

Public Notice no. 837/2015.

1 — Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1<sup>st</sup>, amended by Decree-Laws no. 69/88, dated March 3<sup>rd</sup>, and 207/2009, dated August 31<sup>st</sup>, and by Law no. 7/2010, dated May 13<sup>th</sup>, and in accordance with the *Regulamento de Recrutamento e Contratação do Pessoal Docente de Carreira* [regulation on the recruitment and hiring of career academic staff] of the Polytechnic Institute of Leiria, published in the *Diário da República*, 2<sup>nd</sup> series, no. 127, dated July 2<sup>nd</sup> 2010, the Order no. 10990/2010 makes public that, under an order issued by the President of the Polytechnic Institute of Leiria, in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic Institute of Leiria, a competition for the recruitment of a *Professor Adjunto* [senior lecturer], who will be given a public service contract of unspecified duration, in the field of Marketing, in the School of Technology and Management of the Polytechnic Institute of Leiria, will be open for a period of thirty working days, starting from the date of publication of this Public Notice in the *Diário da República* – 1 place.

2 — Effectiveness: This competition is exclusively for filling the abovementioned place, and will finish when the admission is complete.

3 — Functional content of the category:

3.1 — According to article no. 2-A of *ECPDESP*, polytechnic higher education lecturers are responsible for providing the academic service that is assigned to them, and to guide and supervise students; to develop research, cultural creation or experimental development activities; to participate in development, scientific and technological dissemination, and economic and social knowledge valorisation tasks; and to participate in the management of their higher education institutions.

3.2 — Under the terms of article no.3(4) of *ECPDESP*, the *Professor Adjunto* is responsible for cooperating with the *Professores Coordenadores* [professors] within the scope of a subject or scientific area, and, specifically, to: conduct and teach theory, theory-practice and practice classes; supervise internships, seminars, and laboratory or field work; manage, and develop scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; cooperate with other lecturers of the subject or scientific area in the coordination of the programme, teaching methodologies, and general research guidelines.

4 — Salary (article no. 35(1) of *ECPDESP*): “The remuneration of career professors, and hired academic staff is established in a separate law.”

## 5 — Admission requirements:

5.1 — Under the terms of article no. 17 of Law no. 35/2014, dated June 20<sup>th</sup>, and article no. 12-E of *ECPDESP*, only candidates who satisfy all of the following general requirements, up to the last day of applications' submission, may apply:

- a) To be over the age of 18;
- b) Not to be inhibited from carrying out public service nor forbidden to carry out the functions for which they are applying;
- c) To have physical robustness, and the psychological profile required to carry out the functions for which they are applying;
- d) To have complied with the compulsory vaccination laws.

5.2 — According to article no. 17 of *ECPDESP*, only those who hold a Doctor's degree, or are considered specialist in the competition's area or a similar area, may apply.

5.3 — Candidates holding foreign qualifications must prove the recognition, equivalence or record of the Doctor's degree, under the terms of the applicable legislation.

## 6 — Application procedure:

6.1 — Applications must be presented in person, or by mail (registered letter), sent to the following address of the Polytechnic Institute of Leiria: Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the date established for applications' submission, as specified in no.1 of this Public Notice.

6.2 — Applications are made by presenting a competition admission request, addressed to the President of the Polytechnic Institute of Leiria, which must include: full name, date of birth, gender, nationality, I.D. and tax identification numbers, address, email, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of the competition, the number of the Public Notice, with the reference of the *Diário da República* in which it was published, as well as a list of the documents sent with the request.

6.3 — Candidates must also send the following documents, properly numbered and identified:

- a) Photocopy of the I.D./citizen card (foreign civil identification document (E.U.)/passport);
- b) Photocopy of the tax identification number (when candidates do not have a citizen card);
- c) Photocopy of the academic and professional qualification certificates or other legally recognized document;
- d) Declaration, with a sworn statement, of their status regarding each of the conditions of a), b), c) and d) of 5.1 of this Public Notice;
- e) Documents attesting that the candidate meets the legal conditions referred in no. 5.2 and 5.3 (if applicable) of this Public Notice;
- f) 2 copies of the *curriculum vitæ*, duly dated and signed, organized in accordance with the selection and seriation criteria, the assessment system, and final classification established in no. 7 of this Public Notice;
- g) 2 copies of the documents attesting the facts stated in the candidate's *curriculum vitæ*.

