

1 - Under the Career Statute of Polytechnic Higher Education Teaching Staff (ECPDESP), approved by Decree-Law No. 185/81, of July 1<sup>st</sup>, as amended by Decree-Law No. 69/88 of March 3<sup>rd</sup>, and 207/2009 of 31<sup>st</sup> August, and by Law No. 7/2010 of May 13<sup>th</sup>, as well as the Regulation for the recruitment and hiring of the career teaching staff of the Polytechnic Institute of Leiria (Leiria Polytechnic), published in *the Diário da República*, 2nd series, no. 127, of July 2<sup>nd</sup>, 2010, through Order No. 10990/2010, it becomes public that, by order of the President of the Polytechnic of Leiria, of May 3, 2022, on a proposal from the board of the School of Education and Social Sciences, is open for thirty working days, from the date of publication of this notice in *the Diário da República*, a documentary contest for the recruitment of one *Professor Adjunto*, in the form of an employment contract in public functions indefinitely, for the scientific area of Communication Sciences - Strategic Communication, of the Higher School of Education and Social Sciences of the Polytechnic of Leiria - 1 place.

2 – Period of validity: the present competition is exclusively intended to fill the job position and will be exhausted with its provision.

3 - Functional content of the category:

3.1 – It is for, among other things, polytechnic higher education teachers, by Article 2-A of the ECPDESP, to provide the teaching service distributed to them and to accompany and guide students; to carry out research, cultural creation, or experimental development activities; to participate in tasks of extension, scientific and technological dissemination and economic and social enhancement of knowledge and participate in the management of their higher education institutions.

3.2 - Under Article 3, no. 4 of the ECPDESP, *Professor Adjunto* is responsible for collaborating with the *Professores Coordenadores* in the context of a discipline or scientific area and, among other things: conducting and teaching theoretical, theoretical-practical, and practical classes; guiding, directing and monitoring internships, seminars and laboratory or field work; directing, developing and conducting scientific activities and experimental development, in accordance with the general lines previously and higher defined in the context of their discipline or scientific area; cooperate with the other teachers of the field or scientific area in the coordination of programs, teaching methodologies and general lines of research concerning the fields of that area.

4 – Remuneration position (Article 35, no.1 of the ECPDESP): "The remuneration regime applicable to career teachers and teaching staff hired in addition to the career consists of its own diploma." - Decree-Law No. 408/89, November 18<sup>th</sup>, Decree-Law No. 124/99, of April 20<sup>th</sup>, and Decree-Law No. 373/99, September 18<sup>th</sup>.

5 - Admission requirements:

5.1 - Under Article 17 of the General Law of Work in Public Functions, approved by Law No. 35/2014 of 20<sup>th</sup> June, in its current wording and Article 12-E of the ECPDESP, candidates who, until the deadline for submission of application, cumulatively meet the general requirements may apply:

- a) Be 18 years of age;
- b) Not being inhibited from exercising public functions or not being prohibited from exercising the functions to which the candidate is applying;
- c) To have physical robustness and psychic profile indispensable to the exercise of the functions to which the candidate is applying;
- d) Have complied with mandatory vaccination laws.

5.2 – In compliance with Article 17 of the ECPDESP, the holders of a doctoral degree or the specialist title may apply for the competition in the area for which the competition is opened or related area. The title of specialist mentioned in Article 17 of the ECPDESP refers to the provision of Article 48 of Law No. 62/2007 of September 10<sup>th</sup> and Decree-Law No. 206/2009 of August 31<sup>st</sup>.

5.3 – Applicants holding foreign licenses shall prove the recognition, equivalence, or registration of the doctoral degree in accordance with applicable legislation.

6 - Formalisation of application:

6.1 – The application must be submitted in person, upon delivery of receipt, or by post, by registered mail with acknowledgement of receipt, to the following postal address of the Politécnico de Leiria: Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the deadline for the submission of applications referred to in paragraph 1 of this notice. Applications sent by email will not be accepted.

6.2 - The application is completed by completing the form, which must be printed on paper, dated, initiated, and signed. The form is available on the Portal of the Polytechnic of Leiria ([https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/teaching career/](https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/teaching%20career/)).

