

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 March 26, 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 scientific area of Foreign Languages, disciplinary area of Romance Languages (French-Spanish), 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/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 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 vitæ*, 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 scientific development project, to be prepared by the candidate, in accordance with no. 7.1(h) of this Public Notice;

f) 1 copy of the pedagogical development project, to be prepared by the candidate, in accordance with no. 7.1(e) of this Public Notice;

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 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) Scientific production, publications, communications and conferences at home and abroad, in the subject or related area of the competition (PC);
- b) Supervision of academic works leading to an academic degree (OT);
- c) Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works presented therein (JPA);
- d) Participation in scientific or professional activities relevant to the area in which the competition is open (ANP);
- e) Participation in research projects (PID);
- f) Integrated researcher of a Research Unit positively evaluated by FCT (II);
- g) Scientific development project, for a period of five years, in line with the mission of the School of Education and Social Sciences of the Polytechnic Institute of Leiria and with 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: $DTCP = (PC + OT + JPA + ANP + PID + II + PDC)$ 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) Length of service and teaching activity in Higher Education (AL);
- b) Participation in the coordination and development of curricular units (preparation and coordination or co-coordination of curricular unit programmes and production of pedagogical material (CPPMP);
- c) Coordination and development of pedagogical projects, oriented to the educational development of the institution [creation and coordination of new study programmes, etc.] (CDPP);
- d) Supervision of internships and Teaching Practices (SEPP);
- e) Pedagogical development project, for a period of five years, in line with the mission of ESECS of the Polytechnic Institute of Leiria and oriented to the development of educational activity and innovation in the teaching-learning process (PDP).

7.2.1 – 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: $CP = (AL + CPPMP + CDPP + SEPP + PDP)$ being the above criteria assessed according to the scoring grid attached.

7.3 – Other activities relevant to the mission of the higher education institution which 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 or structures (ECDG);
- b) Coordination of course, department and section and participation in scientific and pedagogical committees (CCDCCP);
- c) Participation in initiatives and activities of intervention and provision of services in the community (PSC);
- d) Coordination and participation in committees, groups and juries, within the scope of institutional activity (CPCGJ);
- e) Participation in the process of evaluation of teaching performance (PAD).

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: $AR = (ECDG + CCDCCP + PSC + CPCGJ + PAD)$ 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: $CF = (0.35DTCP + 0.40CP + 0.25AR)$. All results are rounded and presented in one decimal place.

7.5 – Candidates who obtain a final classification equal to or higher than 50 points are considered approved on absolute merit.

7.6 - Candidates are considered not approved on absolute merit if:

- a) obtain a final classification lower than 50 points;
- b) candidates who do not have language skills (corresponding to CEFR level C2) in French and Spanish.

7.7 – 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.

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:

- Ricardo Manuel das Neves Vieira, Principal Coordinating Professor of the Polytechnic Institute of Leiria, appointed under the terms of Article 23(1)(a) of *ECPDESP*.

Permanent members:

- Paulo José Tente da Rocha Santos Osório, Full Professor of the University of Beira Interior;
- Luís Filipe Tomás Barbeiro, Principal Coordinating Professor of the Polytechnic Institute of Leiria;
- Carlos Alberto Marques Gouveia, Associate Professor with Aggregation of the University of Lisbon;
- Véronique Delplancq, Coordinating Professor of the Polytechnic Institute of Viseu;
- Cristina Maria Alexandre Nobre, Coordinating Professor of the Polytechnic Institute of Leiria.

Alternate members:

- Ana Isabel Andrade, Full Professor of the University of Aveiro;
- Maria Clara Lopes Dias Ferrão Bandeira Tavares, Coordinating Professor of the Polytechnic Institute of Santarém.

