

UNIVERSIDADE DO PORTO

PUBLIC NOTICE N. 837/2021

Professor Fernando Manuel Augusto da Silva, Full Professor of the Faculty of Sciences of the University of Porto and Vice-Rector of the University of Porto:

Following my order issued on 28th June 2021, by delegated power under the Ordinance no. 1861/2020 published in the Official Gazette (*Diário da República*), 2nd series, no. 27 of 7th february 2020, this call for applications is published for one Assistant Professor in the disciplinary area of Romance and Classical Studies for the Faculty of Arts and Humanities of the University of Porto, under an indefinite employment contract in public functions. The call for application will remain in force for a period of thirty business days as from the date immediately following the publication of this Notice in the Official Gazette.

If the University of Porto is closed on the same day of the recruitment application deadline, the closest following working day will be considered for this effect.

1. The applicable legal provisions are as follows:

Articles 45 to 51 of the University Teaching Career Statute (*Estatuto da Carreira Docente Universitária – ECDU*), published in Decree-Law 205/2009 of 31 August, and amended by Law no. 8/2010 of 13 May. The Regulations for the Recruitment of Full, Associate and Assistant Professors of the University of Porto – Order no. 12913/2010, published in the Official Gazette, 2nd Series, no. 154 of 10 August, and the Amendment Resolution (excerpt) no. 380/2019, published in the Official Gazette, 2nd Series, no. 64 of 1 April, in those aspects that do not oppose Decree-Law 122/2019, of 23 August, published in the Official Gazette, 1st Series, no. 161, of 23 August, (which approves the complementary regulations to the transition regime for Readers introduced by Decree-Law 205/2009, of 31 August), by order of the Minister for Science, Technology and Higher Education, from 4 December 2020 and by order GR.12/19/2020 from the Rector of the University of Porto, dated 23 December 2020, as well as other applicable legislation.

2. Place of Work:

Faculty of Arts and Humanities of the University of Porto.

3. Admission requirements (cumulative requirements):

3.1. Academic qualification requirements:

Under the provisions of Article 41-A of the ECDU, all candidates to this call for applications must hold a Doctoral degree, awarded before 31 December 2020.

If the doctoral degree was awarded by a foreign higher education institution, it must be recognised by a Portuguese higher education institution, under the terms of Decree-Law no. 66/2018, published in the Official Gazette, 1st series, no. 157 of 16 August. This formality must be accomplished by the application deadline.

3.2. Contractual requirements:

Applicants held the position of Reader in the field of French and Francophone Studies on a full-time basis or under an exclusivity contract, on 1 September 2009, and after this date until the end of the 2018/2019 academic year, they were hired on the basis of an indefinite contract under private law to occupy the position of Reader at the Faculty of Arts of the University of Porto.

4. Evaluation and ranking criteria and methodology:

4.1. This call for applications is based on public examination of the candidate's competencies. However, candidates to these public examinations have prior approval in terms of absolute merit, which is an eliminatory factor.

The admission of candidates based on approval in terms of absolute merit is determined by the cumulative fulfilment of the following requirements:

- a) The Selection Committee considers that the candidate's curriculum vitae shows the required experience in teaching and in relevant activities in terms of planning modern languages subjects, in particular, Spanish language;
- b) Relevance of the summary of the lesson or seminar proposed on a topic within the subject area of this call for applications.

4.1. Selection method: public hearing to assess the candidates' competencies:

Once candidates have been admitted based on absolute merit, the Selection Committee will proceed to their ranking by relative merit, based on the established selection parameters and criteria, the score achieved and final selection system.

The selection method used will be public hearing to assess the candidate's competencies, which will be divided into two sessions, with a maximum duration of ninety (90) minutes each, per candidate, namely for:

- a) Discussion and assessment of the candidate's curriculum vitae;
- b) Presentation of a lesson or a seminar by the candidate.

4.2.1 The informed appraisal and discussion of the candidate's curriculum vitae will be accomplished by two members of the Selection Committee, followed by its discussion.

4.2.2. The presentation of a lesson or a seminar by the candidate will have a maximum duration of forty-five (45) minutes and the informed appraisal will be accomplished by one member of the Selection Committee, followed by its discussion.

4.2.3. In the discussion referred to in the previous points, all members of the Selection Committee can intervene and the candidate will be allowed the same time to answer the questions.

