

PORTO POLYTECHNIC INSTITUTE

School of Education

Public Notice no.96/2019, published in *Diário da República*, no. 10, II Series, of 15
january

**Documentary Public Tender for the Recruitment of a Coordinator Professor for the
technical-scientific unit Drama and Music, Music subarea, in the specialty of Musical
Education and Musical Psychology**

1 – By the Dispatch ESE/P-007/2018 of 21/12/2018, 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 17th 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 Coordinator Professor, in the form of employment contract in public functions for indefinite duration, for the technical-scientific unit Drama and Music, Music subarea, in the specialty of Musical Education of 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 1st July, in its republication as it appeared in Decree-Law no. 207/2009, of 31st August, and by Law no. 7/2010, of 13th 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, terminating when the post is filled or due to insufficient applications.

3 – Category functional content – as described in no.5 of article 3rd of the ECPDESP.

4 – Admission requirements:

4.1 – Applications for the above-mentioned post should meet the conditions laid down in b) to e) of article 17th of the Law no.35/2014, of 20th June (LTFP);

4.2. – In accordance with article 19th 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 law currently in vigour.

5 – Applications

5.1 – Applications should be submitted through a written application, in the Portuguese Language, to the President of the School of Education of the Porto Polytechnic Institute, either delivered by hand, at the Secretariat of the Presidency, from 9.00 to 12.30 and from 14.00 to 17.30, or sent by registered mail with acknowledgment of receipt till the deadline for the submission of applications, to the following address:

Escola Superior de Educação

Ref. of the public tender – Documentary Public Tender for the Recruitment of a
Coordinator Professor for the technical-scientific area of Drama and Music

Rua Dr. Roberto Frias, 602

4200-465 Porto.

5.2 – The application request must include the following information:

- a) Complete identification, including full name, date of birth, nationality, number of identity document/citizen card and TAX number, address, e-mail and telephone number;
- b) Academic qualifications and/or professional/academic titles;
- c) Professional position including, if applicable, length of experience as a teacher in higher education and subject area, and professional category;
- d) Indication of the public tender to which one is applying, number of the public notice, with reference to the *Diário da República* in which it was published, as well as a list of all submitted documentation.
- e) Date and signature.

5.3 – The applicant must accompany the application with the following documents:

- a) Photocopy of the academic and professional qualification or of another valid document, legally recognized for the purpose;
- b) Photocopy of the documents proving that the candidate meets the conditions mentioned in point 4.1 of this public notice, except if the exact situation in respect of the content of each of these items under separate headings is declared in the application, upon word of honour;
- c) Documents proving that the candidate satisfies the legal provisions stipulated in point 4.2 of this public notice;
- d) Seven copies of the *curriculum vitae*, duly dated and signed;
- e) Documents confirming the facts indicated in the *curriculum vitae*;
- f) The applicants holding qualification obtained abroad must provide a certificate of recognition, equivalence or registration of a PhD, in accordance with the law currently in vigour.

5.4. – Concerning the elements referred to in d) and e), one copy of each will necessarily be delivered in paper, while the remaining 6 will be delivered in a digital non-editable format (pdf) duly identified (cd/dvd/pen).

5.5 – Exemption from the submission of documents mentioned in c) may be granted to applicants who work in the Polytechnic Institute of Porto, provided they declare in the application request that those documents are filed in their individual portfolio.

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

5.7 – 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.

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

5.9 – 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.

5.10 – Whenever appropriate, the jury reserves the right to request further documentation related to the submitted curriculum.

6 – The *curriculum vitae* should reflect the balance between the candidates' pedagogical, technical-scientific and organizational skills and their suitability to teaching in a 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.

7 – Selection and ranking criteria of candidates – In compliance with the terms of article 15º-A of the ECPDESP and article 20th 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 45%;
- c) Other relevant activities – relative weight of 15%.

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

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

7.1.2 – 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);

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

7.1.4 – 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 or new curricular units and reformulation of curricula 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);

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

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

7.2.1 – 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);

7.2.2 – 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);

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

7.2.4 – Jury of dissertation / project / report of internship of Master's Degrees;

7.3 – Other relevant activities. For the evaluation of this item, the following parameters will be taken into account:

7.3.1 – Positions or Management Activities:

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

7.3.1.2 – Participation in national juries of teaching staff hiring;

7.3.1.3 – Participation in institutional commissions;

7.3.2 – Coordination, execution and development of projects or artistic and cultural activities.

