

Public Notice no.509/2015.

1 — Within the terms of Career Statutes For Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree_Law no. 185/81, of 1 July, amended by Decree-Laws no.69/68, of 3 March and 207/2009, of 31 August, and by Law no. 7/2010, of 13 May, 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 2 July 2010, through Official Order no. 10990/2010, it is made public that, through Official Order of the President of the Polytechnic Institute of Leiria, in accordance with the proposal issued by the Director of the School of Education and Social Sciences, a competition based on qualifications for the recruitment of an Adjunct Professor, who will be given a public service contract of unspecified duration, will be open for a period of thirty working days, starting from the date of publication of this Public Notice in the *Diário da República*, for the subject area of Multimedia Engineering – Accessibility, Media and Education, at the School of Education and Social Sciences of the Polytechnic Institute of Leiria – 1 vacancy

2 — Validity period: this competition is exclusively for the filling of the above mentioned vacancy, and will finish when the respective admission is complete.

3 — Functional content of the category:

3.1 — It is the responsibility, namely, of the teachers of polytechnic higher education, pursuant to article no. 2-A of ECPDESP, to provide the teaching service that is assigned to them and to guide and supervise students; to conduct research activities of cultural creation or of experimental development; to participate in tasks of development, scientific and technological dissemination and appreciation of economic and social knowledge and to participate in the management of the respective institutions of higher education.

3.2 — Within the terms of no. 4 of article 3 of ECPDESP, the Adjunct Professor is responsible for collaborating with coordinating professors within the scope of a subject or scientific area and, in particular to: conduct and teach theoretical, theoretical-practical and practical classes; supervise, guide and monitor internships, seminars and laboratory or field work; manage, develop and carry out scientific research and experimental development activities, in accordance with the general lines previously laid down by superiors within the scope of the respective subject or scientific area; cooperate with other professors of the subject or scientific area in the coordination of

programmes, teaching methodologies and general lines of research with regard to the subjects of this area.

4 — Remunerative position (article no. 35, no. 1, of ECPDESP): “The remuneration system applicable to career professors and additionally hired teaching staff is governed by a specific law.”

5 — Admission requirements:

5.1 — Within the terms of article no. 17 of Law no. 35/2014, of 20 June, and of article no. 12-E of ECPDESP, only candidates who, up to the date limit for submitting applications, satisfy all of the following general requirements may apply:

- a) Be over the age of 18;
- b) Not be inhibited from carrying out public service nor be forbidden to carry out the functions for which they are applying;
- c) Have physical robustness and the psychological profile required to carry out the functions for which they are applying;
- d) Have complied with the compulsory vaccination laws.

5.2 — In compliance with article no.17 of ECPDESP, those who hold a doctorate degree or the title of specialist in the area or an area related may apply.

5.3 — Candidates holding foreign qualifications must prove the recognition, equivalence or record of the doctorate degree, pursuant to applicable legislation.

6 — Application procedure:

6.1 — Applications must be presented personally, in which case a receipt will be given, or by registered post, with acknowledgement of receipt, sent to the following address of the Polytechnic Institute of Leiria: Rua General Norton de Matos, Apartado 4133, 2411 – 901 Leiria, up to the limit date set for applications as specified in no.1 of this Public Notice.

6.2 — Applications must be presented with a competition admission request, addressed to the President of the Polytechnic Institute of Leiria, which must include: full name, date of birth, sex, nationality, civil and tax identification numbers, postal and electronic addresses, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of competition being

applied for, Public Notice number, with mention of the *Diário da República* in which it was published, as well as a list of the documents which accompany the request.

6.3 — Candidates must also send the following duly numbered and identified documents with their request:

- a) Photocopy of identity card/citizen card (foreign civil identification document (E.U./Passport);
- b) Photocopy of tax identification number (in the event that the candidate does not have a citizen card);
- c) Photocopy of academic and professional qualification certificate or other suitable document which is legally recognized for the purpose;
- d) Declaration, in a sworn statement, on the status with regard to each of sub-paragraphs a), b), c) and d) of no. 5.1 of this Public Notice;
- e) Document attesting that the candidate meets the legal conditions referred to in no. 5.2 and 5.3 (if applicable) of this Public Notice.
- f) 2 copies of their *curriculum vitae*, duly dated and signed, organized in accordance with the selection and seriation criteria and assessment system and final classification as laid out in no. 7 of this Public Notice;
- g) 2 copies of the documents attesting the facts stated in candidate's *curriculum vitae*.

6.4 — With regard to the documents mentioned in sub-paragraphs f) and g) one copy must be provided on paper and the other copy must be provided in a non-editable format (pdf) on a duly identified digital recording device (CD/DVD/PEN).

