

Public Notice no.295/2016

1 — Within the terms of Career Statutes For Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree Law no. 185/81, of 1 July, amended by Decree-Laws no.69/68, of 3 March and 207/2009, of 31 August, and by Law no. 7/2010, of 13 May, and in accordance with the Regulation of Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Leiria (IPLeia), published in the Diário da República 2nd series, no. 127, of 2 July 2010, through Official Order no. 10990/2010, it is made public that, through Official Order, of 31st July 2015, of the President of the IPLeia, in accordance with the proposal issued by the Director of the School of Health Sciences (ESSLei), of IPLeia, a competition based on qualifications for the recruitment of two Adjunct Professors, who will be given a public service contract of unspecified duration, 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, for the subject area of Occupational Therapy, at ESSLei – 2 vacancies.

2 — Validity period: this competition is exclusively for the filling of the above mentioned vacancies, and will finish when the respective admission is complete.

3 — Functional content of the category:

3.1 — It is the responsibility, namely, of the teachers of polytechnic higher education, pursuant to article no. 2-A of ECPDESP, to provide the teaching service that is assigned to them and to guide and supervise students; to conduct research activities of cultural creation or of experimental development; to participate in tasks of development, scientific and technological dissemination and appreciation of economic and social knowledge and to participate in the management of the respective institutions of higher education.

3.2 — Within the terms of no. 4 of article 3 of ECPDESP, the Adjunct Professor is responsible for collaborating with coordinating professors within the scope of a subject or scientific area and, in particular to: conduct and teach theoretical, theoretical-practical and practical classes; supervise, guide and monitor internships, seminars and laboratory or field work; manage, develop and carry out scientific research and experimental development activities, in accordance with the general lines previously laid down by superiors within the scope of the respective subject or scientific area; cooperate with other professors of the subject or scientific area in the coordination of programmes, teaching methodologies and general lines of research with regard to the subjects of that area.

4 — Remunerative position (article no. 35, no. 1, of ECPDESP): “The remuneration system applicable to career professors and additionally hired teaching staff is governed by a specific law.” – Decree-Law No. 408/89, of 18 November, as amended by Decree-Law No. 76/96, of 18 June, and Decree-Law No. 124/99, of 20 April and Decree-Law No. 373/99, of 18 September.

5 — Admission requirements:

5.1 — Within the terms of article no. 17 of Law no. 35/2014, of 20 June, and of article no. 12-E of ECPDESP, only candidates who, up to the date limit for submitting applications, satisfy all of the following general requirements may apply:

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

5.2 — In compliance with article no.17 of ECPDESP, those who hold a doctorate degree or the title of specialist in the area or an area related may apply.

5.3 — Candidates holding foreign qualifications must prove the recognition, equivalence or record of the doctorate degree, pursuant to applicable legislation.

6 — Application procedure:

6.1 — Applications must be presented personally, in which case a receipt will be given, or by registered post, with acknowledgement of receipt, sent to the following address: Instituto Politécnico de Leiria: Rua General Norton de Matos, apartado 4133, 2411-901 Leiria, up to the limit date set for applications as specified in no.1 of this Public Notice.

6.2 — Applications must be presented with a competition admission request, in the form made available on the website of the IPLeiria (www.ipleiria.pt), addressed to the President of the IPLeiria, dated, signed and initialled [which should include: full name, date of birth, sex, nationality, civil and tax identification numbers, postal and electronic addresses, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of competition being applied for, public notice number, with mention of the Diário da República in which it was published, as well as a list of the documents which accompany the request.

6.3 - Candidates must send the following documents, duly numbered and identified, with their request:

- a) Photocopy of identity card/citizen card (foreign civil identification document (E.U./Passport);
- b) Photocopy of tax identification number (in the event that the candidate does not have a citizen card);
- c) Photocopy of academic and professional qualification certificate or other suitable document which is legally recognized for the purpose;
- d) Declaration, in a sworn statement, to be provided in the form referred to in paragraph 6.2 of this public notice, on the status concerning general requirements of each of sub-paragraphs a), b), c) and d) of no. 5.1 of this public notice;

e) Document attesting that the candidate meets the legal conditions referred to in no. 5.2 and 5.3 (if applicable) of this public notice.

f) 2 copies of their curriculum vitæ, duly dated and signed, organized in accordance with the selection and seriation criteria and assessment system and final classification as laid out in no. 7 of this public notice;

g) 2 copies of the documents attesting the facts stated in candidate's curriculum vitæ.

6.4 — With regard to the documents mentioned in sub-paragraphs f) and g) one copy must be provided on paper and the other copy must be provided in a non-editable format (pdf) on a duly identified digital recording device (CD/DVD/PEN).

6.5 — The documents must be presented in Portuguese, Spanish or English. When documentary evidence of the facts stated in the curriculum or works mentioned in the curriculum, originally written in another language, must be simultaneously submitted the translation into Portuguese, Spanish or English.

6.6 — The non-presentation of the documentary evidence of the requirements demanded and provided for in paragraphs 5.1, 5.2 and 5.3 (if applicable) of this public notice or the presentation after the time period stipulated in no.1 of this public notice will lead to the exclusion of the application.

6.7 — The non-presentation of the documents relating to the curriculum vitæ presented by the candidate will lead to those aspects being excluded from consideration.

6.8 — The presentation of false documents will lead to immediate exclusion from the competition and reporting of the fact to the competent authority for purposes of criminal prosecution.