6.4 — The candidate must provide a paper copy of the documents mentioned in f) and g), and another copy in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN).

6.5 — The presentation of the documents referred in g) is not required for candidates who work in the School of Technology and Management of the Polytechnic Institute of Leiria, as long as they state in the request that these documents are filed in their individual records.

6.6 — The documents must be presented in Portuguese or English (or exceptionally in another foreign language, after deliberation of the jury, who in this case may require the translation of the documents).

6.7 — The non-presentation of the documents required by this Public Notice, or the presentation after the period stipulated in no.1, will lead to the exclusion of the application.

6.8 — The non-presentation of the documents related to the *curriculum vitæ* of the candidate will lead to the exclusion of those aspects.

6.9 — The presentation of false documents will lead to immediate exclusion from the competition, and those facts will be reported to the competent authority for purposes of criminal prosecution.

6.10 — The documents provided by candidates can be returned upon request, one year after the termination of this competition, except in the event that the competition has been subject to judicial objection, in which case the documents may only be returned after the jurisdictional decision is made.

7 — Selection and seriation criteria, assessment system, and final classification (established under the terms of articles 11(2)(a) and 18(1)(l) and (m), and no. 2 and 3 of Order no. 10 990/2010):

7.1 — TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE OF THE CANDIDATES (TSPP), in which the following must be considered:

- i) Participation in R&D projects (PRDP);
- ii) Scientific production, publications, communications in national and international conferences in the competition's area (SP);
- iii) Supervision of works leading to academic qualifications (SW);
- iv) Participation in academic examinations juries (AEJ);
- v) Participation in research units, scientific societies and their commissions (RU).

7.1.1 — The classification to be awarded for this criterion (maximum 100 points) represents 40% of the final classification, and is obtained by using the following formula:

$$\text{TSPP} = 0.15 \text{ PRDP} + 0.25 \text{ SP} + 0.25 \text{ SW} + 0.25 \text{ AEJ} + 0.10 \text{ RU}$$

The parameters should be evaluated as follows:

- i) PRDP:

Each participation in a project – 50 points.

For the assessment of this parameter, the participation in a project is defined as the participation in funded and completed projects.

- ii) SP:

Each publication – 10 points;

Each communication – 8 points.

For the assessment of this parameter, publications those made in peer reviewed journals, books and chapters in books in the competition's area; communications are those made in national and international scientific meetings with a referee, in the competition's area.

iii) SW:

Each completed work – 10 points.

For the assessment of this parameter, completed supervision works are those which led to a Master or Doctor's degree.

iv) AEJ:

Each participation – 10 points.

For the assessment of this parameter, it will be considered the participation as examiner in Master or Doctor's degrees juries.

v) RU:

Each participation – 100 points.

For the assessment of this parameter, it will only be considered the participation as an integrated member of a research unit.

7.2 — PEDAGOGICAL SKILLS (PS), in which the following must be considered:

- i) Period as a higher education lecturer (PL);
- ii) Lectured subjects in undergraduate, Master, and post-graduate degrees, in the competition's area (LS);
- iii) Participation in the development or revision/adaptation of undergraduate, Master, and post-graduate degrees subjects' programmes, in the competition's area (PSP);
- iv) Production of pedagogical material (PPM).

7.2.1 — The classification to be awarded for this criterion (maximum 100 points) represents 40% of the final classification, and is obtained by using the following formula:

$$PS = 0.20 PL + 0.30 LS + 0.20 PSP + 0.30 PPM$$

The parameters should be evaluated as follows:

i) PL:

Each complete year of service – 10 points.

For the assessment of this parameter, it will only be considered complete years of service as a higher education lecturer.

ii) LS:

Each lectured subject with different contents – 10 points.

For the assessment of this parameter, lectured subjects with different contents are those which are included in undergraduate, Master, and post-graduate degrees, in the competition's area.

iii) PSP:

Each participation – 10 points.

For the assessment of this parameter, participation is defined as the proven responsibility for the development or revision/adaptation of the programme.

iv) PPM:

Each developed unit – 10 points.

For the assessment of this parameter, the material to be considered is: book chapters, textbooks or duly structured notes, with differentiated contents, which are made available to students either in paper or electronically.