6.5 — The presentation of the documents referred to in sub-paragraph g) is not required for candidates who work at the School of Education and Social Sciences of the Polytechnic Institute of Leiria, as long as they expressly state in their requests that the documents are filed in their individual records.

6.6 — The documents must be presented in Portuguese or English (or exceptionally in another foreign language, after deliberation by the jury, who in this case may require the translation of the documents).

6.7 — The non-presentation of the documents required by this Public Notice or presentation after the time period stipulated in no.1 of this Public Notice will lead to the exclusion of the application.

6.8 — The non-presentation of the documents relating to the *curriculum vitae* presented by the candidate will lead to those aspects being excluded from consideration.

6.9 — The presentation of false documents will lead to immediate exclusion from the competition and reporting of the fact to the competent authority for purposes of criminal prosecution.

6.10 — The documents provided by candidates can be returned upon request, one year after the termination of this competition, except in the event that this competition has been subject of judicial impugnation, in which case the return of documents may only take place after the jurisdictional decision has become final.

7 — Selection and seriation criteria and assessment system and final classification (stipulated in accordance with the terms of articles 11(2)(a) and 18(1)(l) and (m) and No. 2 and 3 of Official Order No. 10 990/2010):

7.1 — SCIENTIFIC-TECHNICAL AND PROFESSIONAL PERFORMANCE (DTC) in which the following must be considered:

- i) Research and development projects (PID);
- ii) Scientific production, publications, communications and conferences in the country and abroad (PC);
- iii) Supervision of works leading to academic degrees (OT);
- iv) Participation in juries of academic examinations (JPA);
- v) Participation in vocational training, scientific societies and their committees or organizing scientific conferences, considered relevant to the area where the competition is open (FPSC).

7.1.1 — The classification to be awarded for this criterion, which represents 40% of the final classification, to a maximum of 100 points, results from the application of the following formula:

$$DTC=(PID+PC+OT+JPA+FPSC)$$

Being the above parameters assessed as follows:

- i) PID: the active participation in research and development projects in the subject area or related areas, with a maximum of 10 points, is scored as follows:

For each active participation in research and development project in the subject area that the competition is open - 5 points.

- ii) PC: scientific production and sharing with the scientific community, in the subject area or related areas, with a maximum of 40 points, is scored as follows:
 - a) For each book chapter published with peer review – 7 points;
 - b) For each scientific article in scientific journal, national or foreign, with peer review – 7 points;
 - c) For each scientific article in conference, or international scientific meeting published in the respective minutes with peer review - 5 points;
 - d) For each scientific article in conference, or national scientific meeting published in the respective minutes with peer review - 3 points;
 - e) For each oral presentation or panel conference, scientific meeting or seminar - 1 point.
- iii) OT: the supervision or co-supervision of doctoral theses, dissertations, master's final projects and reports, as well as the supervision of project activities within the undergraduate courses with a maximum of 10 points, is scored as follows:
 - a) For each supervision or co-supervision of doctoral thesis, dissertations, projects or final master reports, already completed - 5 points;
 - b) For each supervision or co-supervision of doctoral thesis, dissertations, projects or final master reports, in progress - 3 points.
- iv) JPA: the participation in juries of academic examinations, as president or examiners, with a maximum value of 10 points, is scored as follows:

For every participation in juries of doctoral, master's or specialist title - 5 points.
- v) FPSC: the abovementioned activities, with a maximum of 30 points, are scored within the following terms:
 - a) For each organization of conferences and other scientific events - 5 points;
 - b) For each integration into Scientific Committee of conferences and other scientific events — 5 points;
 - c) For every participation in scientific societies - 3 points;
 - d) Peer review of papers submitted to publication – 5 points.

7.2 — CANDIDATE'S PEDAGOGIC ABILITY (CP), in which the following must be considered:

- i) Teaching and coordination of curricular units in the area that the competition is open (AL);
- ii) Quality and quantity of teaching materials produced by the candidate in the area that the competition is open (MP);
- iii) Coordination and promotion of new pedagogical projects (e.g. development of new curricular units programs, creation and coordination of new programs of study, etc.) or modification and improvement of existing projects (e.g. redesign of existing curricular units programs, participate in reorganization of existing courses or study programs), as well as carrying out projects with impact on the teaching/learning process in the area that the competition is open (CPP).