4.2. Selection criteria: The evaluation and discussion of the candidate's curriculum vitae and the evaluation of the lesson or seminar follow the parameters and considerations set out below:

4.3. Evaluation and discussion of the candidate's curriculum vitae with a weighting factor of 50%, considering the following evaluation parameters:

4.3.1.1. Teaching activity (60%). The evaluation will focus on the experience and quality of the teaching activities performed by the candidate, taking into account, whenever possible, of objective methods based on broad collections of opinions (pedagogical surveys) and other indicators of particular relevance such as awards or other distinctions.

4.3.1.2. Relevant training activities (40%). The evaluation will take into account:

a) quality and quantity of the pedagogical materials produced by the candidate, as well as the relevance and impact of publications of an educational nature in which the candidate participated, papers presented at conferences, summaries, abstracts, and other materials (25%);

b) academic supervision, mentoring and student follow-up activities carried out by the candidate (25%);

c) participation in projects with an impact on the teaching/learning process (25%);

d) participation in community outreach activities, including the organisation and management of activities of an educational nature and the dissemination of knowledge (25%).

4.3.2. Evaluation of the candidate's presentation of a lesson or a seminar in the disciplinary area of this call with a weighting factor of 50%, considering the following evaluation parameters:

4.3.2.1. Lesson planning: Quality of the comprehensive summary (lesson planning, including objectives, pedagogical strategies, teaching materials, digital resources, bibliography, and pedagogical reflection (50%);

4.3.2.2. Performance: Quality of performance (good command of the subject contents, organisation and pedagogical progression, clarity and accuracy of the presentation, and the ensuing discussion (50%).

5. Procedural guidelines for the Selection Committee:

5.1. Candidates' final score:

Each member of the Selection Committee will evaluate each candidate on a scale from 0 to 100 points,

taking into account the parameters and respective weights of the selection criteria mentioned above (evaluation of the curriculum vitae and evaluation of the lesson or seminar), as defined in the table presented in Annex I of this public notice.

5.2. Final result:

The final result (RF) of the evaluation of each candidate by each member of the Selection Committee is calculated through the sum of the scores in each parameter, considering its particular weighting. Based on this, each member of the Selection Committee shall provide the candidates' final individual score, building the ordered list for the vote that will lead to the final ranking list in accordance with point 4.3.

5.3. Deliberations of the Selection Committee:

5.3.1. The Selection Committee will deliberate by means of a nominal vote based on the selection criteria adopted for the admission, selection and ranking of the candidates. An absolute majority is required for any deliberation, and abstentions are not permitted.

5.3.2. The ranking methodology is as follows:

In the different votes, each member of the Selection Committee must respect his/her ranking list, observing the following in each vote:

- a) the first voting round is intended to determine the candidate placed in first place by counting the number of votes each candidate received for that place;
- b) if a candidate obtains an absolute majority of votes for the first place, he/she is placed in the respective position and removed from the vote. The procedure will start to choose the candidate who will be positioned in the second place of the voting round;
- c) if no candidate obtains an absolute majority of votes for the first place, a new voting round will be held, which will only include candidates who have achieved votes for the first place, upon removal of the least voted candidate in the previous vote for that place;
- d) if there is a tie between two or more candidates in the least voted position, a tiebreak vote between them will be held, counting the number of relative first positions for each, with the least voted candidate being removed;
- e) if a tie still remains between two or more candidates in the least voted position, but the number of those candidates has been reduced in relation to the previous vote, a further tiebreak vote shall be held only between candidates tied for the least voted position, counting the number of relative first positions for each, with the least voted candidate being removed;
- f) if the tie still remains between two or more candidates in the least voted position, without reducing the number of candidates tied in the least voted position in relation to the previous voting round, the decision will be made by the quality vote of the President of the Selection Committee or by a

casting vote, depending on the situation. The candidate voted by the President of the Selection Committee will be chosen to integrate the following voting round for the same place;

- g) if there is a tie when only two or more candidates remain for the first place, the tiebreaker is made through the casting vote of the President of the Selection Committee or by the exercise of the tiebreaker vote, depending on the situation;
- h) the candidate chosen for the first place will leave the votes and then the selection procedure restarts for the candidate to place in second place, repeating the process mentioned in the previous points for the subsequent places until there is a single ordered list of candidates.

