

# PORTO POLYTECHNIC INSTITUTE

School of Education

## Public Notice no.

### **Documentary Public Tender for the Recruitment of an Assistant Professor for the technical-scientific area of Education Sciences – disciplinary area of Education, Leisure and Free Time**

1 – By the Dispatch ESE/P-030/2019 of 31<sup>st</sup> July 2019, of the President of the School of Education of the Porto Polytechnic Institute, in accordance with his competence, and under the terms and conditions of the Regulation of Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto, Dispatch no.4807/2011, published in *Diário da República*, II Series, no.54, of 17<sup>th</sup> March, it is hereby made public that, for a period of 30 weekdays from the publication of the present public notice in the *Diário da República*, documentary applications are open for recruitment of an Assistant Professor, in the form of employment contract in public functions for indefinite duration, for the technical-scientific area of Education Science – disciplinary area of Education, Leisure and Free Time for the School of Education of the Porto Polytechnic Institute, in accordance with the Career Statute for Teaching Staff in Higher Polytechnic Education – Decree-Law no.185/81 of 1<sup>st</sup> July, in its republication as it appeared in Decree-Law no. 207/2009, of 31<sup>st</sup> August, and by Law no. 7/2010, of 13<sup>th</sup> May, hereby referred to as ECPDESP, as well as the Dispatch no. 4807/2011, published in *Diário da República*, II series, of 17/03/2011.

2 - Time frame – applications will be considered only for the above mentioned post, vacant on the personnel map, ending when the post is filled or due to insufficient applications.

3 – Work place – School of Education of Porto Polytechnic Institute located at Rua Dr. Roberto Frias no.602, 4200-465 Porto.

4 - Category functional content – as described in no.4 of article 3<sup>rd</sup> of the ECPDESP.

5 - Admission requirements:

5.1 - Applications for the above-mentioned post should meet the conditions laid down in b) to e) of article 17<sup>th</sup> of the Law no.35/2014, of 20<sup>th</sup> June;

5.2 - In accordance with article 19<sup>th</sup> of the ECPDESP, applicants must hold a PhD. or the title of expert, obtained over five years ago in the area and subarea in question. Applicants holding qualification obtained abroad must provide a certificate of recognition, equivalence or registration of a doctorate degree, in accordance with the applicable law.

6 – Application procedures:

6.1 – The application is made by electronic means, through the address <https://portal.ipp.pt/concursos/ese/pessoal>; by the deadline for the submission of applications referred to in point 1 of this notice.

The application is submitted in Portuguese Language by application for admission to the tender, dated and signed, addressed to the President of the School of Education of Porto Polytechnic Institute and must contain, among others, the following information:

- a) Identification of the applicant by name, date of birth, nationality, civil and tax identification number, postal and electronic address and telephone numbers;
- b) Identification of the tendering procedure object of the application;
- c) Indication of the category and institution where he / she provides teaching service, when applicable, and position currently held;
- d) Academic qualifications and/or professional/academic titles;
- e) A signed statement in which the applicant declares that the elements or facts contained in the application are true;

6.2 - The application is accompanied by the following documentation, in digital format:

- a) Detailed *Curriculum Vitae*, duly dated and signed;
- b) Copies of the works and documents, for the expected evaluation proposes provided in point 11 of this notice, organized by the criteria of technical-scientific and professional performance, pedagogical capacity and other relevant activities and by the parameters provided for in points 8.1, 8.2 and 8.3.
- c) Certificate attesting the title and the date of achievement of the required degree and titles for the tender;
- d) Number and validity of the identity card or citizen card;
- e) Criminal record certificate
- f) Document proving the physical robustness and psychic profile, indispensable to the exercise of the functions;
- g) Updated compulsory vaccination book;
- h) Documents list that follows the application;

6.3 - The documents referred to in points f), g) and h) of the previous number may be replaced by a declaration made in the application, under commitment of honor, where, in separate points, the candidate must define his precise situation regarding the content of each those points;

6.4 - The file can be consulted at <https://www.es.e.ipp.pt/es.e/anun/concursos/docentes>

6.5 - The documents must be submitted in Portuguese or English (or exceptionally in another language, but the jury may, in this case, require their translation).