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, 17th, 2023— The President *Carlos Manuel da Silva Rabadão*

ANNEX I

SCORING GRID		
1 – Technical and scientific and professional performance (DTCP) - 35% of the final classification		
Criteria	Curricular items to be valued	Scoring
a) PC: Scientific production, publications, communications and conferences at home and abroad, in the subject or related area of the competition	The quantity, quality and relevance of scientific production in the area for which the competition is open, namely books, book chapters, articles, and oral communications.	Up to 25 points
b) OT: Supervision of academic works leading to an academic degree	The quantity and relevance of the participation in the area of the competition.	Up to 10 points
c) JPA: Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works	The quantity and relevance of the participation in juries.	Up to 10 points

presented therein		
d) ANP: Participation in scientific or professional activities relevant to the area in which the competition is open	The quantity and relevance of the participation in professional activities (e.g. translation) providing services to the scientific and professional community and the capacity of intervention in the scientific community through participation in scientific committees of events or editorial boards of journals, evaluation of articles for publication in journals or publications of scientific events.	Up to 20 points
e) PID: Participation in research projects	Previous experience evidenced by the candidates, and their participation in innovative projects in the area for which the competition is open.	Up to 10 points
f) II: Integrated researcher of a Research Unit positively evaluated by FCT	The current integration in a Research Unit positively evaluated by the FCT is valued.	5 points
g) PDC Scientific development project, for a period of five years, in line with the mission of the School of Education and Social Sciences of the Polytechnic Institute of Leiria and with the research units that ESECS - Polytechnic of Leiria formally integrates, with intervention in the scientific area of the competition	<p>The scientific potential it presents for the development of relevant scientific production, in line with the mission of ESECS and the research units that ESECS - Polytechnic of Leiria formally integrates, with intervention in the referred scientific area of the competition (CI&DEI; CICS.NOVA IPLeiria), taking into account the work proposal presented.</p> <p>The project must be based on the candidate's previous curricular record and explain how its implementation may contribute, in the scientific field, to the development of the disciplinary area for which the competition is open.</p> <p>Note:</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 a 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/technical terms, to the development of the disciplinary area for which the competition is open (up to 5000 words).</p>	Up to 20 points
2 - Pedagogical ability of candidates (PC) - 40% of the final classification		
Criteria	Curricular items to be valued	Scoring
a) AL: Length of service and teaching activity in Higher Education	The length of service in higher education and the experience of teaching curricular units.	Up to 35 points
b) CPPMP: Participation in the coordination and development of curricular units (preparation and coordination or co-coordination of curricular unit programmes and production of pedagogical material	Participation in the coordination and development of curricular units (preparation/updating of programmes) and the quality and quantity of the pedagogical material produced by the candidate, as well as its relevance in the area in which the competition is open.	Up to 30 points
c) CDP: Coordination and development of pedagogical projects, oriented to the educational development of the institution [creation and coordination of new study programmes, etc.]	Coordination and participation in the development of pedagogical projects, oriented to the educational development of the institution (creation and coordination of new study programmes, etc.).	Up to 5 points
d) SEPP: Supervision of	The quantity, diversity and relevance of the supervisory activities for the	

internships and Teaching Practices	area in which the competition is open and that were not considered under supervision parameters in the technical and scientific performance component.	Up to 10 points
e) PDP: Pedagogical development project, for a period of five years, in line with the mission of ESECS of the Polytechnic Institute of Leiria and oriented to the development of educational activity and innovation in the teaching-learning process	<p>Pedagogical development project, 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 to the development of training activity and innovation in the teaching-learning process.</p> <p>Note:</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 a 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 pedagogical terms, to the development of the disciplinary area for which the competition is open (up to 5000 words).</p>	Up to 20 points
3 - Other activities relevant to the mission of the HEI developed by the candidates (AR) - 25% of the final classification		
Criteria	Curricular items to be valued	Scoring
a) ECDG: Exercise of executive and management positions and participation in other bodies or structures	Duration, diversity and relevance of the functions performed.	Up to 10 points
b) CCDCCP: Coordination of course, department and section and participation in scientific and pedagogical committees	Duration, diversity and relevance of the coordination carried out.	Up to 40 points
c) PSC: Participation in initiatives and activities of intervention and provision of services in the community	Quantity, duration, diversity and relevance of the activities developed.	Up to 10 points
d) CPCGJ: Coordination and participation in committees, groups and juries, within the scope of institutional activity	Quantity, duration and relevance of coordination and participation.	Up to 25 points
e) PAD: Participation in the process of evaluation of teaching performance	Quantity and duration of participation in processes of evaluation of teaching performance.	Up to 15 points