

Under the Statute of the Teaching Staff Career of the Polytechnic Higher Education (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico, ECPDESP) and the IPC Tender Regulation of Contracting of Teachers (Regulamento de Concursos para Contratação de Professores do IPC, RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2nd series, No 104, of 28/05, it is hereby made public, by my Order of 12/09/2022 by the powers invested, that the invitation to the tender hereunder has been issued within 30 business days from the publication of this public notice in the Official Gazette, international competition based on qualifications for the recruitment of one positions of Adjunct Professor for the Scientific Area of Humanities, Language and Literatures, specific field of specialization: translation; portuguese sign language; Signwriting of the Coimbra Education School, aiming at a public employment legal relationship, celebrated as an employment contract of indefinite duration in public functions, provided for in the teaching staff statement of IPC.

This tender is a competition based on qualifications and is regulated by the provisions of the IPC Tender Regulation of Contracting of Teachers (RCCPIPC), approved by Order No 9208/2010, published in the Official Gazette, 2nd series, No 104, of 28/05, as well as by the Statute of the Teaching Staff Career of the Polytechnic Higher Education (ECPDESP).

1 – Tender reference: PRPD/15/2022

2 – Workplace: Coimbra Education School of the Polytechnic Institute of Coimbra

3 – Functions and remuneration:

The generic functions of polytechnic higher education teachers provided for in Article 2(A) of the ECPDESP, with the rank functions set out in Article 3(4) of the ECPDESP. The rank of Adjunct Professor corresponds to the remuneration provided for in the table attached to Executive Order No 408/89, of 18 November, as amended.

4 – Period of validity of the tender:

The tender shall be valid for the position put for tender, and shall cease with the occupation of the position set out in the publicised notice or when the same cannot be fully occupied, due to the absence or insufficient number of applicants, as well as in the cases referred to in Article 31(2) of the RCCPIPC.

5 – Admission requirements:

5.1 – General requirements: to meet, until the expiry of the deadline for the submission of applications, the admission requirements provided for in Article 17(1) of the General Employment Law in Public Functions (Lei Geral do Trabalho em Funções Públicas, LTFP), namely:

- (a) Portuguese nationality, when not exempted by the Constitution, by international convention or special law;
- (b) 18 years old;
- (c) No disqualification from the practice of public functions or no prohibition of the practice of those which the applicant proposes to perform;
- (d) Physical strength and psychic profile indispensable for the performance of the relevant duties;
- (e) Compliance with mandatory vaccination laws.

5.2 – Candidates must master the Portuguese language (spoken and written) at a level that allows the assignment of teaching service, without any communication limitations in this language.

5.3 – Special requirements: to hold, until the end of the deadline set for the submission of applications, the degree of doctor or the title of specialist in the scientific area for which the competition is open.

Applicants with foreign qualifications shall prove the recognition of the doctoral degree in accordance with the applicable legislation.

6 – Submission of Application:

6.1 - The applicants shall access and register on the website https://www.ipc.pt/bupc/concursos/form/concursos_docentes to submit the application, selecting the procedure they wish to apply for.

The application submission is done exclusively in digital form, in portable document format (PDF), except for documents with planned submission in other digital formats.

The application is submitted by filling in the sections available at the electronic address mentioned above.

If the application contains a classified document which reveals a commercial or industrial secret, or secrecy concerning literary, artistic or scientific property, when formalising the application, the applicant shall expressly indicate such a reservation, otherwise, the work in question will be freely accessible by any of the other applicants in the course of the procedure consultation.

6.2 Deliverables:

- a) Request for admission to the tender, addressed to the President of the Polytechnic Institute of Coimbra, containing: full name, date and place of birth, identity card/citizen card, number or

foreign civil identification document (EU)/passport, residence, telephone number, e-mail address, reference to the relevant tender, with an express indication of the public notice and reference to the Official Gazette in which it was published, reference of the tender shown in point 1 of this public notice, as well as a list of the documents accompanying the request.

- b) Detailed, dated and signed curriculum vitae;
- c) Duly completed application form, specifically designed for this tender (available at <https://www.ipc.pt/bupc/candidatura>), including score grid, and also delivered in Excel format (xls or xlsx) and portable document format (pdf);
- d) Sworn statement declaring compliance with the requirements for the establishment of a public employment relationship as set out in point 5.1;
- e) Sworn statement declaring that all information and documentation included in the application is authentic, without prejudice to the actual proof, when requested;
- f) Qualification certificates;
- g) All works mentioned in the curriculum vitae, in PDF or ZIP format.

