

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, 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 Institute of Leiria, of April 26, 2023, on the proposal of the Director of the School of Education and Social Sciences of the Polytechnic Institute of Leiria, a competition for the recruitment of a career teacher for the category of 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 Didactics of Mathematics in the Teaching of the 1st and 2nd Cycles of Basic Education, of the School of Education and Social Sciences of the Polytechnic Institute of Leiria – 1 place.

2 - Validity period: this competition is exclusively for filling the position 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*, the teaching staff of polytechnic higher education 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: a) Conduct and teach theoretical, theoretical-practical and practical classes; b) Supervise internships and conduct seminars and laboratory or fieldwork; c) Supervise the pedagogical, scientific and technical activities of the senior lecturers of the respective subject or scientific area; d) 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 e) 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 those interested 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) Non-inhibition from exercising public service nor being prohibited from exercising 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 – Language(s) to be proficient in: Candidates must be proficient in the Portuguese language, both spoken and written, appropriate to the teaching duties.

7 – Application procedure:

7.1 — The application must be submitted in person at the Central Services of Polytechnic Institute of Leiria (Office of Expedient and Archive – 09h00-12h30 and 14h00-17h30) upon receipt, or by post, by registered letter with acknowledgment of receipt, to the following address of Polytechnic Institute 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.

7.2 — The application request is made by filling in the form available on the Polytechnic Institute of Leiria website (<https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira-docente/>) which must be printed on paper, dated, initialled and signed by handwriting or signed using a qualified electronic signature, in which case the original must also be submitted electronically.

7.3 — Together with the application for admission to the competition, the candidate must submit the following documents, duly identified and numbered:

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 situation;

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. 8 of this Public Notice;

e) 1 copy of the scientific development project, to be prepared in Portuguese by the candidate, in accordance with no. 8.2.1(g) of this Public Notice;

f) 1 copy of the pedagogical development project, to be prepared in Portuguese by the candidate, in accordance with no. 8.2.2(d) 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. 8 of this Public Notice.

7.4 — The documents referred to in no. 7.3 of the Public Notice and the application form, when signed using a qualified electronic signature, must be delivered in digital format (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files.

7.5 - 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).

7.6 — The documents may be presented in Portuguese, Spanish or English, without prejudice to no. 7.3(e) and (f). 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.

7.7 — 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.

7.8 — Failure to submit the supporting documents or the illegibility of the respective files related to the facts indicated in the curriculum vitae, duly organized under points d) and g) of no. 7.3 of this Public Notice, 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.

7.9 — 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.

7.10 — 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.

8 – 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):

8.1 – Candidates who have a curriculum in the subject area of the competition that includes all of the following will be considered to have been approved in absolute merit:

8.1.1 – To fulfil at least three of the conditions listed below:

- a) Have published 10 scientific texts (indexed articles; or books, or book chapters with ISBN or ISSN);
- b) Have presented 10 communications with publications in the proceedings of scientific events with ISBN or ISSN;
- c) Have supervised 5 dissertations, projects or internship reports for master's degrees or doctoral theses;
- d) Have examined 5 dissertations, projects or internship reports for master's degrees, doctoral theses or specialist title examinations;
- e) Have coordinated or participated in funded R&D projects.

8.1.2 - Present at least two of the conditions listed below:

- a) Participation in the Management/Coordination of a Course, Department, Research Unit or other bodies of higher education schools;
- b) Participation in Committees and Councils, Bodies and Structures Relevant to Higher Education;
- c) Participation in extension activities.

8.2 – The ranking (relative merit) of candidates is made by applying the following criteria and in the terms indicated:

8.2.1 — Technical and scientific and professional performance (DTC), in which the following criteria are weighted, to be evaluated according to the attached scoring grid, considering the relevance of the curricular elements presented for the functions to be performed:

- a) Scientific production, publications, communications and conferences (PC);
- b) Supervision of academic works leading to an academic degree (OT);
- c) Participation in juries of academic examinations (JPA);
- d) Participation in research and development projects (PID);
- e) Integrated Researcher of a Research Unit positively evaluated by FCT (IIUI);
- f) Scientific extension activities (AEC);
- g) Scientific development project, aligned with the mission of ESECS of the Polytechnic Institute of Leiria and the research units that ESECS/ Polytechnic Institute of Leiria formally integrates, with intervention in the scientific area of the competition (PDC).