7.3 — OTHER RELEVANT ACTIVITIES TO THE MISSION OF THE HIGHER EDUCATION INSTITUTION, WHICH HAVE BEEN DEVELOPED BY THE CANDIDATES (RA), in which the following must be considered:

- i) Participation in the organization of technical and scientific and pedagogical events in the competition's area (TSPE);
- ii) Participation in management bodies and other technical and scientific, pedagogical or professional bodies, commissions and work groups (PMB).

7.3.1 — The classification to be awarded for this criterion (maximum 100 points) represents 20% of the final classification, and is obtained by using the following formula:

$$RA = 0.70 \text{ TSPE} + 0.30 \text{ PMB}$$

The parameters should be evaluated as follows:

i) TSPE:

Each participation in international scientific events – 40 points;

Each participation in national scientific events – 30 points;

Each participation in pedagogical events – 20 points.

For the assessment of this parameter, only the participation as a member of the scientific commission or the organizing commission of the abovementioned events will be considered.

ii) PMB:

Each participation – 50 points.

For the assessment of this parameter, only the participations resulting of an appointment or election process will be considered.

7.4 — When candidates meet the conditions referred in article no. 26 of Order no. 10 990/2010, the jury should also take that article's provisions into account in its justified assessment.

7.5 — Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula:  $FC = (0.40 \text{ TSPP} + 0.40 \text{ PS} + 0.20 \text{ RA})$ . Candidates, who have a final classification equal or above 50 points, are considered approved with absolute merit; candidates, who have a classification lower than 50 points, are considered non-approved. All results are presented rounded to one decimal place. All parameters assessed in the selection and seriation criteria are graded until a maximum of 100 points.

7.6 — In case of tie, after the final classification is calculated, the jury will successively use the following criteria: 1) Highest number of lectured subjects in undergraduate, Master and post-graduate degrees, in the competition's area, namely brand management, service marketing, consumer behaviour, market research, and marketing communication; 2) Highest number of participations in the development or revision/adaptation of undergraduate, Master, and post-graduate degrees subjects' programmes, in the competition's area; 3) Production of the highest number of pedagogical materials to support lectured subjects, in the competition's area; 4) Highest number of participations in the organization of technical and scientific and

pedagogical events in the competition's area.

8 — Public hearing: After receiving the applications, the jury may decide to hold public hearings, under the terms of article no. 28 of Order no. 10 990/2010.

9 — Members of the jury (appointed under the terms of articles no. 9 and 10 of Order no. 10 990/2010):

President:

João Paulo dos Santos Marques, Vice-President of the Polytechnic Institute of Leiria.

Permanent members:

Maria Manuela Martins Saraiva Sarmiento Coelho, Associate Professor (with "Agregação") of the Department of Humanities and Social Sciences of the Military Academy of Lisbon;

Maria José Aguilar Madeira, Auxiliary Professor (with "Agregação") of the Management and Economics Department of the University of Beira Interior;

Arnaldo Fernandes Matos Coelho, Auxiliary Professor of the Faculty of Economics of the University of Coimbra;

Natália Maria Prudêncio Rafael Canadas, Professor of the School of Technology and Management of the Polytechnic Institute of Leiria;

Alzira Maria Ascensão Marques, Professor of the School of Technology and Management of the Polytechnic Institute of Leiria.

Substitute members:

Carlos Henrique Figueiredo e Melo de Brito, Associate Professor (with "Agregação") of the Faculty of Economics of Porto;

Pedro Miguel de Jesus Calado Dominginhos, Professor of the School of Business and Administration of the Polytechnic Institute of Setúbal.

10 — According to article no. 9 h) of the Constitution of the Portuguese Republic, Public Administration, as an employing entity, actively promotes a policy of equal opportunities for men and women in terms of access to a job and professional progression, aiming at avoiding all and any kind of discrimination.

11 — The present competition will also be published in BEP (public employment pool), in the website of the Science and Technology Foundation I.P. (FCT), both in



Portuguese and English, and in the website of the Polytechnic Institute of Leiria, also in Portuguese and English, under the terms of article no.29-B of *ECPDESP*.

Leiria, 27 of August 2015. The Vice-President<sup>1</sup>, Rita Alexandra Cainço Dias Cadima.

<sup>1</sup> In the absence of the President of the Institute, within the terms of the Official Order n.º 5010/2014, published in the *Diário da República*, 2nd series, no. 69, of 8 April 2014 and of the article 42.º of the new *Código do Procedimento Administrativo* (Administrative Procedure Code).