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Public Notice No 1247/2022

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 May 12, 2022, 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 Anthropology, disciplinary area of Social and Cultural Anthropology, of the School of Education and Social Sciences 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 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 no. 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/recursos-humanos/concursos/>).

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 Public Notice, if applicable;
- d) A copy of the curriculum vitae, duly dated and signed, which must be organised according to 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 and referring to the indexation of the

scientific articles presented indicating the referencing of the scientific articles mentioned in no. 7 of this public notice;

e) A copy of the work and scientific development plan (up to 10000 characters (without spaces)), in line with the mission of ESECS and the Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria - for the next 6 years (PTDC).

f) 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 documents related to the curriculum or their presentation after the deadline stipulated in no. 1 of this Public 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 Article 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 and scientific and professional performance (DTCP) in which the following criteria are considered:

a) Participation in research and development projects (PID);

b) The scientific production (PC);

- c) Supervision of academic works leading to an academic degree (OT);
- d) Participation in juries of academic examinations (JPA);
- e) Researcher of a Research Unit positively evaluated by FCT (II)
- f) Participation in professional training activities and in committees of scientific societies and scientific conferences considered relevant in the area in which the competition is open (FPSC);
- g) Work and scientific development plan, in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and the Interdisciplinary Centre of Social Sciences -CICS.NOVA.IPLeiria, for the next 6 years (PTDC);

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:  $DTCP = (PID+PC+OT +JPA+II+FPSC+PTDC)$ , being the above criteria assessed according to the scoring grid attached.

7.2 - Pedagogical ability of candidates (CP), in which the following criteria are considered:

- a) Teaching activity: teaching of curricular units in the area for which the competition is open (AL)
- b) Production of teaching material: manuals and materials to support teaching activities produced by the candidate in the disciplinary area for which the competition is open (MP);
- c) Supervision of curricular internships in the curricular area for which the competition is open (SEP).

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:  $CP = (AL+MP+SEP)$ , 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) The exercise of executive positions and in management bodies and participation in bodies or structures of the institution (ECOEI);
- b) Participation in networks, associations or scientific societies, framed in the disciplinary area for which the competition is open (RSC).

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:  $AR = (ECOEI+RSC)$ , 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, with special weighting given to items in the field of the disciplinary area of Anthropology - Social and Cultural Anthropology.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula:  $CF = (0.45DTCP + 0.45CP + 0.10AR)$ , 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 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.

7.7 - 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.

7.8 - 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 score obtained in the Technical and scientific, and professional performance criterion (DTCP);

2<sup>nd</sup>) Best score obtained in the pedagogical ability criterion (CP);

3<sup>rd</sup>) Better score obtained in the criterion Other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR).

8 - Public Hearing: The Jury may determine the holding of public hearings, which will be attended under 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:

Carlos Diogo Pereira Moreira, Full Professor of the Lusófona University of Lisbon;

Jorge Costa Freitas Branco, Full Professor of the ISCTE - University Institute of Lisbon;

Miguel de Matos Castanheira do Vale de Almeida, Full Professor of the ISCTE - University Institute of Lisbon;

Ricardo Manuel das Neves Vieira, Principal Coordinating Professor of the Polytechnic Institute of Leiria;

José Carlos Laranjo Marques, Principal Coordinating Professor of the Polytechnic Institute of Leiria.

Substitute members:

Amélia Maria de Melo Frazão Moreira, Associate Professor of the School of Social Sciences and Humanities, Nova University of Lisbon;

Paula Godinho, Associate Professor with Aggregation of the School of Social Sciences and Humanities, Nova University of Lisbon.

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, aiming at avoiding all and any kind of discrimination.

11 – The present competition will also be published in BEP (Public Employment Pool), on the Science and Technology Foundation website, 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*.

July 27, 2022. — The President, Rui Filipe Pinto Pedrosa.

