



UNIVERSIDADE DA BEIRA INTERIOR

### Public Notice

Doutor João António de Sampaio Rodrigues Queiroz, full professor and rector of the University of Beira Interior, makes it known that during thirty working days starting from the day after this public notice is published in the Official Gazette, an international competition based on qualifications is open for recruitment under the civil service employment contract scheme, for one post and filling of the corresponding vacant for the position of associate professor in the disciplinary area of Letters (Linguistics) of the teaching staff of the University of Beira Interior, under Articles 37 to 51 and 62-A of the University Teaching Career Statute approved by Decree-Law no. 448/79, of 13 November, as amended by Decree-Law no. 205/2009, of 31 August, hereafter referred to as ECDU; Rector's Orders no. 46/R/2009 of 12 October, and no. 42/R/2010 of 30 July; and further applicable legislation; and that it shall comply with the following provisions:

1. Pursuant to Articles 37, 38 and 41 of ECDU, the following are eligibility criteria for applying:
  - a) To hold a PhD degree for more than five years in a field of knowledge regarded as adequate to the area to which the competition was opened.
2. The teachers to be admitted will perform their functions at the University of Beira Interior, according to the duties foreseen for this position in ECDU, with the corresponding remuneration laid out in the applicable legislation.
3. Admission to the competition shall be requested by using an application/form specifically stating the candidate's full name, filiation, date and place of birth, civil status, occupation, address, e-mail and telephone number, accompanied with the following documents:
  - a) Documents proving compliance with the conditions laid out in paragraph no. 1 above;
  - b) Thirty copies, either printed or photocopied, of the applicant's *curriculum vitae*, stating the works and papers made and published, as well as the teaching activities;
  - c) Photocopy of the Identity Card/Citizen's Card or its legal equivalent;
  - d) Criminal record certificate in support of there being neither an inhibition to exercise civil service nor an interdiction to perform the functions that the candidate is applying for;



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- e) Self-statement of having the physical capacity and the psychological profile required to perform the professional functions that the candidate is applying for;
- f) Attestation of compulsory vaccination (anti-tetanus);

3.1 The documents mentioned in subparagraphs d) to f) of the previous number may be replaced by a solemn statement included in the application, where, in separate paragraphs, the candidate shall accurately define his situation with regard to the conditions to be met by the documents requested above.

3.2. The application form is available at the Academic Services of the University of Beira Interior, where copies can be had on working days from 9:00 to 17:30 (telephone: 275 319737, fax: 275 319737 and on the Internet at the following site: <http://www.academicos.ubi.pt> - Teacher Recruitment Section).

3.3. Applications shall be submitted, within the time period of the competition, to the Academic Services of the University of Beira Interior (Academic Competitions and Acts Sector), located in Rua Marquês d'Ávila e Bolama, 6201-001, Covilhã, in person, within working hours, from 9:00 to 12:00 and from 14:00 to 15:30, or by registered post with acknowledgment of receipt.

4. The Rectorate will inform the candidates, within three working days, of the decision of admission or non-admission to the competition, which will be based on whether they comply with the conditions laid out herein.

a.1) After the candidates have been admitted to the competition, they shall provide, within 30 working days after the decision of admission, two copies of each of the works listed in their curriculum vitae, one in hard copy and the other in digital support (recorded in pdf format on a CD-ROM). The candidates may also provide hard copies of the second copy of some works, if they account for the impossibility of submitting them in digital format.

a.2) Fifteen copies, either printed or photocopied, of a report including the programme, contents, and theoretical and practical teaching either of the course units or of one of the course units within the disciplinary area to which the competition refers in accordance with those defined for the corresponding organic subunit.



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5. Selection methods and criteria - Under the terms of Article 38 of ECDU, competitions “are intended to assess the candidates’ ability and performance with regard to the various dimensions that, under the terms of Article 4, integrate the set of functions to be carried out”; “Under the terms of no. 6 of Article 50, emphasis is given to scientific performance, teaching ability and to carrying out other relevant activities for the mission of the higher education institution”.

5.1 - The selection method will be that of curriculum assessment, which implies that the selection must be determined by the various candidates’ scientific and teaching potential evidenced by past achievements, dynamism and leadership abilities as displayed in their application documents. The appraisal of each candidate’s absolute merit, namely in the scientific and teaching dimensions shall be based upon the factors listed below. For each factor a description is provided for the purpose of this competition.

5.2 - Absolute merit - The candidates whose overall curriculum fails to comply with either the scientific and teaching level of achievement compatible with the position of associate professor or the disciplinary area to which the competition was opened will be dismissed.

5.3 - Assessment criteria and factors for ranking the qualified candidates (no. 6 of Article 50 of ECDU) - The members of the jury shall provide a reasoned assessment of the aspects listed below, presented in the form of documents that they have drawn up and approved, which are to be annexed to the minutes of their meetings:

- a) The candidate’s scientific performance based on the analysis of the works listed in the curriculum, namely those that may have been selected by the candidate as the most representative, specially with regard to his/her contribution to the development and evolution of the disciplinary area;
- b) The candidate’s teaching ability namely by taking into consideration the analysis of his/her prior teaching experience, when applicable;
- c) Other relevant activities relevant for the mission of the higher education institution that may have been developed by the candidate.