8.2.1.1 — The classification to be awarded in DTC, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula: $DTC = PC+OT+JPA+PID+IIUI+AEC+PDC$.

8.2.2 — Pedagogical ability (CP), in which the following criteria are weighted, to be evaluated according to the attached scoring grid, considering the relevance of the curricular elements presented for the functions to be performed:

- a) Teaching activity in Higher Education (AL);
- b) Participation in the development of programmes (PEP);
- c) Supervision of Teaching Practice (SPP).
- d) Pedagogical development project, aligned with the mission of the School of Education and Social Sciences of the Polytechnic Institute of Leiria and oriented towards the development of training activity and innovation in the teaching-learning process (PDP)

8.2.2.1 — The classification to be awarded in CP, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula: $CP = AL + PEP + SPP + PDP$.

8.2.3 — Organisational dimension (DO), in which the following criteria are weighted, to be evaluated according to the attached scoring grid, considering the relevance of the curricular elements presented for the functions to be performed:

- a) Exercise of positions in bodies or structures of the institution (COE);
- b) Participation in national projects or activities considered relevant to the institution (PPN);

- c) Participation in international projects or activities considered relevant to the institution (PPI);
- d) Coordination of course, department or section, integration in scientific and pedagogical committees and to be responsible for the application of a 2nd Cycle course to A3ES (CCD);
- e) Coordination of a Research Centre positively evaluated by FCT (CCI).

8.2.3.1 — The classification to be awarded in DO, which represents 20% of the final classification, for a maximum of 100 points, results from the application of the following formula: $DO = COE + PPN + PPI + CCD + CCI$.

8.3 — The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0.40DTC + 0.40CP + 0.20DO)$.

8.4 - In the event of a tie between the candidates, after obtaining the final classification, the following tie-breaking criteria will be applied successively:

- 1st — Best total score obtained in the criterion Pedagogical Ability.
- 2nd — If the tie persists, the best total score obtained in the criterion Technical and Scientific and Professional Performance.

8.5 — For tie-breaking purposes, the absolute scores obtained by the candidates in the referred criteria will be considered.

9 – Public hearing: The jury may determine the holding of public hearings, which shall be met in accordance with Article 28(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, all applicants being informed, at least five days in advance, of the date and place where such public hearings will take place.

10 – Members of the jury:

President of the Jury: José Carlos Laranjo Marques, Principal Coordinating Professor of the Polytechnic Institute of Leiria, appointed under the terms of Article 23(1)(a) of *ECPDESP*.

Permanent members:

- Fernando Manuel Lourenço Martins, Coordinating Professor, with Aggregation, of the Polytechnic Institute of Coimbra;
- Manuel Celestino Vara Pires, Coordinating Professor of the Polytechnic Institute of Bragança;
- Margarida Maria Amaro Teixeira Rodrigues, Coordinating Professor of the Polytechnic Institute of Lisbon;
- Hugo Alexandre Lopes Menino, Coordinating Professor of the Polytechnic Institute of Leiria;
- Marina Vitória Valdez Faria Rodrigues, Coordinating Professor of the Polytechnic Institute of Leiria.

Alternate members:

- Maria Isabel Piteira do Vale, retired Coordinating Professor of the Polytechnic Institute of Viana do Castelo;
- Isabel Sofia Godinho da Silva Rebelo, Coordinating Professor of the Polytechnic Institute of Leiria.

10.1 - In the event of impediment or absence, the president of the jury is replaced by Isabel Sofia Godinho da Silva Rebelo, Coordinating Professor of the Polytechnic Institute of Leiria.

11 – 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.

12 – In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data (RGPD), the data collected is processed exclusively for processing the application and hiring the selected candidate.

13 - 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 Institute of Leiria, in Portuguese and English, under the terms of Article 29-B of *ECPDESP*.