Annex

**SCORING GRID**

**1 – Technical and scientific and professional performance (DTCP) - 45% of the final classification**

Criteria	Curricular items to be valued	Scoring
a) PID: Participation in research and development projects	i)For each coordination in a funded research project - up to 5 points ii)For each participation in a funded research project – up to 2.5 points iii)For each coordination/participation in an unfunded research project - up to 2.5 points	Maximum: 10 points
b) PC: Scientific production	i)Author and/or co-author of a published scientific book - up to 6 points; ii)Editor and/or co-editor of a published scientific book - up to 4 points; iii)For each publication of a book chapter published - up to 2 points; iv)For each scientific article published in a scientific journal indexed in SCOPUS or Web of Science – up to 4 points; v)For each scientific article published in other peer-reviewed scientific journals (national or international) – up to 2 points; vi)For each communication presented at a conference, scientific meeting or national seminar, published in the respective minutes – up to 1 point; vii)For each communication presented at a conference, scientific meeting or international seminar, published in the respective minutes – up to 2 points; viii)Author and/or co-author of a scientific report or working paper - up to 1 point; ix)Other scientific outputs considered relevant - up to 0.5 points.	Maximum: 50 points
c) OT: Supervision of academic works leading to an academic degree	i)For each supervision or co-supervision of doctoral theses already completed – up to 5 points; ii)For each supervision or co-supervision of dissertations, projects and master's internship reports already completed — up to 2 points.	Maximum:10 points

d) JPA: Participation in juries of academic examinations	i)For each participation in doctoral juries - up to 4 points;  ii)For each participation in master's degree or specialist title juries - up to 3 points;  iii)For each participation in doctoral project juries - up to 2 points.	Maximum: 10 points
e) II: Researcher of a Research Unit positively evaluated by FCT	i)Integrated researcher of a Research Unit evaluated with at least Good by FCT — 5 points.	Maximum: 5 points
f) FPSC: Participation in professional training activities and in committees of scientific societies and scientific conferences considered relevant in the area in which the competition is open	i)For each organisation of duly accredited or certified professional training courses — up to 2.5 points;  ii)For each integration in the scientific committee of scientific conferences/events of scientific societies or organisations, in the area of the competition (CC) — up to 2.5 points.	Maximum: 5 points
g) PTDC: Work and scientific development plan, in line with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and the Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria, for the next 6 years	i)Contribution to the fulfilment of the institution's mission, with regard to the development of teaching in the disciplinary area of the competition, including international dimension — up to 5 points;  ii)Contribution to the fulfilment of the institution's mission with regard to the development of research, including international dimension — up to 5 points.	Maximum: 10 points

## 2 - Pedagogical ability of candidates (CP) - 45% of the final classification

Criteria	Curricular items to be valued	Scoring
a) AL: Teaching activity: teaching of curricular units in the area for which the competition is open	i)Professional experience and dedication to teaching in higher education (full years of full-time teaching service) — 4 points for each academic year;  ii)Professional experience and dedication to teaching in higher education (full years of part-time teaching service) — 3 points for each academic year;  iii)For each coordination of curricular unit in the disciplinary area for which the competition is open — 3 points;  iv) For each curricular unit taught in the disciplinary area for which the competition is open — 2 points.	Maximum: 50 points
b) MP: Production of teaching material: manuals and materials to support teaching activities produced by the candidate in the disciplinary area for which the competition is open	i) For each own teaching material concerning curricular units in the area for which the competition is open - up to 1 point.	Maximum: 20 points
c) SEPP: Supervision of curricular internships in the curricular area for which the competition is open	i) For each supervision of curricular internships within the scope of undergraduate degrees in the area for which the competition is open - 2.5 points.	Maximum: 30 points

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**3 - Other activities relevant to the mission of the HEI developed by the candidates (AR) 10% of the final classification**

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Criteria	Curricular items to be valued	Scoring
a) ECOEI: Exercise of executive positions and in management bodies and participation in bodies or structures of the institution	i) For each year of mandate fulfilled as a member in bodies of the institution or of organic or research units of a higher education institution — up to 7 points;  ii) For each year of exercise carried out in the institution's structures, such as course coordination, scientific and pedagogical committees of higher education courses in the area of the competition — up to 5 points.	Maximum: 70 points
b) RSC: Participation in networks, associations or scientific societies, framed in the disciplinary area for which the competition is open	i) For each year of participation in networks, associations or scientific societies - up to 5 points.	Maximum: 30 points

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