6.3 - The applicant must accompany their application with the following documents, duly numbered and identified:

a) documents proving that the requirements set out in paragraph 5.1 of this notice are met if they declare, in the application for admission (form), under commitment of honour, that they satisfy those requirements. Documents proving the reported situations must be delivered by the candidate who fills the post submitted to the competition;

b) a copy of the certificates proving the title of academic degree and the title of specialist, in accordance with point 5.2 of the notice;

c) Supporting documents that fulfil the conditions set out in paragraph 5.3 of this notice, if applicable;

d) 1 copy of the respective curriculum vitae, duly dated and signed, as well as one copy of the supporting documents of the facts indicated therein, which shall be compulsorily organised in accordance with the selection criteria and serialisation and final evaluation and classification system contained in the score grid annexed to this notice;

e) 1 copy of the work plan and technical-scientific development (PTDC), to be prepared by the candidate, aligned with the mission of the ESECS of the Leiria Polytechnic and the research units that ESECS - Politécnico de Leiria formally integrate with intervention in the scientific area of the competition;

f) 1 exemplar of the pedagogical development project, to be elaborated by the candidate, aligned with the Mission of ESECS of the Polytechnic of Leiria and oriented to the development of formative activity and innovation in the teaching-learning process (PDP);

g) Listing 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 criteria and serialisation and final evaluation and classification system contained in the score grid attached to this notice.

6.4 – The documents referred to in point 6.3 of the notice shall be delivered on digital media (CD, DVD, or flash drive) duly identified. The applicant shall ensure the readability of the files in the chosen media.

6.5 - The documents referred to in the preceding paragraph must, as a rule, have the Portable Document Format (PDF), preferably in the PDF/A version, regardless of the situations in which the document to be presented cannot assume the format indicated; the name of the files, which must be succinct, may not contain any of the following characters: /, \, |, :, \*, ?, ", (minor that), and (greater than).

6.6 - Documents may be submitted in Portuguese, Spanish or English. Where documents proving the facts indicated in the curriculum or papers mentioned in the curriculum initially written in another language are submitted, translation into Portuguese, Spanish or English shall be presented simultaneously.

6.7 - The non-submission of the supporting documents of the requirements for admission to the competition required and provided for in paragraphs 5.1, 5.2 and 5.3 in this notice or their presentation outside the period stipulated in paragraph 1 of this notice determines the exclusion of the application.

6.8 – The non-submission of documents relating to the facts indicated in the curriculum or their presentation outside the period stipulated in paragraph 1 of this notice, or, furthermore, the illegibility of the respective files, implies the non-value of the facts indicated in the curriculum which they should prove.

6.9 – The submission of a false document determines the immediate exclusion of the call for tenders and participation in the competent authority for criminal proceedings.

6.10 – The documents given by the candidates shall be refunded at their request one year after the termination of this call for tenders unless the present competition procedure has been challenged in court. In such a situation, refunding the requested documents may occur only after a final judicial decision is enacted.

7 – Selection criteria and serialisation and final evaluation and classification system (set out in accordance with Articles 11, point 2, paragraph a) and point 18, point 1, paragraphs l) and m) and points 2 and 3 of Order No 10 990/2010):

7.1 - Technical-scientific and professional performance (DTCP) in which the following criteria are considered, according to the relevance of the curricular elements submitted for the functions to be performed:

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

b) Scientific production, publications, communications and conferences at home and abroad (CP);

c) The orientation of work leading to an academic degree (OT);

d) Participation in juries of academic examinations and the award of the title of specialist (JPA);

e) Participation as a researcher in a Research Unit positively evaluated by FCT (IUI);

f) Participation in vocational training activities, in science and scientific committees or in the organisation of scientific conferences considered relevant in the area in which the competition (FPSC) is opened;

(g) scientific extension activities (AEC), including revisions of articles and evaluation of projects considered relevant in the area in which the competition is opened;

h) Activities of a technical and professional nature with relevance in the area or disciplinary areas in which the competition is opened (ANTP);

i) Work plan and technical-scientific development for the next five years, aligned with the mission of the School of Education and Social Sciences of the Polytechnic of Leiria and the research units that ESECS - Politécnico de Leiria formally integrates, with intervention in the scientific area of the competition (PTDC).

7.1.1 — The classification to be assigned in this criterion, which represents 40% of the final classification, to a maximum of 100 points, results from applying the following formula: DTCP = (PID+PC+OT+JPA+IUI+FPSC+AEC+ANTP+PTDC), and the criteria mentioned above are allied according to the attached score grid.