7.3.3 – Publicity activities in the Music field.

7.4 – In compliance with the terms of point 3 of the article 20th of the Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto, 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 organs 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.

8 – Evaluation and selection:

8.1 – The work of the jury is framed by the Article 12th of Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto.

8.2 – 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 17th of the Regulation of the Public Tender for Recruitment of Career Teaching Staff of the Polytechnic Institute of Porto.

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

8.4 – 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.

8.5 – The jury will deliberate first on the approval in absolute merit of the candidates.

8.5.1 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 Coordinator Professor, both at the pedagogical and scientific level, or at the level of other activities developed which are considered relevant to the mission of the ESE of IPP.

8.5.2 – The vote against approval in absolute merit must be based on one or more of the following:

a) The branch of knowledge and/or expertise of the doctorate that the candidate holds is not deemed as appropriate academic training for the teaching duties in the subject area for which tender was launched and this fact is not considered offset by other training carried out by the applicant;

b) The candidate obtains a final mark of less than 50 points.

8.5.3 – In order to obtain the approval in absolute merit each candidate must obtain the favourable vote of the absolute majority of the jury members.

8.6 – The jury shall, then, draw up a list of the candidates who have been approved in absolute merit, ordered alphabetically.

9 – Ranking and voting method:

9.1 – The ranking of candidates should consider the assessment based on the evaluation criteria and parameters and corresponding approved weighting factors.

9.2 – Before the start of the voting, each member of the jury presents a written document that will be attached to the minutes, with a rating of 0 to 100 and ranking of candidates, duly substantiated, considering for the effect what is stated in the previous number.

9.3 – The final grade assigned by each member of the Jury will be obtained by the following formula: $FGJM = 0.40 * PA + 0.30 * TSA + 0.30 * OA$, 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.

9.4 – In the voting of each applicant, each jury member must abide the ranking previously presented, and no abstentions are allowed.

9.5 – The jury will use the following voting methodology for the formation of the absolute majority in the final ranking of candidates:

a) The first vote determines the candidate to consider in the first place, which will occur when a candidate gets more than half the votes of the jury members present at the meeting. If there is a tie, the vote is repeated, only between candidates with votes for first place, after removing the least voted candidate on the first voting. If there is a tie between two or more candidates in the least voted position, the jury proceeds to a vote on them to break the tie and if the tie still persists, the President of the jury decides which candidate to withdraw. The process will be repeated until one candidate obtains absolute majority to be ranked first. Once this candidate is removed, the same process is repeated determine which candidate will be ranked second, and so on until the jury obtains an ordered list of all admitted candidates.

b) Notwithstanding the preceding paragraph, whenever there is a tie, the vote is repeated and if the tie still persists, the president of the jury determines the deliberation.

10 – Participation of interested parties and decision:

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

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

11 – Jury composition:

President – Prudência Maria Fernandes Antão Coimbra – President of the School of Education of Porto Polytechnic Institute.

Members of the Jury:

Professora Doutora Graça Mota, Coordinator Professor without aggregation (retired), of the School of Education of Porto Polytechnic Institute, which substitutes the President on its absences and impediments;

Professora Doutora Salwa Castelo-Branco, Full Professor of the Faculty of Social and Human Sciences of the Universidade Nova de Lisboa;

Professora Doutora Maria de São Luís de Vasconcelos Fonseca e Castro Schoner, Full Professor of the Faculty of Psychology and Educational Sciences of the University of Porto;

Professor Doutor José Carlos Godinho, Coordinator Professor without aggregation, of the School of Education of the Setúbal Polytechnic Institute.

Professora Doutora Susana Bela Soares Sardo, Associated Professor of the Art and Communication Department of the University of Aveiro.

12 – In compliance with paragraph h) of article 9th 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.

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

14 – The tender dossier is available for candidates wishing to consult it at the services of the Secretary of the School of Education of the Polytechnic Institute of Porto, on weekdays from 10.00 am to 12.00 am.

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

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

Porto, 3 January 2019 – the President, Prudência Maria Fernandes Antão Coimbra.