6. Submission of applications:

6.1. Delivery of applications:

Applications may be delivered in person at *Serviço de Expediente da Universidade do Porto*, Praça Gomes Teixeira, 4099-002 Porto, Sala (Room) 114, during office hours, or sent by post to the same address until the established deadline.

6.2. Processing the applications:

The application must include all the following documents:

- a) Mandatory application form (personal data and documents) submitted on paper, fully filled in and duly dated and signed, which is available at https://sigarra.up.pt/up/pt/conteudos_geral.ver?pct_pag_id=1004282&pct_parametros=p_pagina=1004282&pct_grupo=3123&pct_grupo=2013&pct_grupo=2015&pct_grupo=2461#2461
- b) Copy of the candidate's doctoral certificate or diploma, except in cases in which the doctoral degree was awarded by the University of Porto;
- c) Curriculum vitae with all relevant information to evaluate the candidate's application, in accordance with the selection and ranking criteria described in point no. 4.2.1. of this public notice;
- d) Detailed summary of the lesson or seminar on a topic to be proposed by the candidate, within the scientific area for which this call is open;
- e) All the works mentioned in the curriculum vitae.

6.3. The aforementioned documents, with the exception of point a), must be delivered in duplicate on CD, DVD or USB Flash Drive, and in protected PDF format.

6.4. The guidelines specifying how to present the required information in digital format are available in the Personnel Applications area of the U.PORTO SIGARRA portal https://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=1004282

7. Notification of the results and requests for prior hearing:

7.1. The Human Resources Service of the Common Resources and Services Centre of the University of Porto will notify the candidates of the administrative ranking of admission or non-admission to the call, which will be based on the fulfilment or non-fulfilment of the conditions established in paragraph no. 3 of this public notice.

7.2. Candidates who have not been administratively admitted, or have not been approved on absolute merit, as well as candidates listed on the ranked list of candidates in places that will not allow them to fill the position announced, may request a prior hearing under the terms of Articles 121 and 122 of the Code of Administrative Procedures. All candidates are notified of the final resolution approved by the Selection Committee.

7.3. The notifications will be sent by email.

The deadline for candidates to lodge a complaint in writing is ten working days, counting from the first working day immediately after the date of receipt of delivery of the message sent to their email box, under the terms provided in the Code of Administrative Procedures.

8. Composition of the Selection Committee:

CHAIR - Professor Cândida Fernanda Antunes Ribeiro, Dean of the Faculty of Arts and Humanities, University of Porto, by delegated power under the Ordinance no.6709/2021 published in the Official Gazette, 2nd series, no.131 of 8th July 2021.

Members:

- Professor António Apolinário Caetano Da Silva Lourenço — Associate Professor, Department of Languages, Literature and Cultures of the Faculty of Arts, University of Coimbra
- Professor Xaquín Núñez Sabarís — Associate Professor with Aggregation, Institute of Arts and Human Sciences of the University of Minho
- Professor António Sáez Delgado — Associate Professor with Aggregation, Department of Linguistics and Literature, School of Social Sciences of the University of Évora
- Professor Maria de Lurdes Correia Fernandes — Full Professor, Department of Portuguese and Romance Studies, Faculty of Arts and Humanities of the University of Porto
- Professor Rogélio Ponce de León Romeo — Associate Professor, Department of Portuguese and Romance Studies, Faculty of Arts and Humanities of the University of Porto

9. In accordance with Joint Order n. 373/2000, of 31 March, issued by the Minister for Reform of Government and Public Administration and the Minister for Equality, we state that: «In compliance with

paragraph h) of article 9 of the Portuguese Constitution, the Public Administration, as an employer, actively promotes a policy of equal opportunities among men and women to access employment and in their professional progress, taking strict measures to avoid any type of discrimination.»

8th July 2021. The Vice-Rector, *Professor Fernando Manuel Augusto da Silva*

Annex I

Table 1.

Evaluation and discussion of the candidate's curriculum vitae [ADC] (50 %):

- Teaching activity (60%)
- Relevant training activities (40%)

Evaluation of the candidate's presentation of a lesson or seminar [AAL/S] (50 %):

- Lesson planning - Quality of the comprehensive summary (50%)
- Performance – Quality of performance (50%)

$$\text{PF} = (50\% \times \text{ADC}) + (50\% \times \text{AAL/S})$$