7.2.1 - The classification attributed to this criteria, which represents 50% of the final classification, to a maximum of 100 points, results from the application of the following formula:

$$CP = (AL + MP + CPP)$$

Being the above parameters assessed as follows:

- i) AL: the abovementioned activities, with a maximum of 60 points, are scored as follows:
 - a) Professional experience and dedication to teaching (complete years of full-time teaching service) - 3 points;
 - b) Professional experience and dedication to teaching (complete years of part-time teaching service) - 1 point;
 - c) For each curricular unit coordination in the area that the competition is open - 5 points;
 - d) For each curricular unit taught in distance learning scheme, in the area that the competition is open - 1 point;
 - e) For each curricular unit taught in the area that the competition is open - 1 point;
 - f) By obtaining certification for training – 5 points.
- ii) MP: the quality and quantity of teaching materials produced, with a maximum of 20 points, is scored as follows:
 - a) For each teaching material concerning curricular units in the area that the competition is open, giving evidence of current information and based

mostly on authors in the last 10 years - 5 points;

b) For each teaching material relating to curricular units in the area that the competition is open - 1 point.

iii) CPP: the abovementioned activities, with a maximum of 20 points, are scored as follows:

a) For each coordination of new pedagogical projects or reform and improvement of existing educational projects - 5 points;

b) For each coordination of projects with impact on the teaching/learning process — 5 points.

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 must be considered:

i) Carrying out executive positions or in management bodies and the participation in other bodies or structures (CD);

ii) Participation in projects or practical activities or scientific publication in the scope of this competition (PP).

7.3.1 - The classification attributed to this criteria, which represents 10% of the final classification, to a maximum of 100 points, results from the application of the following formula:

$$AR=(CD+PP)$$

Being the above parameters assessed as follows:

i) CD: The abovementioned activities, with a maximum of 25 points, are scored as follows:

a) For each year of mandate completed as member in bodies of the institution or organic units of the higher education institution – 10 points;

b) Mandates of less than one year as member in bodies of the institution or units of the institution of higher education - 5 points;

c) For each year of exercise undertaken in structures of the institution, such as quality and evaluation committees, research groups, working groups, coordination of teaching laboratories - 10 points.

ii) PP: the participation in projects and/or community-based activities where the

higher education institution is inserted, with a maximum of 75 points, is scored as follows:

- a) For each participation in project or activity of scientific nature — 10 points;
- b) For each participation in project or activity of practical nature — 5 points.

7.4 — In their documented appreciation, the jury will also take into consideration the stipulations of article 26 of Official Order No 10 990/2010, in the event that candidates fall within the conditions referred to therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0,40DTC + 0,50CP + 0,10AR)$, considering approved on absolute merit the candidates with a final classification equal to or greater than 50 points, and not approved the candidates with a final classification lower than that score. In the event of the final classification of all the candidates to the competition being less than 50 points, the jury may review the minimum approval score on absolute merit. All results will be presented to one decimal place.

7.6 - In case of a tie between candidates, after obtaining the final classification, the successive application of the following tiebreakers will be applied: 1 - Best score obtained in the criterion - teaching ability of the candidates (CP); 2 - Subsisting the tie, the score obtained in the weighting factor - coordination or development of projects and/or activities considered as strategic for the institution to which the candidates are competing.

8 — Public Hearing: The jury, in the presence of the applications, may decide to conduct public hearings pursuant to the terms of article 28 of Official Order no. 10 990/2010.

9 — Members of the jury (appointed pursuant to article no. 9 and no. 10 of Official Order no. 10990/2010):

President:

- Professor João Paulo dos Santos Marques, Vice-president of the Polytechnic Institute of Leiria.

Permanent members:

- Professor Maria Antónia Belchior Barreto, Coordinating Professor at the School of Education and Social Sciences of the Polytechnic Institute of Leiria;

- Professor Gil António Baptista Ferreira, Coordinating Professor at the School of Education of the Polytechnic Institute of Coimbra;
- Professor Maria da Costa Potes Franco Barroso Santa-Clara Barbas, Coordinating Professor with aggregation at the School of Education of the Polytechnic Institute of Santarém;
- Professor Ana Margarida Pisco Almeida, Assistant Professor of the Department of Communication and Art at the University of Aveiro;
- Professor Pedro Alexandre Ferreira dos Santos Almeida, Assistant Professor of the Department of Communication and Art at the University of Aveiro.

Alternate members:

- Professor Lina Morgado, Assistant Professor of the Department of Education and Distance Learning at the Universidade Aberta;
- Professor Isabel Maria Calado Carrilho Lopes, Coordinating Professor at the School of Education of the Polytechnic Institute of Coimbra.

10 — In compliance with sub-paragraph h) of article no. 9 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, fostering it in order to avoid all and any form 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 Institute I.P., in Portuguese and English, pursuant to article no.29-B of the ECPDESP.

Leiria, of 14 April 2015. The Vice-President, *Rui Filipe Pinto Pedrosa*, in substitution of the President, within the terms of the Official Order n.º 5010/2014, published in the *Diário da República 2nd series*, no. 69, of 8 April 2014.