7.2 - Pedagogical capacity of candidates (PC), in which the following criteria are considered, according to the relevance of the curricular elements submitted for the functions to be performed:

- a) Time of teaching in higher education (TS);
- b) School activity: relevance of the experience of teaching curricular units in the area for which the competition is opened and the functions to be performed (AL);
- c) Production of pedagogical material: quality and quantity of the pedagogical material produced by the candidate in the area to which the contest is opened (MP);
- d) Coordination and coordination of pedagogical projects (e.g. development of new programs of curricular units, creation and coordination of new study programs, coordination of UC, etc.) or reform and improvement of existing projects (e.g. reformulating programs of existing curricular units, participation in the reorganisation of existing courses or study programs), as well as the implementation of projects with impact in the teaching/learning process in the area for which the competition (CPP) is opened;
- e) Supervision of curricular internships in the scope of bachelor's or master's degree in the area for which competition is opened (SE);
- f) Pedagogical development project, for a period of five years, aligned with the mission of the Higher School of Education and Social Sciences of the Polytechnic of Leiria and oriented to the development of formative activity and innovation in the teaching-learning process (PDP).

7.2.1 — The classification to be assigned in this criterion, which represents 40% of the final classification, to a maximum of 100 points, results from applying the following formula:  $CP = (TS+AL+MP+CPP+SE+PDP)$  and the above criteria are evaluated according to the annexed score grid.

7.3 – Other activities relevant to the mission of the higher education institution developed by the applicants (AR), in which the following criteria are considered:

- a) Exercise of positions in management bodies and participation in bodies or structures of higher education institutions (ECOEI);
- b) Participation in networks, associations, working groups, programs, projects and community liaison activities framed in the area in which the competition (RSC) is opened;
- (c) other activities considered relevant to the institution's mission and not included in the previous paragraphs (OAR).

7.3.1 – The classification to be assigned in this criterion, which represents 20% of the final classification, to a maximum of 100 points, results from applying the following formula:  $AR = (ECOEI+RSC+OAR)$ , and the above criteria are evaluated according to the attached score grid.

7.4 — The final classification (CF), on a scale of 0 to 100 points, will be obtained by the following formula:  $CF = (0.45DTCP+0.45CP+0.10AR)$ , considering not approved candidates who receive final classification less than 50 points and approved on absolute merit, candidates who obtain final classification equal to or greater than 50 points. All results are rounded and displayed in a decimal place.

7.5 – In the reasoned assessment, the jury shall also consider the provisions of Article 26 of Order No. 10 990/2010 if the candidates are under the conditions referred to in that article.

7.6 – If the final ranking of all candidates is less than 50 points, the jury may review the minimum approval score on absolute merit.

8 - Public hearing: the Jury may determine the holding of public hearings, which will be met in accordance with Article 28, no. 4 of Order No. 10990/2010. If these public hearings are required, they will take place between the 20th and 70th days following the deadline for the applications, and all candidates will be informed, at least five days in advance, of the date and place where such public hearings will take place.

9 — Composition of the jury:

Chairman of the Jury:

- Pedro de Carvalho da Silva, Principal Coordinating Professor of the Polytechnic Institute of Leiria, appointed in accordance with paragraph a) of no. 1 of article 23 of the ECPDESP.

Effective vowels:

- Jorge Pedro Sousa, Full Professor of the University Fernando Pessoa;
- Rita Maria Brás Pedro Figueiras, Associate Professor of the Catholic University of Portugal;
- Teresa Augusta Ruão Correia Pinto, Associate Professor of the University of Minho;
- Alda Maria Martins Mourão, Coordinating Professor of the Polytechnic Institute of Leiria;
- Maria Antónia Belchior Ferreira Barreto, Emeritus Coordinating Professor of the Polytechnic Institute of Leiria.

Alternate member:

- Sonia Margarida Pedro Sebastião, Full Professor, Higher Institute of Social and Political Sciences.
- Maria João Anastácio Centeno, Coordinating Professor of the Polytechnic Institute of Lisbon.

10 – In compliance with paragraph h) of article Article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in access to employment and professional progression, avoiding scrupulously any form of discrimination.

11 – This competition will also be advertised on the websites of BEP (Public Employment Exchange), Foundation for Science and Technology, in Portuguese and English, and Polytechnic of Leiria, in Portuguese and English, under article 29-B of the ECPDESP.

