

**UNIVERSIDADE NOVA DE LISBOA**  
**Faculdade de Ciências Sociais e Humanas**

**Public Notice no. 722/2021, June 25**

*Summary:* Job opening for 1 Assistant Professor in the area of Letters, subarea of Translation Studies.

In accordance with article 39 of the University Teacher Career Statute (ECDU), approved by the Decree-law 448/79, November 13, in its present writing, the Dean of NOVA FCSH – Universidade NOVA de Lisboa, Professor Doutor Francisco Caramelo by delegation of powers, in the terms of the number 1.2 of the Dispatch 8272/2020, July 31, published in *Diário da República*, 2nd series, number 122, June 25, hereby announces the international job opening for one faculty position of Assistant Professor in the area of Letters, subarea of Translation Studies, with a specially relevant curriculum in translation of business affairs. Applications will be accepted for a period of 30 business days counting from the day after this announcement is published in *Diário da República*.

This job opening as well as the Committee nomination were authorized by order of Professor João Sàágua, Rector of Universidade NOVA de Lisboa, on June 7, 2021.

This is an international application procedure and follows the guidelines stated in article 37 and following of the University Teacher Career Statute (ECDU) and in the NOVA University Regulation for University Teacher Career Applications, Dispatch 3012/2015, February 20, published in *Diário da República*, 2nd series, number 58, March 24.

I – Requirements for admission:

- 1 – According to article 41.º-A of ECDU the requirement for applying to this procedure is to hold a PhD.
- 2 – The candidates must hold a PhD degree in Letters, in the field of Translation Studies.
- 3 – To be master in spoken and written Portuguese and English.
- 4 – Proven knowledge of computer-assisted translation technologies.

II – Submission of applications:

1 – Applications should be sent to the following email address: [concursosdocentes@fcs.unl.pt](mailto:concursosdocentes@fcs.unl.pt). The email title must have the reference of the Public Notice.

2 – Applications are formalized, under penalty of exclusion, with the following supporting documents. All the obligatory documents must, preferably, be a PDF file. The attribution of a short name to the files is advised. Links will not be accepted as substitutes of these same documents.

- a) Documents proving the fulfilment of the legal requirements demanded in no. 1 and 2, point I;
- b) Declaration, under Commitment of Honor, of the mastery in Portuguese (native speaker level) and advanced knowledge of English and/or of other languages;
- c) Documents proving solid knowledge as a user of computer-assisted translation technologies;
- d) Application form available at [https://www.fcs.unl.pt/static/documentos/concursos/docentes/formularios/FORMULARIO\\_PROF\\_AUXILIAR.docx](https://www.fcs.unl.pt/static/documentos/concursos/docentes/formularios/FORMULARIO_PROF_AUXILIAR.docx);

- e) *Curriculum* of the candidate, organized according to point III of this Public Notice, indicating finished and published works as well as performed activities, regarding all the functions and responsibilities of the Professors, mentioned in articles 4.º and 5.º of ECDU;
- f) One copie of each work mentioned in the *curriculum*, namely, the most representative ones, regarding its contribution to the development and evolution of the disciplinary area of this call;
- g) Research and Teaching Development Project that the candidate intends to adopt in the future.

3 – All the communications and notifications with the candidate, during this procedure, will be made by email. For this purpose, the candidate should indicate the email address in the application form and sign an authorization.

4 – All applications must include a list of the supporting documents.

5 – The supporting documents for proving the requirements for recruitment in public functions may be replaced by a statement on the above-mentioned application form.

6 – Applications duly instructed with the above-mentioned documents, must be submitted within 30 business days, counting from the day immediately after the publication of this Notice in *Diário da República*.

7 – The supporting documents of the application must be written in Portuguese or in English.