6.6 - Failure to submit the documents required in this notice or its submission after the deadline stipulated in no. 1 of this notice determines the exclusion of the application.

6.7 - The failure to produce documents related to the curriculum presented by the applicant implies the non-validity of the documents and points in question.

6.8 - The submission of a false document determines the immediate exclusion from the public tender and participation to the respective authorities for the purposes of prosecution.

6.9 - Whenever appropriate, the jury reserves the right to request further documentation related to the submitted *curriculum*.

7 - The *curriculum vitae* should reflect the balance between the candidates pedagogical, technical-scientific and organizational skills and their suitability to teaching in the School of Education of Polytechnic Education, based mainly on prior teaching experience, particularly in Schools of Education of Polytechnic Higher Education, with experience in the training of Education Technicians and Basic Education Teachers in the disciplinary area for which tender is opened.

8 - Selection and ranking criteria of candidates – In compliance with the terms of article 15<sup>o</sup>-A of the ECPDESP and article 20<sup>th</sup> of the Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto, the Technical and Scientific Board of the School of Education ratified the following selection and ranking criteria of candidates, in order to ascertain the merit of the candidates for the tasks to be performed, to which the following weight has been assigned:

- a) Pedagogical activity - relative weight of 40%;
- b) Technical and Scientific activity – relative weight of 40%;
- c) Organizational Activities – relative weight of 20%.

8.1 - Pedagogical activity. For the evaluation of the pedagogical merit, the following parameters will be taken into account:

8.1.1 - Professional experience in Higher Education in the field of group of disciplines in which the tender is opened and duration of activities developed;

8.1.2 - Range of curricular units taught in different cycles of study, supervision of internships, seminars, lab or field work (in the evaluation of these parameters the number and diversity of courses taught should be taken into account);

8.1.3 – Authorship, co-authoring of curricular units programs, framed in different cycles of study, and respective scientific responsibility;

8.1.4 - Pedagogical innovation ability – supervision of pedagogical, scientific and technical activities of teachers, promotion of educational initiatives aimed at improving the teaching and learning processes, preparation of undergraduate and postgraduate courses or new curricular

units and reformulation of curricular units or courses, participation in structures of pedagogical scope, promotion and development of processes to improve the pedagogical activity of study cycles or other teaching activities (in the evaluation of this parameter the number, nature and diversity of activities should be taken into account);

8.1.5 - Pedagogical publications - pedagogical manuals or other pedagogical publications;

8.1.6 - Participation in academic committees or groups, including institutional assessment with reporting and commissions for the creation / accreditation of study cycles.

8.2 - Technical and scientific activity. For the evaluation of the scientific merit, the following parameters will be taken into account:

8.2.1 - Scientific and technical production, books, chapters in books, articles in scientific journals (with and without peer review) and in proceedings of meetings of a scientific nature, as well as lectures, active participation in conferences, congresses, seminars, and other scientific forums, organization and edition of books and journal issues (in the evaluation of this parameter quantity, originality and diversity of production as well as the degree of internationalization should be taken into account);

8.2.2 - Research Projects – coordination and participation in research and innovation projects, with national, international, public or private funding, as well as non-financed projects (in the evaluation of this parameter the type of involvement of the researcher [coordinator or participant], the degree of integration of the project [national or international network] and the insertion in a research structure should be taken into consideration);

8.2.3 - Scientific orientation – orientation of dissertations/ projects/master's reports;

8.2.4 - Jury of dissertation / project / report of internship of Master's Degrees;

8.3 – Organizational Activity. In assessing this performance, will be considered the following parameters:

8.3.1 - Participation in statutory bodies, middle management bodies and pedagogical management in higher education (considering the duration and the diversity of positions);

8.3.2 - Participation in selection and ranking juries (ex: Master's degree, special contests, contests over 23 years old, prerequisites), considering the type of involvement of the candidate (president or member);

8.3.3 - Participation in national juries of teaching staff hiring;

8.3.4 - Participation in institutional commissions;

8.3.5 - Extension Activities - Participation in bodies in educational institutions; provision of services to the community in the training, consulting and intervention context.