5.4 - Based on the aspects to which the subparagraphs to which no. 5.3 refers, the jury shall draw up a list in which the candidates are ranked according to absolute merit.



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6 - The weighting of the criteria to which no. 5.3 refers and the parameters to be considered in accordance with the indicators that the members of the jury may deem appropriate for the assessment in compliance with the best and more demanding current practices in Portuguese and European higher education institutions alike are as follows:

A) - Assessment of scientific performance. Weighting: (60%)

It includes the dimensions of scientific research, cultural creation or technological development and specifically comprises the following assessment parameters and corresponding densification:

a) Scientific, cultural or technological production and its relevance, measured by internationally acknowledged standards:

Patents, books, chapters of books, articles in scientific journals indexed to the *ISI Web of Knowledge* database, articles in scientific journals indexed to the *SCOPUS* database, other scientific articles indexed to international databases specific to the disciplinary area, minutes of international conferences, taking into account their nature, impact-factor, number of citations.

b) Coordination of and participation in scientific, cultural creation or technological development projects:

Participation in and/or coordination of scientific projects subject to a competitive process, taking into account the classification awarded by the funding entity and the amount of funding allocated to the University of Beira Interior, or to the institution that the candidate is bound to.

c) Creation or reinforcement of laboratory facilities or other research infrastructures:

Participation in and/or coordination in initiatives that may have resulted in the creation or reinforcement of laboratory facilities of experimental and/or computational nature in support of research.

d) Coordination, leadership and enhancement of research activities:

Ability to coordinate and lead research teams.

e) Acknowledgment by the scientific community:

Scientific merit awards, editorial activities in scientific journals, participation in reviewing bodies of scientific journals, coordination and/or participation in organising committees of scientific events, assessment activities of scientific programmes, invited addresses in scientific meetings or in other universities.



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### B) – Assessment of teaching performance. Weighting: (30%)

This criterion includes the teaching experience and the educational and scientific merit of the report.

#### B.1) Teaching experience. Weighting: (20%)

It specifically comprises the following assessment parameters and corresponding densification:

- a) Teaching experience (amount of teaching hours, amount of different course units and amount of students)

Amount of course units that, as a teacher, the candidate has coordinated and taught taking into account the amount of teaching hours, the diversity of taught subject areas, the amount of students and the analysis of his/her teaching performance.

- b) Production of educational materials and their relevance:

ISBN text-books and other teaching-related texts taking into account their impact on the national and international community.

- c) Relevant innovation and improvement of the teaching activity:

Demonstrated ability for the promotion of new teaching initiatives and participation in teaching training courses.

- d) Monitoring and supervision of master and doctoral students:

Supervision of doctoral and master students with relevance for quality especially emphasising award-winning works and international acknowledgment, through the publication of papers in international peer-review journals indexed to international databases, participation in public examining committees in other higher education institutions.

- e) Participation in teaching projects in institutions other than the one the candidate is bound to;

Relevant work performed in the academic context within the disciplinary field under consideration, by invitation of other institutions.

#### B.2) Educational and scientific merit of the report. Weighting: (10%)

It specifically comprises the following assessment parameters and corresponding densification:

- a) The contextualization of the course unit within both the scientific area and the plan of studies of which it is part, as well as the level of coherence and adequacy to the course in which it is integrated.

- b) The level of updating and innovation of scientific contents, teaching methods and bibliography in comparison to similar course units imparted by relevant national and



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international institutions. When applicable, attention shall be given to the contribution for the implementation of laboratory teaching activities.

c) Clarity and adequacy of the general and specific goals of the course unit, as well as of the methods for assessing knowledge and competencies.

C) – Other relevant activities for the mission of the higher education institution: Weighting: (10%)

This criterion includes knowledge and technology transfer, and university management.

C.1 – Knowledge and technology transfer includes the dimensions of university extension, scientific dissemination and economic and social exploitation of knowledge and comprises the following assessment parameters and corresponding densification:

a) Knowledge exploitation and transfer, including patent authorship and co-authorship:

Authorship and co-authorship of patents transferred to the business sector taking into account their nature, territorial coverage and technological level; Participation in activities involving both the public and private sectors taking into account the type of participation, the amounts of funding, the technological intensity and the innovation and diversity.

b) Scientific, cultural or technological dissemination actions:

Participation in and coordination of initiatives scientific and technological dissemination to the scientific community (e.g. organising congresses and conferences), media, enterprises and public sector taking into account their nature and achieved results.

c) Scientific, cultural or technological publications:

Authorship and co-authorship of technical publications of scientific and technological dissemination; Participation in the definition of technical standards taking into account territorial coverage.

d) Externally-oriented professional training courses:

Participation in and coordination of courses for the private and public sectors, taking into account the relevance of the course.