III — The criteria, indicators and ponderations for the evaluation and ranking of the candidates are the following:

1 — Scientific component of each candidate's *curriculum vitae* (55%):

1.1 – Curriculum adequacy to the scientific area of this call, namely scientific works and activities in the area of translation of business affairs (0 - 10);

1.2 – Publication of books, book chapters and scientific articles in peer reviewed journals of the specialty (0-20);

1.3 - Participation in evaluated research projects (according with proving documents) by national or international entities with a relevant impact within the area of this call (0-10);

1.4 – Supervision and co-supervision of master and PhD theses (2<sup>nd</sup>. and 3<sup>rd</sup>. cycles) as well as of others non curricular components of the 2<sup>nd</sup> cycles (Traineeship Reports and Project's assignments) (0-5);

1.5 – Papers presented at national and international scientific congresses and colloquia (awards, scholarships, integration in scientific boards, research units, editorial boards, Advanced, Postgraduate and Complementary Training (0-10);

2 – Teaching Component (30%):

2.1 – Teaching experience within the area of this call (0-20);

2.2 – Quality of the teaching materials (syllabus, lecture planning, didactic materials and bibliography) and other relevant teaching activities up to 3 disciplines within the area of this call) (0–5);

3 – Research and Teaching Development Project (15%):

3.1 – Evidence of the teaching potential in the scientific subarea, particularly in international research and in the practice of business affairs translation, including the methodology of teaching computer-assisted translation technologies (0–5);

3.2 – Research Development Plan, including its international dimension in the field of business affairs translation, using computer-assisted technologies applied to translation (0-5);

3.3 – Plan for competitive financial recruitment for research in the field of business affairs translation, using computer-assisted technologies applied to translation, including its international dimension (0-5);

IV – The Committee has the following composition:

President: Professor Francisco Caramelo, Dean of NOVA School of Social Sciences and Humanities – Universidade NOVA de Lisboa, by delegation of powers from Professor João Sàágua, Rector of Universidade NOVA de Lisboa, on June 7, 2021.

Members:

Fernando Manuel Venâncio, *Universitair Docent* (Retired), Universiteit Amsterdam;

Alexandra Ambrósio Lopes, Associate Professor, Faculty of Human Sciences, Universidade Católica Portuguesa;

Manuel José de Freitas Portela, Professor Catedrático, Faculty of Arts and Humanities, University of Coimbra;

Alexandra Assis Rosa Queiroz de Barros, Associate Professor with Aggregation, Faculty of Arts and Humanities, University of Lisbon;

Rui Manuel Gomes de Carvalho Homem, Full Professor, Faculty of Arts and Humanities, University of Porto;

Ana Paiva Morais, Full Professor at NOVA School of Social Sciences and Humanities, Universidade NOVA de Lisboa;

Carlos Francisco Mafra Ceia, Full Professor at NOVA School of Social Sciences and Humanities, Universidade NOVA de Lisboa;

V - Selection Process:

1 — After the deadline for applications, the Committee meets for assessing and ranking the candidates.

2 — Based on the *curricula* assessment, their suitability to the scientific area and subarea of this call, the supporting documents and their evaluation according to the above-mentioned criteria, the Committee admits the candidates with a final classification of 50 or more and excludes the candidates with a final classification of less than 50.

3— The candidates who are not admitted will be notified in the terms of the Code of Administrative Procedure.

4 — The Committee publicizes the list of admitted candidates, considering the order of their evaluation as well as a written statement.

5 — The order of the final list of the admitted candidates is determined by the Committee votes, according to the list formerly mentioned, and in accordance with no. 11 al. a) to f) of article 16 of NOVA University Regulation for University Teacher Career Applications.

VI – The admitted and excluded candidates are notified by email according to no. 1 c) and no. 2 b) of article 112 of the Code of Administrative Procedure.

VII – The process of this procedure can be consulted by the candidates on request. The request should be sent to the Scientific and Teaching Support Unit (Teaching and Quality Support Division) of NOVA School of Social Sciences and Humanities – Universidade NOVA de Lisboa by an email addressed to the President of the Committee: [concursosdocentes@fcs.unl.pt](mailto:concursosdocentes@fcs.unl.pt).

VIII – If the Pd.D. degree of the winner candidate has been obtained from a foreigner university, its recognition must obey the Decree-Law 66/2018, August 16. The candidates must undertake all the formal

obligations described in this diploma until the day of the signature of the contract, under penalty of exclusion.

IX — Pursuant to subparagraph h) of the article 9 of the Constitution, the Portuguese State, as employer, actively promotes a policy of equal opportunities among men and women in the access to employment and career development, and takes scrupulous measures to avoid every form of discrimination.

June 17, 2021 - *The Dean, Prof. Doutor Francisco Caramelo*