

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 January 29, 2024, 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 Communication Sciences – disciplinary area of Communication and Society, 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 the Polytechnic Institute of Leiria (Office of Expedient and Archive – 09h00-12h30 and 14h00-17h30) upon receipt, or by post, by registered letter with acknowledgement of receipt, to the following address of the 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 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. 8 of this Public Notice;

e) 1 copy of the scientific development project (PDC), to be prepared in Portuguese by the candidate, under the terms of point f) – Technical and Scientific and Professional Performance (DTCP) on the attached scoring grid;

f) 1 copy of the pedagogical development project (PDP), to be prepared in Portuguese by the candidate, under the terms of point e) – Pedagogical Ability (CP) on the attached scoring grid;

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 organised 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 the candidates approved on absolute merit is carried out using the scoring grid defined by the jury, taking into account the criteria and weightings approved by the Technical-Scientific Council of the School of Education and Social Sciences of the Polytechnic Institute of Leiria, which is attached.

8.3 — The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0.35DTCP + 0.40CP + 0.25AR)$.

8.4 — In the event of a tie between the candidates, the following tie-breaking criteria will be applied successively (until necessary):

- 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:

- Jorge Pedro Almeida Silva e Sousa, Full Professor of the University Fernando Pessoa;
- Ana Teresa Fernandes Peixinho de Cristo, Associate Professor with aggregation of the University of Coimbra;
- Lídia de Jesus Oliveira Loureiro da Silva, Associate Professor with aggregation of the University of Aveiro;
- Luís Filipe Tomás Barbeiro, Principal Coordinating Professor of the Polytechnic Institute of Leiria;
- Maria José Nascimento Silva Gamboa, Coordinating Professor of the Polytechnic Institute of Leiria.

Alternate members:

- Jorge Domingos Carapinha Verissimo, Principal Coordinating Professor of the Polytechnic Institute of Lisbon;
- Maria Gorete Costa Marques, 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 Professor Luís Filipe Tomás Barbeiro from 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 access to employment and professional progression, providing scrupulously to avoid any form 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*.

June 19, 2024 — The President, Carlos Manuel da Silva Rabadão

ATTACHMENT

Scoring grid

TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (DTCP)

The classification to be awarded in this criterion, which represents 35% of the final classification, for a maximum of 100 points, results from the application of the following formula: $DTCP=(PC+PID+OT+JPA+ANP+PDC)$, with the criteria evaluated according to the following scoring grid

Criteria/Curricular items to be valued	Scoring
a) PC — Scientific production and sharing with the scientific community	
Quantity and quality of scientific production, namely articles, books, book chapters, posters, and conference papers, expressed by the number, type and relevance to the area or related area in which the competition is open.	Maximum 35 points
b) PID – Participation in research and development projects	
Coordination or participation in national or international projects	Maximum 15 points
c) OT — Supervision or co-supervision of academic work leading to an academic degree	
Quantity and relevance of the supervision or co-supervision in the area or related area in which the competition is open.	Maximum 15 points
d) JPA – Participation in juries of academic examinations or attribution of the title of specialist and discussion of the works presented therein	
Quantity and relevance of participation in the juries in question, in the area or related area in which the competition is open.	Maximum 10 points
e) ANP – Participation in professional and technical-scientific activities	
Quantity, duration and relevance of training and/or intervention projects in the scientific and educational community, through participation in scientific committees and activities of organising scientific meetings, evaluation of scientific articles, seminars or similar activities, communication proposals, posters, abstracts, moderations, as well as participation in technical-scientific guidance activities, consultancy, organisation of continuous training and other activities of recognised technical-professional merit.	Maximum 15 points
f) PDC — Scientific development project, in the area in which the competition is open, in line with the mission of ESECS/Polytechnic Institute of Leiria (IPLeiria) and the Research Units that ESECS/IPLeiria formally integrates	
It is considered the scientific potential that the proposal presents for the development of relevant scientific production, in line with the mission of the School of Education and Social Sciences (ESECS) and the research units that ESECS of the Polytechnic Institute of Leiria (IPLeiria) integrates, formally, with intervention in the scientific area of the competition.	Maximum 10 points

PEDAGOGICAL ABILITY OF CANDIDATES (CP)

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: $CP=(AL+CPPMP+CSE+CDPP+PDP)$, with the criteria evaluated according to the following scoring grid

Criteria/Curricular items to be valued	Scoring
a) AL – Length of service and teaching activity in higher education	
Complete years of full-time service in higher education and experience in teaching curricular units in doctoral, undergraduate or master's courses and by invitation of another HEI, as well as other training with scientific relevance, taking into account, in particular, the extent, diversity of teaching and relevance to the area or related area in which the competition is open.	Maximum 25 points
b) CPPMP – Participation in the coordination and development of curricular units (elaboration and coordination or co-coordination of curricular unit programmes and production of teaching resources)	
Coordination or co-coordination of curricular programmes, participation in their elaboration/updating and the quantity and relevance of teaching resources produced by the candidate.	Maximum 20 points
c) CSE — Coordination and supervision of internships	
Quantity, diversity and relevance of supervision activities in undergraduate courses or higher professional technical courses in the area or related area in which the competition is open.	Maximum 20 points
d) CDPP – Coordination and promotion of pedagogical projects, oriented towards the educational development of the institution (creation and coordination of new study programmes, etc.) and the development and innovation in the teaching-learning process	
Quantity, duration/extent, diversity and relevance of participation in the creation/restructuring of study cycles, in the creation and development of innovation projects in the teaching and learning process, in international teaching mobility programmes, and in pedagogical updating and certification actions, in the area or related area in which the competition is open.	Maximum 25 points
e) PDP – Pedagogical Development Project (PDP), in line with the mission of ESECS-IPLeiria and oriented to developing training activity and innovation in the teaching-learning process	
The proposal's potential for intervention in the academic community, through proposals that demonstrate the capacity for initiative, coordination and involvement of diverse contributions, in the field of pedagogical innovation, in line with the mission of ESECS-IPLeiria.	Maximum 10 points
OTHER ACTIVITIES RELEVANT TO THE MISSION OF THE HIGHER EDUCATION INSTITUTION DEVELOPED BY THE CANDIDATES (AR)	

The classification to be awarded in AR, which represents 25% of the final classification, for a maximum of 100 points, results from the application of the following formula: $AR=(ECDG+CCDCCP+CJAI+PAD+PASC)$, with the criteria evaluated according to the following scoring grid

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 in collegiate bodies of a scientific, pedagogical or representative nature.	Maximum 15 points
b) CCDCCP – Course, department and section coordination and participation in scientific and pedagogical committees of HEI courses	
Duration and relevance of the exercise in course coordination structures, or institution structures such as department coordination, scientific and pedagogical committees, quality and evaluation committees, considering the diversity and relevance of the functions performed.	Maximum 25 points
c) CJAI: Participation in committees, groups and juries, within the scope of institutional activity	
Duration, diversity and relevance of participation in juries and other competition procedures.	Maximum 25 Points
d) PAD: Participation in the teaching performance evaluation process	
Amount of participation in teaching performance evaluation processes.	Maximum 15 points
e) PASC: Participation in initiatives and activities of intervention and provision of services in the community	

Diversity and relevance of the exercise of functions or activities that enhance the pursuit of the mission of higher education institutions (educational, social and cultural activities) and their connection to the community.	Maximum 20 points
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