6.3 – When submitting the application, the candidate must provide the information strictly necessary for this purpose, under the terms of this public notice, and must hide personal information that may exist in the documentation delivered, otherwise these information may be freely accessed by any of the other candidates.

6.4 – *The curriculum vitae* shall contain:

- a) Preamble containing the academic degrees and corresponding grade, professional category and, where applicable, the position currently held;
- b) Detailed and contextualised description of the curricular elements, organised in accordance with the structure of the selection criteria and methods as indicated in Annex I, in order to allow a better assessment of the data presented in said form, clause c) of point 6.3 of this public notice.

6.5 – All application documents indicated in point 6.2 shall be submitted in Portuguese or English.

6.6 – Failure to submit the supporting documents for the curriculum presented by the applicant implies not to validate the elements that should be proven, unless the jury chooses to use the option provided for in Article 27 of the RCCPIP.

6.7 - Applications that are not properly submitted or that do not fulfil the formal criteria for admission to the tender shall not be admitted in accordance with the terms laid down in the current legislation and in

this public notice. The submission of any required documentation beyond the expiry of the relevant period also determines the rejection of the admission to the tender.

6.8 – No applications submitted by post or electronic mail shall be accepted.

7– Public hearings:

7.1 - If the jury considers it necessary to promote public hearings focusing on the curriculum vitae of the applicants, they shall be held in the first meeting of the jury. The dates of the public hearings shall be published at the institutional website and the eligible applicants shall be notified, under Article 9 of the RCCPIPC.

8 – Criteria, method of evaluation, methodology of classification and ranking of applicants:

8.1 – The assessment of the applications shall be performed in accordance with Article 25 of the RCCPIPC;

8.2 - The weighting to be assigned to the assessment parameters as well as to the selection criteria and ranking criteria is laid down in Annex I of this public notice.

8.3 - The grade shall be expressed on a scale of 0 to 100 points; applicants with a grade below 50 points shall not be approved and applicants with a grade of 50 points or more shall be approved.

8.4 - In the case of a tie, the following tiebreaker criteria shall be considered:

a) Scientific Component Score;

b) Pedagogical Component Score;

c) Organizational Component Score;

d) Total score (without the limit set in the grid for the maximum score to be considered) in the Scientific Production Dimension (obtained by the simple arithmetic mean of the total scores awarded by the jury);

e) Total score (without the limit set in the grid for the maximum score to be considered) in the Professional Experience Dimension (obtained by the simple arithmetic mean of the total scores awarded by the jury);

f) Total score (without the limit set in the grid for the maximum score to be considered) in the Dimension Exercise of Executive and Management Functions (obtained by the simple arithmetic average of the total scores awarded by the jury).

9 – Notification of the applicants:

9.1 - The notification of the applicants is made in accordance with Article 9 of the RCCPIPC;

9.2 - The lists of non-approved applicants, the ranked list of approved applicants based on absolute merit and the act of approval shall be communicated to the applicants in accordance with Articles 29 and 30 of the RCCPIPC.

9.3. The full procedure of the tender may be consulted by the applicants, subject to prior scheduling during opening hours, from 9 a.m. to 5 p.m. at the Polytechnic Institute of Coimbra (Instituto Politécnico de Coimbra, Rua da Misericórdia, Lagar dos Cortiços - S. Martinho do Bispo, 3045-093 Coimbra).

10 – Composition of the jury:

President: Jorge Manuel dos Santos Conde, President of the Polytechnic Institute of Coimbra

Full members:

Paulo José Tente da Rocha Santos Osório, Full Professor at the University of Beira Interior

Manuel Célio Conceição, Associate Professor at the Faculty of Human and Social Sciences of the University of Algarve

Otília da Encarnação da Costa e Sousa, Principal Coordinating Professor at the Higher School of Education of the Polytechnic Institute of Lisbon

Alexandra Soares Rodrigues, Coordinating Professor with Aggregation at the Higher School of Education of the Polytechnic Institute of Bragança

Pedro Balaus Custódio, Coordinating Professor with Aggregation at the Higher School of Education of the Polytechnic Institute of Coimbra

Alternate members:

João Paulo Rodrigues Balula, Coordinating Professor at the Higher School of Education of the Polytechnic Institute of Viseu

Maria Madalena Belo da Silveira Baptista, Coordinating Professor at the Higher School of Education of the Polytechnic Institute of Coimbra

The Vice-President of the Polytechnic Institute of Coimbra, José de Jesus Gaspar

Annex I

Technical/Scientific Component (Final Points Weighting – 45%)