23 February 2023 — The President, *Carlos Manuel da Silva Rabadão*.

## ATTACHMENT

### SCORE GRID

#### 1 - Technical-scientific and professional performance (DTCP) - 40% of the final classification

Criteria	Curricular items to value	Punctuation
(a) PID:	i) Coordinator of research projects (completed/ongoing) with evaluation and external funding (e.g. FCT, European projects) - 2 points each; ii) Responsible for other research or experimental development projects (completed/ongoing) – 1.5 points each; iii) Collaborator of research projects (completed /ongoing) with evaluation and external funding (e.g. FCT; European projects) - 1 point each; iv) Collaborator of other projects of investigation or experimental development (completed / ongoing) - 0.5 points each.	Up to 10 points
b) PC:	i) Author of technical-scientific books - 3.5 points each; ii) Author of book chapter - 2 points each; iii) Author of an article published in a scientific journal indexed in ISI/SCOPUS - 2.5 points each; iv) Author of technical-scientific articles in other journals with arbitration - 1 point each; v) Author of an article published in conference minutes or scientific meeting - 1 point each; vi) Author of Oral communication presented at scientific events - 0.25 points each.	Up to 25 points
(c) OT:	i) For each orientation or co-orientation of doctoral theses already completed - 2 points; ii) For each orientation or co-orientation of dissertations, projects and final master's reports, final reports of bachelor's degree already completed - 1 point.	Up to 10 points
d) JPA:	i) For each indictment in doctoral juries - 1 point; ii) For each indictment in juries of other academic tests or assignment of the specialist title - 0.5 points; iii) For each participation in the doctoral or master's, or specialist jury – 0.5 points.	Up to 10 points
(e) IUI:	i) For each participation as a researcher in a Research Unit positively evaluated by FCT - 5 points.	Up to 5 points
f) FPSC:	i) For each participation - 2.5 points.	Up to 10 points
(g) AEC:	i) For each review of scientific articles and evaluation of projects - 0.5 points	Up to 5 points
h) ANTP:	i) For each activity - 0.5 points	Up to 5 points

(i) PTDC:	i) This item implies the presentation of a document that includes a proposal for the activities the candidate intends to develop during the first five years of his activity as <i>Professor Adjunto</i> . The proposal should be based on the candidate's previous curriculum and explain how the project implementation can contribute, in the scientific/technical aspect, to developing the disciplinary area for which the competition is opened (up to 3000 words).	Up to 20 points
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## 2 - Pedagogical capacity of candidates (PC) - 40% of the final classification

Criteria	Curricular items to value	Punctuation
a) TS:	i) For each school year on a full-time basis of professional experience and dedication to teaching - 4 points; ii) For each semester of school in part-time work experience and dedication to teaching - 2 points; iii) For each curricular unit taught in the area to discipline the contest - 5 points; iv) For each curricular unit taught in other areas relevant to the institution's mission - 4 points; v) For each curricular unit taught in distance learning courses in the disciplinary area of the competition – 5 points;	Up to 40 points
(b) AL:	vi) For each curricular unit taught in distance learning courses in other areas relevant to the institution's mission – 4 points; vii) For each coordination of curricular unit - 3 points; viii) For each participation in the preparation or review of curricular unit programs - 2 points.	
(c) PMP:	i) For each preparation of pedagogical material on paper or electronic form of the authorship of the candidate (manuals, electronic games, websites to support teaching and the like) - 1 point.	Up to 15 points
(d) CPP:	i) For each coordination and participation in pedagogical projects (non-awarding courses of academic degree, cultural initiatives, interconnection with the business fabric, initiatives to support teaching or civic intervention) - 1 point.	Up to 15 points
(e) SEP:	i) For each supervision of curricular internship of master's degree, bachelor's degree and TESP - 1 point.	Up to 20 points
(f) PDP:	i) This item implies the presentation of a pedagogical development project oriented to the development of formative activity and innovation in formal and non-formal education situations (up to 3000 words)	Up to 10 points

## 3 — Other activities relevant to the mission of the HEI developed by the candidates (AR) - 20% of the final classification

Criteria	Curricular items to value	Punctuation
a) ECOEI:	i) For each year of the mandate fulfilled - 2 points; ii) For each term of office less than one year fulfilled – 1 point.	Up to 15 points
(b) CSR:	i) For each participation - 1 point.	Up to 25 points
(c) OAR.	i) By participating in relevant activities (professional activities in the area of the competition; extracurricular activities; evaluation of teacher performance; provision of services to the community; support to the evaluation and creation of new courses, and the like) - 2 points.	Up to 60 points