

1.º Emissor: Instituto Politécnico de Leiria

Public Notice no.376/2022

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 February 24, 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 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 Education Sciences, disciplinary area of Music in Education and Training of Teachers and Childhood Educators, 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 as well as 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/>

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) Legible 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) Legible supporting documents of compliance with 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 scientific development project, to be prepared by the candidate, in line with the mission of ESECS of the Polytechnic of Leiria and the following research units 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, and Life Quality Research Centre – CIEQV (PDC);

- f) 1 copy of the pedagogical development project, to be prepared by the candidate, in line with the mission of the ESECS of the Polytechnic of Leiria and oriented to the development of training activities and innovation in the teaching-learning process (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 considered:

- a) Academic degree and titles (GAT);
- b) Participation in research and development projects (PID);
- c) Scientific production, publications, communications and conferences at home and abroad (PC);
- d) Supervision of theses or dissertations leading to an academic degree (OTD);
- e) Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works presented therein (JPA);
- f) Integrated researcher of a Research Unit positively evaluated by the Foundation for Science and Technology– FCT (IUI);
- g) Participation in technical, scientific or professional activities relevant to the area in which the competition is open (PANTCP);
- h) Scientific development project (PDC), in line with the mission of the ESECS of the Polytechnic of Leiria and the following research units 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.IPLLeiria and Life Quality Research Centre - CIEQV (PDC).

7.1.1 — 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:

DTC = (GAT + PID + PC + OTD + JPA + IUI + PANTCP + 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) Years of service and teaching activity in higher education (AL);
- b) Participation in the coordination and development of curricular units (elaboration and coordination or co-ordination of curricular unit programmes and production of pedagogical material) and promotion of pedagogical projects, oriented to the educational development of the institution (creation and coordination of new study programmes, etc.) or the development and innovation in the teaching-learning process (CUCP);
- c) Supervision of internships and teaching practices (SEP);
- d) Pedagogical development project, in line with the mission of the ESECS 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 35% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $CP = (AL + CUCP + CEP + PDP)$ , 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 and structures (ECO);
- b) Course, department and section coordination and participation in scientific and pedagogical committees. (CCDC);
- c) Participation in the teacher performance evaluation process (PADD);
- d) Participation in intervention initiatives and activities, promoting ways of valuing education, culture and the arts and providing services in the community (PAR).

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:  $AR = (ECO + CCDC + PADD + PAR)$ , 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:  $CF = (0,40DTC + 0,35CP + 0,25AR)$ , 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. 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 10 990/2010, if the candidates are in the conditions referred to in that article.

7.6 — 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 20th and 70th 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:

Maria Isabel Alves Rodrigues Pereira, Pro-President of the Polytechnic of Leiria, appointed under the terms of Article 23(1)(a) of *ECPDESP*.

Members:

José Pedro Ribeiro de Matos Fernandes, Coordinating Professor of the Polytechnic of Beja;  
Graça Maria Boal Palheiros, Coordinating Professor of the Polytechnic of Porto;  
Lucília Maria de Oliveira Rodrigues da Costa Valente, Associate Professor of the University of Évora;

Luís Filipe Tomás Barbeiro, Principal Coordinating Professor of the Polytechnic of Leiria;  
Maria Antónia Belchior Ferreira Barreto, Coordinating Professor of the Polytechnic of Leiria;

Maria João Cardona, Coordinating Professor of the Polytechnic of Santarém (substitute)

Rui Manuel Neto e Matos, Coordinating Professor of the Polytechnic of Leiria (substitute).

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 10, 2022. — The President, *Rui Filipe Pinto Pedrosa*.