C.2 - University management includes the dimensions of university or other higher education institution management and coordination and specifically comprises the following parameters and corresponding densification:

a) Positions in higher education institution bodies and organic units:



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Those specifically considered are as follows: General Council members, Presidents of Organic Units, Vice-presidents of Organic Units, members of Scientific Councils, Pedagogic Councils, President of the Faculty Council and Faculty Council members.

b) Positions in organic subunits and course coordination:

Those specifically considered are as follows: Presidents of Department, Vice-presidents of Department, scientific coordinators of research units, course Direction and Course Committee members, and Coordination of research groups within research units.

c) Temporary positions and assignments:

Participation in temporary positions and tasks that may have been assigned by the competent management bodies, taking into account their nature, action scope, and the period when they were performed, namely the participation in examining committees.

7- Ranking method - the jury's decision is made by relative majority, i.e. half of the votes of the members of the jury present at the meeting plus one. For this purpose, before the voting takes place, each member of the jury shall present a written document that will be annexed to the minutes of the meeting with the ranking of the candidates, stating the full reasons, taking into account the criteria of the paragraphs above. In the various votes, each member of the jury shall abide by the order that he/she has presented in the above-mentioned document, and the following provisions are to be observed:

- a) The first vote is intended to determine the candidate to be ranked in first place, by counting the number of votes that each candidate obtained for 1<sup>st</sup> place;
- b) If one candidate obtains the relative majority of the votes for 1<sup>st</sup> place, he/she wins the competition and is removed from the list, then another voting starts to select the candidate that will take the 2<sup>nd</sup> place;
- c) If no candidate obtains the absolute majority of votes for 1<sup>st</sup> place, a new ballot takes place only between the candidates who obtained votes for 1<sup>st</sup> place, after the least voted candidate for that place in the previous voting is removed from the list;
- d) If there is a deadlock between two or more candidates in the least voted position, a vote is taken only between them, taking into account the number of first relative positions of each one, with the least voted being removed from the list;
- e) If a deadlock persists between two or more candidates in the least voted position, but the number of candidates in the least voted position has been reduced in relation to



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the previous voting round, a new vote takes place only between the candidates in the least voted position, taking into account the number of first relative positions of each one, with the least voted being removed from the list;

f) If a deadlock persists between two or more candidates in the least voted position, with the number of candidates in the least voted position remaining unchanged in relation to the previous voting round, a decision is made by the casting vote of the president of the jury or by holding another vote to break the deadlock, according to the situation, with the candidate voted by the president being chosen to take part in the subsequent vote for the same place;

g) If there is a deadlock when there are only two candidates for first place, a decision is made through the casting vote of the president of the jury or by holding another vote to break the deadlock, according to the situation;

h) After the candidate for first place has been chosen, he/she is removed from the list and the process to choose the candidate for the 2nd place starts; the whole process mentioned in the subparagraphs above is repeated for the remaining places until an ordered list of all candidates is obtained.

8. The jury will act according to the provisions of Articles 50 and 51 of ECDU and of this notice having, pursuant to Article 46 of the former, the following composition:

President - Rector of the University of Beira Interior

Members:

- Doutor Àngel Marcos Dios, full professor at the Faculty of Philology of the University of Salamanca;
- Doutora Maria Teresa Rijo Fonseca Lino, full professor at the Faculty of Social and Human Sciences of the New University of Lisbon;
- Doutor José Carlos Gaspar Venâncio, full professor at the University of Beira Interior;
- Doutor Carlos da Costa Assunção, full professor at the University of Trás-os-Montes and Alto Douro;
- Doutor Rui Manuel Costa Vieira de Castro, full professor at the University of Minho;
- Doutor António dos Santos Pereira, full professor at the University of Beira Interior.

9. Application assessment - After the closing date for applications, the jury meets for assessing and ranking the candidates. Where a candidate is dismissed for not meeting the absolute merit





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admission requirements, a preliminary hearing will take place under the terms of the article 100 and subsequent articles of the Code of Administrative Procedure.

9.1 - After the allegations of the dismissed candidates have been appreciated and deliberated upon, or in case of admission of the candidates, the jury, in relation to those who have been approved based on absolute merit, draws up a list with the final ranking of the candidates in result of the application of the criteria laid out in this public notice.

9.2 - The final ordered list of candidates is unitary and shall be publicized at the department of the corresponding disciplinary area and at the Academic Services (Academic Competitions and Acts Sector).

10. In compliance with the stipulation of the joint dispatch no. 373/2000, of 1 of March, published in the Official Gazette, 2<sup>nd</sup> Series, no. 77, of 31 March, it is hereby stated that: "Pursuant to subparagraph h) of Article 9 of the Constitution, the Public Administration, as employing entity, actively promotes a policy of equal opportunities between men and women with regard to employment opportunities and career development, scrupulously seeking to avoid each and every form of discrimination".

University of Beira Interior - Covilhã, August 2, 2010

The Rector

João António Sampaio Rodrigues Queiroz