

DOCUMENTOS ANEXOS À ATA

Reunião do dia ____/____/____

Presidente

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Documento nº _____

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DOCUMENTARY TENDER FOR ADJUNCT PROFESSOR IN THE SCIENTIFIC AREA OF CIVIL PROCEDURAL LAW

CRITERIA FOR THE SELECTION AND SERIATION OF APPLICANTS

GENERAL PROVISIONS

- 1) Evaluation is based on three parameters criteria. Each parameter and corresponding weighting are displayed in a grid to be taken into consideration in the applicants' evaluation, as shown below:

| | |
|---|-----|
| 1 – Technical-scientific performance of the candidate (TSP) | 45% |
| 2 – Pedagogical capacity of the candidate (PC) | 40% |
| 3 – Other activities relevant to ESTG P.PORTO (OAR) | 15% |

- 2) The subdivisions for each parameter are detailed further, subsequently, in this document;
- 3) In paragraphs 1 – Technical-scientific performance of the candidate (DTC) and 2 – Pedagogical capacity of the candidate (PC) will be valued the academic degrees obtained in civil procedural law sciences, the curricular elements related to research and teaching in civil procedural law sciences (namely: declaratory process; enforcement proceedings; judicial cooperation in civil matters; alternative dispute resolution; civil procedure and digital technologies);
- 4) In all points where there is a comparative analysis of the evaluation elements submitted by the candidates, the Jury shall reserve the right not to assign the maximum score if it considers that the elements submitted are manifestly insufficient;
- 5) Any action or attribute of the candidates cannot be counted at more than one point on the grid;
- 6) In case of punctual equality, candidates will be ranked taking into consideration: first, the score obtained at point one of the grid (Technical-Scientific Performance - DTC); second, the score obtained in point two of the grid (Pedagogical capacity - CP); third, the score obtained in point three of the grid - Other activities relevant to the mission of the ESTG/P. Porto (OAR).
- 7) Analyzing the technical-scientific performance, pedagogical capacity and other activities relevant to the mission of ESTG/P. Porto, the jury will prepare the list of candidates approved on absolute merit. All candidates who are not classified, in total of the three criteria, with a minimum of 60 (sixty) points, will be excluded.

1 – Technical-scientific performance of the candidate (TSP)

The technical-scientific performance score will take into account five components, to which the following maximum scores will be assigned:

| | |
|---|----|
| 1.1 – Scientific publications | 30 |
| 1.2 – Participation in R&D activities and project | 20 |
| 1.3 – Supervision of completed academic works | 5 |

| | |
|---|----|
| 1.4 – Participation in juries aiming at gaining and academic degree/title | 10 |
| 1.5 – Communications at scientific events | 30 |

The elements that can be evaluated for technical and scientific performance will be considered only those referring to the last ten years, and only the elements that the candidate can take objective proof of are considered.

The score for the different components of technical-scientific performance will be made from the comparative analysis of the corresponding curricular elements, presented by the candidates, always having as a limit the above mentioned scores.

1.1 - Scientific publications

As long as there is a framework in the theme of the scientific area in competition, the following scores will be:

| | |
|--|----|
| 1.1.1. For each complete technical-scientific book (as author, co-author) | 20 |
| 1.1.2. For each chapter/article published in ISI indexed book/journal or WoS/Scopus | 15 |
| 1.1.3. For each article published in a scientific journal (not included in the preceding subparagraph) | 10 |
| 1.1.4. For each chapter/article in book (not included in point 1.1.2) | 10 |
| 1.1.5. For each book as coordinator/director or co-coordinator/co-director | 8 |

For the component of scientific publications will be counted, selected by the candidate: 1.1.1. - 2 books; 1.1.2. - 4 chapters/articles; 1.1.3. - 10 articles; 1.1.4. - 10 chapters/articles; 1.1.5. - 2 books.

For accounting purposes, each occurrence will be multiplied by its score.

Once the sum for all candidates is made, the score of 30 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

1.2 - Participation in R&D activities and project

If there is a framework in the theme of the scientific area in competition, the following scores will be:

| | |
|---|----|
| 1.2.1 – Director of Research Center recognized by FCT | 10 |
| 1.2.2 – Deputy Director or Member of the Research Centre Board Of Directors recognised by FCT | 8 |
| 1.2.3 – Member of the Scientific Council/Integrated Member of the Research Centre recognised by FCT | 5 |
| 1.2.4 – Collaborating Member of research center recognized by FCT | 3 |
| 1.2.5 – Global or institutional coordination of projects | 7 |
| 1.2.6 – Participation in projects | 3 |

| | |
|---|---|
| 1.2.7 – External rapporteur on research project | 3 |
|---|---|

For the calculation of the score, paragraphs 1.2.1 to 1.2.4 shall be multiplied by the number of years, and/or proportional, of activity in the exercise of the function; and paragraphs 1.2.5 and 1.2.7 will be multiplied by the number of occurrences.