March 22th, 2024 — The President, Carlos Manuel da Silva Rabadão

ATTACHMENT

Scoring grid

Technical and scientific and professional performance (DTC) – 40% of the final classification	
Criteria/Curricular items to be valued	Scoring
a) PC — scientific production and its sharing with the scientific community in the disciplinary area of the competition is valued, with a maximum of 25 points	
i) For each book or book chapter published	1 point
ii) or each article in a peer-reviewed journal	1 point
iii) For each article in a journal without peer review	0.5 points
iv) For each oral communication at a conference, scientific meeting or seminar, published in the respective proceedings	0.5 points
v) For each oral communication at a conference, scientific meeting or seminar, without publication	0.5 points
b) OT — the supervision of academic works leading to an academic degree is valued, with a maximum of 15 points	
i) For each supervision or co-supervision of a doctoral thesis, already completed	2 points
ii) For each supervision or co-supervision of a dissertation, internship report or master's project, already completed	1 point
c) JPA – participation in juries of academic examinations is valued with a maximum of 15 points	
i) For each participation, as an examiner, in juries of doctoral academic examinations	2 points
ii) For each participation, as an examiner, in juries of the title of specialist	1.5 points
iii) For each participation, as an examiner, in juries of master's degrees	1 point
iv) For each participation, as president or supervisor, in juries of academic examinations	0.5 points
d) PID – participation in research and development projects in the disciplinary area of the competition is valued, with a maximum of 10 points	
i) For each participation in a funded project	2 points
ii) For each participation in a non-funded project	1 point
e) IIUI – integration in a Research Unit positively evaluated by FCT is valued	5 points
f) AEC – scientific extension activities are valued, with a maximum of 10 points	

i) For each participation as a member of the scientific committee of congresses, conferences or seminars	0.2 points
ii) for each review of a scientific article for congresses, conferences, seminars or journals	0.1 points
g) PDC – Scientific development project	Max. 20 points
Pedagogical ability (CP) – 40% of the final classification	
a) AL – the teaching activity is valued, with a maximum of 40 points	
i) Per full year of service in Higher Education	1 point
ii) For each curricular unit coordinated	3 points
iii) For each curricular unit taught in the area for which the competition is open	2 points
iv) For each curricular unit taught in other areas relevant to the institution	1 point
b) PEP – participation in the preparation of programmes is valued, with a maximum of 15 points	
i) For each programme developed	2 points
c) SPP – supervision of teaching practice is valued, with a maximum of 25 points	
i) For each student in each supervised teaching practice in the master's degrees of teacher training in basic education	0.2 points
ii) For each student in each supervised teaching practice in the pre-Bologna degrees	0.1 points
d) PDP — Pedagogical Development Project	Max. 20 points
Organisational dimension (DO) – 20% of the final classification	
a) COE – participation in positions in bodies or structures of the institution is valued, with a maximum of 10 points	
i) For each year of service completed and per body of the institution	
1) As president (per year)	5 points
2) As a member (per year)	3 points
b) PPN – participation in national projects or activities considered relevant to the institution is valued, with a maximum of 30 points	
i) To be responsible or co-responsible for organising and/or promoting professional training (for each activity)	1 point
ii) To be responsible or co-responsible for organising seminars, colloquia, meetings, conferences (for each event)	1 point
iii) To be responsible or co-responsible for organising mathematical competitions (for each event and per year)	0.5 points
iv) For being a rapporteur in the evaluation of teaching performance	
1) Non-career teachers (for each teacher and evaluation period)	1 point
2) Career teachers (for each teacher and evaluation period)	2 points
v) To be responsible for the preparation of reports to hire teachers (per teacher and per year)	1 point
c) PPI – participation in international projects or activities considered relevant to the institution is valued, with a maximum of 30 points	
i) To be responsible or co-responsible for organising and/or promoting professional training (for each activity)	5 points
ii) To be responsible or co-responsible for organising seminars, colloquia, meetings, conferences (for each event)	2 points

d) CCD – participation in the following activities is valued, with a maximum of 15 points	
i) Per year and course in the coordination of course	4 points
ii) Per year in department coordination	2 points
iii) Per year in section coordination	1 point
iv) Per year and committee in scientific and pedagogical committees	2 points
v) For each course proposal submitted to A3ES	4 points
e) CCI – the coordination of a Research Centre positively evaluated by FCT is valued, with a maximum of 15 points	
i) For each year of coordination	5 points