Dimension	Item	Elements to consider		Unit	Points
I	II	III		IV	V
Academic degrees and other courses in PSL area	C1	PhD or Expertise Diploma	In the tender domain	course	5,00
	C2	Master	In the tender domain	course	3,00
			Other domain but related	course	1,00
Maximum points considered= 10 points	C3	Graduation	In the tender domain	course	2,00
Scientific dissemination in PSL area	C4	Book author or co-author		unit	3,00
	C5	Book chapter author or co-author		unit	1,50
	C6	Author or co-author of papers in national and international conferences procedures		unit	1,50
	C7	Papers in national and international journals with referee		unit	1,00
	C8	Other papers in national or international journals without referee		unit	0,50
	C09	Oral presentations in national/international congresses; journeys or other scientific events		unit	1,00
	C10	Researcher member/consultant in event/scientific/cultural/editorial project		unit	2,00
	C11	I&D center/unit member		unit	1,00
Maximum points considered = 40 points	C12	Erasmus+ K2 Project member		project	1,00
Merit recognition/distinction in PSL area	C13	Mass Media and digital platforms Recognition		unit	0,50
	C14	Interviews being a participant		unit	0,50
	C15	Reports		unit	0,50
	C16	Special prize mention		unit	2,00
	C17	Events participation as chair or discussant		unit	1,00
	C18	Events attended		unit	0,50
Maximum points considered = 25 points	C19	National Trainer Certification		unit	1,00
Scientific production as an Interpreter	C20	Scientific Interpreting services to the community		unit	0,50
	C21	Scientific Interpreting services in PSL training sessions or PSL dissemination sessions		unit	0,50

	C22	Scientific Interpreting in mass media/digital platforms		0,50
	C23	Scientific Interpreting live shows	unit	0,50
	C24	Scientific Interpreting scientific events/ conferences/seminars	unit	0,50
Maximum points considered = 25 points	C25	Scientific Interpreting in sport's area	unit	0,50

Pedagogical Component (Final Points weighting – 45%)

Dimension	Item	Elements to consider	Unit	Points
I	II	III	IV	V
Professional Experience PSL and SignWriting teaching	P1	Teaching functions at Higher Education (PSL and SignWriting)	School year	1,00
	P2	Number of Curricular units at Higher Education	CU	1,50
	P3	Teaching functions in scientific modules	Unit	1,00
Maximum points considered = 45 points				
Professional experience as PSL trainer/interpreter	P4	Graduation interpreting	action	1,00
	P5	Post-Graduation Interpreting	action	1,00
	P6	Master interpreting	action	1,00
	P7	Expertise Diploma presentation interpreting	action	1,00
Maximum points considered = 30 points	P8	Supervising training programs in graduation	action	1,00
Pedagogical Coordination	P9	Responsible for Curricular unit in Higher Education	CU/school year	1,00
	P10	Curricular Unit Syllabus- author	CU/school year	1,00
Maximum points considered = 20 points	P11	Curricular Unit Syllabus- co-author	CU/school year	0,50
Courses and pedagogical upgrading	P12	Specialized courses on pedagogical competence: attendance	Unit	0,50
Maximum points considered: 5 points				

Organizational Component (Final Points Weighting – 10%)

Dimension	Item	Elements to consider	Unit	Points
I	II	III	IV	V
	O1	Statutory board member in the Organic Unit of the Higher Institution	year	5

Managerial and Coordinator's functions Project and course's monitoring in PSL field	O2	Responsible or coresponsible for projects whose target is outside the Higher institution	project/service	1
	O3	Organizing committee member for scientific/artistic/ technological events	event	1
	O4	Free courses/continuous training courses/seminars organization	event	1
	O5	Erasmus+mobility programs participation	programm	1
Maximum points considered = 60 points	O6	Working groups/project committee/ teachers training and/or staff and PSL dissemination participation	unit	1
Other functions or activities in entities/board	O7	Association/entity/ assembly secretary related to PSL managerial member	year	1
	O8	Scientific area coordinator (or equivalent but not considered in other item)	year	1
	O9	Program's manager (Master/Specializations or post-graduation /graduation/ Bachelors/ technological course/CTeSP)	year	1
Maximum points considered = 20 points	O10	Scientific board member for graduation or post-graduation	year	0,5
Panel member	O11	Staff recruitment panel member	application	1
Maximum points considered = 20 pontos	O12	Panel member of specific exams for > 23 years old and/or master applicants/report/project presentations	application/year	1