ANNEX  
SCORING GRID

**1 — Technical-Scientific and professional performance (DTC) – 40% of the final classification**

Criteria	Curricular items to be valued	Scoring
a) GAT <u>Maximum: 5 points</u>	i) PhD in the area for which the competition is open	5 <u>points</u>
	ii) Title of Specialist in the area for which the contest is open	5 <u>points</u>
b) PID <u>Maximum: 5 points</u>	i) For each participation in research and development projects in the area of the competition	2,5 <u>points</u>
	ii) For each participation in other research and development projects	1,5 <u>points</u>
c) PC <u>Maximum: 40 points</u>	i) For each book publication in authorship	4 <u>points</u>
	ii) For each book publication in co-authorship	3 <u>points</u>
	iii) For each publication of a book chapter in authorship or co-authorship	3 <u>points</u>
	iv) For each scientific article published in a scientific journal with peer review	4 <u>points</u>
	v) For each scientific article published in a scientific journal without peer review	1 point
	vi) For each communication in an international conference, scientific meeting or international seminar, published in the respective minutes	3 <u>points</u>
	vii) For each communication in a national conference, scientific meeting or seminar, published in the respective minutes	2 <u>points</u>
	viii) For each oral communication in a conference, workshop, scientific meeting or seminar	1 point
d) OTD <u>Maximum: 15 points</u>	i) For each supervision or co-supervision of doctoral theses already completed	5 <u>points</u>
	ii) For each supervision or co-supervision of a dissertation, project and final master's and undergraduate degree report already completed	3 <u>points</u>
e) JPA <u>Maximum: 5 points</u>	i) For each participation in PhD juries as an examiner	3 <u>points</u>
	ii) For each participation as an examiner in juries of other academic exams	2 <u>points</u>
	iii) For each participation in PhD, master's and specialist juries	1 point
f) IUI <u>Maximum: 5 points</u>	i) Integrated researcher of a research unit positively evaluated by the FCT	5 <u>points</u>
g) PANTCP <u>Maximum: 5 points</u>	i) For each participation in a technical, scientific or professional activity relevant to the area in which the competition is open	1 point
h) PDC: <u>Maximum: 20 points</u>	<p>Scientific development project, aligned with the mission of ESECS and with at least one of the research units that the School formally integrates, intervening in the scientific area of the competition (Centre for Studies in Education and Innovation - CI&amp;DEI; Interdisciplinary Centre of Social Sciences -CICS.NOVA.IPLeiria, and Life Quality Research Centre – CIEQV).</p> <p>This item requires the presentation of a document that includes a proposal of the activities that the candidate intends to develop during the first five years of activity as Coordinating Professor. The proposal must be based on the candidate's previous curricular path and should explain how the implementation of the project may contribute, in scientific terms, to the development of the disciplinary area for which the competition is open (up to 3000 words)</p>	Up to 20 <u>points</u>

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

Criteria	Curricular items to be valued	Scoring
a) AL <u>Maximum: 40 points</u>	i) Per full academic year of full-time teaching service	1 <u>point</u>
	ii) For each curricular unit taught in the subject area of the competition	5 <u>points</u>

	iii) For each curricular unit taught in other areas relevant to the institution's mission	4 <u>points</u>
	iv) For each curricular unit taught in distance learning courses, in the subject area of the competition	5 <u>points</u>
	v) For each course unit taught in distance learning courses, in other areas relevant to the institution's mission	4 <u>points</u>
b) CUCP	i) For each coordination of curricular unit	3 <u>points</u>
<u>Maximum: 20 points</u>	ii) For each participation in the preparation or review of curricular unit programmes	3 <u>points</u>
	iii) For each pedagogical material produced (by physical or electronic means) concerning curricular units in the area for which the competition is open	2 <u>points</u>
	iv) For each music-pedagogical project oriented towards the training development of the institution (creation and coordination of new study programmes, etc.) or towards the development and innovation in the teaching-learning process	2 <u>points</u>
c) SEP	D) For each supervision of teaching practice and curricular internship of master's degree, undergraduate degree and TESP	3 <u>points</u>
<u>Maximum: 20 points</u>		
d) PDP	i) Pedagogical development project, in line with the mission of the ESECS and oriented to the development of training activities and innovation in the teaching-learning process	Up to 20 <u>points</u>
<u>Maximum: 20 points</u>	This item requires the presentation of a document that includes a proposal of the music-pedagogical activities and strategies that the candidate intends to develop during the first five years of activity as Coordinating Professor. The proposal must be based on the candidate's previous curricular path and should explain how the implementation of the project may contribute, in the pedagogical and artistic aspect, to the development of the disciplinary area for which the competition is open (up to 3000 words)	

### 3 — Other activities relevant to the mission of the higher education institution (AR) – 25% of the final classification

Criteria	Curricular items to be valued	Scoring
a) ECOE	i) For each year of mandate fulfilled in executive positions	5 <u>points</u>
<u>Maximum: 40 points</u>	ii) For each mandate in a body of the institution	5 <u>points</u>
b) CCDC	i) For each year of course, department or section coordination	4 <u>points</u>
<u>Maximum: 20 points</u>	ii) For each year of participation in scientific and pedagogical committees	2 <u>points</u>
c) PADD	i) For each process of teaching performance evaluation	1 point
<u>Maximum: 10 points</u>		
d) PAR	i) For each participation in initiatives and activities of intervention, promoting ways of valuing education, culture and the arts and provision of services in the community	3 <u>points</u>
<u>Maximum: 30 points</u>		