8.4 - In compliance with the terms of point 3 of the article 20<sup>th</sup> of the Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Porto Polytechnic Institute, teachers in the exercise of management positions in the respective schools / institute and free from teaching functions by virtue of the application of legal or statutory regulations or by determination of the competent bodies should not be disadvantaged in the application of the grid defined by the jury for the parameter referred to in point 7.1 of this notice.

9 - Evaluation and selection:

9.1 – The work of the jury is framed by the article 12<sup>th</sup> of Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto.

9.2 – The applications period having expired, the jury should meet to deliberate on the admission and exclusion of applications, in accordance with the criteria stated in article 17<sup>th</sup> of the Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto.

9.3 – Assessment of the applications of candidates admitted to the public tender will be conducted in accordance with the criteria, parameters and weightings approved.

9.4 - The deliberations of the jury shall be taken by absolute majority of votes of the members present at the meeting, in which no abstentions will be allowed.

10 - A favourable vote of approval in absolute merit, explicitly resulting from the respective written rationale based on a qualitative analysis of the documents submitted with the application, will be awarded to the candidate who evidences the ability and a performance deemed appropriate for the duties of Assistant Professor, both at the pedagogical and scientific level, or at the level of other activities developed.

11 - The final grade, on a scale of 0 to 100 points, assigned by each member of the Jury will be obtained by the following formula:  $FGJM = 0.40 * PA + 0.40 * TSA + 0.20 * OA$ , where FGJM corresponds to the Final Grade of the Jury Member; AP = sum of the scores given to the candidate in the component referring to Pedagogical Activity, TSA = sum of the scores given to the candidate in the component referring to the Technical and Scientific Activity, OA = sum of the scores given to the candidate in the component referring to the Organizational Activity component, considering approved in absolute merit candidates who obtain a final grade equal to or higher than 50 points and non-approved candidates who obtain a final grade lower than that score.

12 – The following are the grounds for exclusion from this procedure:

- a) Obtaining a valuation lower than the defined in this notice or by the jury as considered for approval on absolute merit;
- b) Not attendance to the public hearing, if practicable;
- c) Obtaining a final evaluation of less than 49.5 points, resulting from the application of the formula presented in point 10 of this notice.

13 - Participation of interested parties and decision:

13.1 - The draft of final ranking is notified to applicants for the purpose of hearing the parts concerned, in accordance with article 100<sup>th</sup> and following of the Code of Administrative Procedure, applying with due adaptations, the provision in c) of article 19<sup>th</sup> of the Regulation;

13.2 - After hearing the interested parts, the jury assesses the arguments offered and approves the final ranking list of candidates.

14 - Jury composition:

President – Prudência Maria Fernandes Antão Coimbra – President of the School of Education of Porto Polytechnic Institute, who will be replaced, in her impediments, by Doutora Cristina Maria Falcão Severo Ferreira Pinto Mendes de Freitas, Coordinating Professor of the School of Education of Porto Polytechnic Institute.

Members of the jury:

Professor Doutor João da Silva Amado – Retired Full Professor at the Faculty of Psychology and Educational Sciences of the University of Coimbra.

Professor Doutor João Miguel Trancoso Vaz Teixeira Lopes – Full Professor at the Faculty of Arts and Humanities of University of Porto

Professor Doutor Manuel José Jacinto Sarmiento Pereira – Associated Professor with aggregation to the Institute of Education - University of Minho.

Professor Doutor Luís Maria Areal Rothes – Coordinator Professor at School of Education of Porto Polytechnic Institute.

Doutor – Fernando Ilídio da Silva Ferreira – Associated Professor at the Institute of Education - University of Minho.

15 – In compliance with paragraph h) of article 9<sup>th</sup> of the Constitution, the School of Education of Porto Polytechnic Institute, as an employer, actively promotes a policy of equal opportunity between men and women in the access to employment and in professional advancement, scrupulously guarding against any and all forms of discrimination.

16 – Under the terms of paragraph b) of no. 4 of article 23<sup>rd</sup> of the ECDESP, the jury may conduct public hearings, on an equal footing for all candidates.

17 – Failure to comply as provided in this public notice implies the unequivocal elimination of candidates.

18 - The jury's decision is final and may not be appealed except when accused of defect of form.

Porto, 05 August 2019 – the President of the School of Education of Porto Polytechnic Institute,  
Prudência Maria Fernandes Antão Coimbra.