Once the sum for all candidates is made, the score of 20 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

1.3 - Supervision of completed academic works

If there is a framework in the theme of the scientific area in competition, the following scores will be:

| | |
|---|----|
| 1.3.1. Dissertation/Project/Master's Orientations and Co-orientations | 30 |
| 1.3.2. Guidelines and Co-orientations of Doctoral theses | 40 |

For this component will be counted 10 guidelines and / or co-orientations in total, selected by the candidate. For accounting purposes, each occurrence will be multiplied by the respective score.

Once the sum for all candidates is made, the score of 5 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

1.4 - Participation in juries aiming at gaining and academic degree/title

If there is a framework in the theme of the scientific area in competition, the following scores will be:

| | |
|---|----|
| 1.4.1. Discussant of dissertation/project/master's internship | 30 |
| 1.4.2. PhD theses discussant | 50 |
| 1.4.3. Discussant in Expert Tests | 20 |

For this component will be counted 10 juries in total, selected by the candidate. For accounting purposes, each occurrence will be multiplied by the respective score.

Once the sum for all candidates is made, the score of 10 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

1.5 - Communications at scientific events

If there is a framework in the theme of the scientific area in competition, the following scores will be:

| | |
|---|----|
| 1.5.1. Communications at international conferences, congresses, or seminars | 30 |
| 1.5.2. Communications at conferences, congresses, or national | 20 |

| | |
|----------|--|
| seminars | |
|----------|--|

In this component, 20 communications will be counted in 1.5.1 and 10 communications in 1.5.2., which will be multiplied by the respective score.

Once the sum for all candidates is made, the score of 30 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

2 – Pedagogical capacity of the candidate (PC)

The pedagogical capacity score will be counted considering the following two components, exercised only in the scope of Higher Education, to which the following maximum scores will be awarded:

| | |
|---|----|
| 2.1 - Lecture activity | 45 |
| 2.2 – Production of teaching resources of a curricular unit | 35 |

The candidate's pedagogical capacity will be considered referring to the last five school years, including the current year, and only the elements that the candidate can take objective proof of are considered.

The score for the different components of pedagogical capacity will be counted from the comparative analysis of the curricular elements presented by the candidates, always having as a limit the maximum scores mentioned above.

2.1 - Lecture activity?

For the formation of the lecture activity score, the curricular units taught will be counted, for each academic semester in legal sciences, assigning: 10 points per curricular unit taught and 5 points for the responsibility/regency of the curricular unit.

The curricular units in civil procedural law will be awarded a score of 20 points for the teaching and 10 points for the regency.

Once the sum for all candidates is made, the highest total score of 45 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

2.2 - Development of teaching resources?

The candidate will present a dossier of the teaching resources used in a curricular unit, selected by him, which will be subject to analysis to verify its effective quality and adequacy to the scientific area to be tendered.

Four weighting levels will be considered: very adequate 100%; suitable 60%; inadequate 30%; not at all 0%.

Once the sum for all candidates is made, the maximum score of 35 points will be awarded to the one with the highest total and the remaining awarded points in proportion.

– **Other activities relevant to ESTG|P.PORTO (OAR)**

The maximum score in this item will be 100 points, considering the comparative analysis of the curricular elements presented by the candidates and classifying them proportionally, taking into account the duration, responsibility of the positions/functions and the following levels of maximum score:

| | |
|---|----|
| 3.1 – President of OU/IES management body | 15 |
| 3.2 – Vice-President of OU/IES management body | 12 |
| 3.3 – Member of OU/IES management body | 8 |
| 3.4 – Position of Department Director or equivalents | 12 |
| 3.5 – Position of Deputy Director of Department or Equivalents | 6 |
| 3.6 – Position of Course Director or equivalent | 8 |
| 3.7 – Position of deputy director of course or equivalent; course committees or committees supporting course coordination/scientific committees and scientific-pedagogical committees | 6 |
| 3.8 – Other organizational positions/activities/functions recognized by the OR/IES (by order of the head of the OR/IES) | 5 |

Elements susceptible to analysis as other activities relevant to the mission of THE ESTG/P. Porto will be considered only those referring to the last ten years, considering only the elements that the candidate can provide objective proof.

For the calculation of the score, points 3.1 to 3.7 will be multiplied by the number of years, and/or proportional, of activity in the exercise of the function.

For the calculation of the score referring to point 3.8, the score per occurrence will be considered, up to the maximum limit of 30 points.

Once the sum for all candidates is made, the maximum score of 100 points will be awarded to the one with the highest total and the remaining awarded points in proportion.