

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-Law 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 (Politécnico de Leiria), published in the *Diário da República*, 2nd series, no. 127, of July 2, 2010, through Order No. 10990/2010, it is made public that, by order of the President of the Polytechnic of Leiria, of October 27, 2022, on the proposal of the Director of the School of Education and Social Sciences 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 area of Social Education, disciplinary area of Social Pedagogy and Intercultural Mediation, of the School of Education and Social Sciences of the Polytechnic of Leiria — 1 place.

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; for developing research, cultural creation or experimental development activities; for participating 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*, 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 may apply. 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 the certificates proving the title of an academic degree 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) 1 copy of the *curriculum vitae*, duly dated and signed, as well as 1 copy of the documents proving the facts indicated therein, 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;

e) 1 copy of the work and scientific development plan, to be prepared by the candidate, in accordance with no. 7.1(h) of this public notice;

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 initially 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 for admission to the competition required and provided for in no 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 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 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 and scientific and professional performance (DTCP) in which the following criteria are weighted, considering the relevance of the curricular elements presented for the functions to be performed:

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

- b) Scientific production (PC);
- c) Supervision of academic works leading to an academic degree (OT);
- d) Participation in juries of academic examinations (JPA);
- e) Participation in evaluation panels of research projects (PAI);
- f) Researcher of a Research Unit positively evaluated by FCT (II);
- g) 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);
- h) 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: $DTCP = (PID+PC+OT+JPA+PAI+II+FPSC+PTDC)$ being the above criteria assessed according to the scoring grid attached.

7.2 - Pedagogical ability of candidates (CP), in which the following criteria are weighted, considering the relevance of the curricular elements presented for the functions to be performed:

- a) Teaching activity: teaching 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 subject 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 which have been developed by the candidates (AR) in which the following criteria are considered:

- a) Exercise of executive positions in management bodies and participation in bodies or structures of higher education institutions (ECOEI);
- b) Participation in networks, associations or scientific societies, framed in the area in 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 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. 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 – If 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):

- 1st) Best score obtained in the criterion DTCP;
- 2nd) Best score obtained in the criterion CP;
- 3rd) Better score obtained in the criterion 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 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 da Graça Lopes da Silva Mouga Poças Santos, Coordinating Professor of the Polytechnic Institute of Leiria, appointed under the terms of Article 23(1)(a) of *ECPDESP*.

Permanent members:

- José Antonio Caride Gómez, Full Professor, of the University of Santiago de Compostela;
- Américo Nunes Peres, Associate Professor with Aggregation, retired, of the University of Trás-Os-Montes;
- Isabel Maria de Carvalho Baptista, Associate Professor of the Portuguese Catholic University;
- José Carlos Laranjo Marques, Principal Coordinating Professor of the Polytechnic Institute of Leiria;
- Pedro de Carvalho da Silva, Principal Coordinating Professor of the Polytechnic Institute of Leiria.

Alternate members:

- Rui Eduardo Trindade Fernandes, Associate Professor with Aggregation of the University of Porto;
- Abílio José Maroto Amiguiño, Coordinating Professor, retired, of the Polytechnic Institute of Portalegre.

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 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 1, 2023 — The President *Carlos Manuel da Silva Rabadão*

ANNEX

Scoring grid

Technical-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.	Previous experience evidenced by the candidates in the participation in research and development projects. In the assessment of this parameter, the nature of the projects and the role played should be taken into account.	Maximum: 10 points
b) PC - Scientific production.	Scientific production and knowledge transfer. Quality of the products of activity through the publication of books, chapters, and articles in peer-reviewed journals, namely referenced in national and international databases and communications published in proceedings. In the evaluation of this parameter, the quantity, originality and diversity of the production, the level of internationalisation and its adequacy to the area of the competition should be taken into account.	Maximum: 50 points
c) OT - Supervision of academic works leading to an academic degree.	Supervision or co-supervision of works leading to an academic degree relevant to the area of the competition.	Maximum: 10 points
d) JPA - Participation in juries of academic examinations. e) PAI - Participation in evaluation panels of research projects.	Participation in national or international juries of academic examinations and participation in national or international panels for the evaluation and scientific consulting of scholarships, projects, researchers or research units. In the evaluation of this parameter, the number, the role played and the diversity of activities should be taken into account.	Maximum: 10 points
f) II - Researcher of a research unit positively evaluated by FCT.	Integrated researcher and or collaborator of a research unit positively evaluated by FCT.	Maximum: 5 points
g) 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.	Participation in international and national training/intervention projects, provision of services to the scientific and educational community and the capacity of intervention in the scientific community through participation in scientific commissions and activities of organising meetings, moderation of panels, evaluation of journal articles, of complete papers submitted in the proceedings of congresses, seminars or similar activity, proposals for communications/posters, abstracts, as well as participation in consultancy activities and others of recognised merit.	Maximum: 5 points

h) PTDC - Work and scientific development plan, in line with the mission of the ESECS and the Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria, for the next 6 years.	Scientific potential that the plan presents for the development of relevant scientific production, in line with the mission of the School of Education and Social Sciences of Leiria and the Interdisciplinary Centre of Social Sciences - CICS.NOVA.IPLeiria – one of the research units that ESECS- Polytechnic of Leiria formally integrates, with intervention in the scientific area of the competition.	Max: 10 points
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Pedagogical ability of candidates (PC) - 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.	Full years of full-time service, in higher education, the experience of teaching curricular units in TeSP Courses (Higher Professional Technical Courses), undergraduate or master's degree in the institution and or at the invitation of another higher education institution, as well as in other training with academic and pedagogical relevance, taking into account, namely, the extent, diversity of teaching and relevance to the area in which the competition is open.	Maximum: 50 points
b) MP - Production of teaching material: manuals and materials to support teaching activities produced by the candidate in the subject area for which the competition is open.	Own teaching material concerning curricular units in the area for which the competition is open and participation in the elaboration/updating of curricular programmes in the area of the competition. In the evaluation of this parameter, the quality and quantity of the teaching material produced by the candidate as well as its relevance should be taken into account.	Maximum: 20 points
c) SEP - Supervision of curricular internships in the scope of undergraduate or master's degrees in the area for which the competition is open.	Supervision of curricular internships in undergraduate and master's degree courses, in the area for which the competition is open.	Maximum: 30 points

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

Criteria	Curricular items to be valued	Scoring
a) ECOEI - Exercise of executive positions in management bodies and participation in bodies or structures of higher education institutions, including the functions performed in each one.	Participation in management bodies of the institution and courses, namely at the level of coordination and as a member of scientific and or scientific-pedagogical course committees.	Maximum: 70 points
b) RSC - Participation in networks, associations or scientific societies, framed in the area in which the competition is open.	Exercise of functions or activities that enhance the pursuit of the mission of higher education institutions, namely through educational, social and cultural activities that strengthen the institutional connection to the exterior, through the creation and strengthening of ties and cooperation with local, national and international entities.	Maximum: 30 points
