examiner in juries of doctoral academic examinations	2 points
	ii) For each participation as an examiner in master's juries	1 point
d) PID (maximum: 15 points)	i) For each participation in a funded project	3 points
	ii) For each participation in an unfunded project	2 points
e) IIUI (maximum: 5 points)	i) Integration in a research unit positively evaluated by FCT is valued	5 points
f) ANTCP (maximum: 10 points)	i) For each participation as a member of the scientific committee of congresses, conferences or seminars	0,5 points
	ii) For each participation as a member of the organizing committee of congresses, conferences or seminars	0,5 points
	iii) For each review of a scientific article for congresses, conferences, seminars or journals	0,5 points
g) PDC (maximum: 20 points)	i) Project of scientific development	Up to 20 points

#### 2 — Candidate's pedagogic ability (CP) – 35% of the final classification

Criteria	Curricular items to be valued	Scoring
a) AL (maximum: 30 points)	i) For each full year of service in higher education	1 point
	ii) For each curricular unit taught in the area for which the competition is open	2 points
	iii) For each curricular unit taught in other areas relevant to the institution	1 point
b) PEP (maximum: 10 points)	i) For each curricular unit coordinated or co-coordinated	3 points
	ii) For each programme elaborated or collaboration in the elaboration of a programme	2 points
c) PMP (maximum: 15 points)	l) For each material produced	2 points
d) PMAENF (maximum: 10 points)	i) For each material produced	5 points

e) SE (maximum: 5 points)	i) For each internship student	1 point
f) OAP (maximum: 10 points)	i) For international mobility with training activity	2 points
	ii) For international cooperation with in-person and/or distance training activity	2 points
	iii) For continuous training carried out	2 points
g) PDP (maximum: 20 points)	i) Project of pedagogical development	Up to 20 points

### 3 — Other activities relevant to the mission of the higher education institution (AR) – 30% of the final classification

Criteria	Curricular items to be valued	Scoring
a) ECD (maximum: 10 points)	i) For each year of exercise completed and by body of the institution	2 points
b) CCD (maximum: 20 points)	i) Per year and course in course coordination	5 points
	ii) Per year in department coordination	3 points
	iii) Per year in scientific and pedagogical course committees	1 point
c) PADD (maximum: 20 points)	i) For each participation in an evaluation process	2 points
d) PAR (maximum: 30 points)	i) For each participation	5 points
e) PS (maximum: 20 points)	i) Per participation in each provision of services to the community	5 points