6.9 — The documents provided by candidates can be returned upon request, one year after the termination of this competition, except in the event that this competition has been subject of judicial impugnation. In this situation, the return of documents may only take place after the jurisdictional decision has become final.

7 — Selection and seriation criteria and assessment system and final classification (stipulated in accordance with the terms of articles no. 11, no.2, paragraph a) and no. 18, no. 1, paragraphs l) and m) and no. 2 and 3 of Official Order No. 10 990/2010):

7.1 — Scientific-technical and professional performance (DTCP) in which the following must be considered:

- a) Participation in research and development projects (PID);
- b) Scientific production, publications, communications and conferences in the country and abroad (PC);
- c) Supervision of works leading to academic degrees (OT);
- d) Participation in juries of academic examinations (JPA);
- e) Participation in professional activities and in scientific societies (FPSC);

7.1.1 — The classification to be awarded for this criterion, which represents 45% of the final classification, to a maximum of 100 points, and results from the application of the following formula:

$$DTCP = (PID+PC+OT+JPA+FPSC)$$

Being the above parameters assessed as follows:

PID: active participation in research and development projects in the subject area or related area of the competition, with a maximum of 15 points, is scored as follows:

- a) For each active participation in research and development projects – 7,5 points;

PC: Scientific production and sharing with the scientific community, in the subject area or related area of the competition, with a maximum of 25 points, is scored as follows:

- a) Publications in refereed journals – 3 points;
- b) Publications in refereed conference proceedings - 2 points;
- c) For each scientific paper in international conference or scientific meeting published in the respective minutes - 2 points;
- d) For each scientific paper in national conference or scientific meeting published in the respective minutes - 1 point;
- e) For each international oral presentation or panel conference, scientific meeting or seminar – 2 points;
- f) For each national oral presentation or panel conference, scientific meeting or seminar – 1 point;
- g) For each published book or book chapter - 2 points;

OT: the supervision or co-supervision of doctoral theses, dissertations, projects and master's final reports, as well as the supervision of project works within undergraduate degrees, with a maximum value of 25 points, is scored as follows:

- a) For each supervision or co-supervision of doctoral theses, dissertations, projects or final master reports already completed - 6 points;
- b) For each supervision or co-supervision of doctoral theses, dissertations, projects or final master reports, in progress - 4 points;
- c) For each project supervision within undergraduate degrees, already completed – 2 point.

JPA: the participation in juries of academic examinations, as president or examiner, with a maximum value of 20 points, is scored as follows:

- a) For each participation in juries of doctoral, master's or specialist title – 6 points.
- b) For each participation in juries of undergraduate degree projects – 3 points.

FPSC: the abovementioned activities, with a maximum of 15 points, are scored as follows:

- a) 1 cycle degree in the area in which the contest is open – 4 points;
- b) For each 18 hours of professional training attended – 0,5 points;
- c) For each participation in scientific committees of conferences and other scientific events– 2 point;
- d) For each participation in organizing committees of conferences and other scientific events– 1 point;
- e) For each participation in scientific societies — 2 points;

7.2 — Candidate's pedagogic ability (CP), in which should be considered:

- a) Coordination of pedagogical projects. Coordination and promotion of new pedagogical projects (e.g. development of new curricular units programs, creation and coordination of new programs of study, etc.) or modification and improvement of existing projects (e.g. redesign of existing curricular units programs, participate in reorganization of existing courses or study programs), as well as carrying out projects with impact on the teaching/learning process in the area that the competition is open (CPP);
- b) Production of teaching material. Quality and quantity of teaching materials produced by the candidate in the area that the competition is open (MP);
- c) Teaching activity. Teaching and coordination of curricular units in the area that the competition is open (AL);
- d) Experience as a trainer for every 18 hours of activity (EF);
- e) Supervision of traineeships within undergraduate or master's degree in the area in which the competition is open (SE).

7.2.1 - The classification to be awarded to this criteria represents 45% of the final classification, to a maximum of 100 points, and results from the application of the following formula:

$$CP = (CPP + MP + AL + EF + SE);$$

Being the above parameters assessed as follows:

CPP: the abovementioned activities, with a maximum of 15 points, are scored as follows:

- a) Participation in the preparation of syllabi in the area in which the competition is open - 5 points;
- b) For each development of projects with impact on the teaching/learning process – 4 points;

MP: the quality and quantity of teaching materials produced, with a maximum of 25 points, is scored within the following terms:

- a) For each teaching material concerning curricular units in the area in which the competition is open, giving evidence of current information and based mostly on authors in the last 10 years - 5 points.
- b) For each teaching material concerning curricular units in the area in which the competition is open – 1 point.

AL: the above mentioned activities, with a maximum of 35 points, are scored within the following terms:

- a) For each curricular unit coordination in the area in which the competition is open – 2 points;
- b) For each curricular unit taught in the area in which the competition is open - 1 point;

EF: the above mentioned activities, with a maximum of 5 points, are scored within the following terms:

- a) For each 18h of professional training taught – 0,5 points;

SE: the above mentioned activities, with a maximum of 20 points, are scored within the following terms:

- a) For each academic year of supervision of clinical practice or project – 5 points;

7.3 - Other relevant activities to the mission of the higher education institution which have been developed by the candidates (AR), in which the following must be considered:

- a) Carrying out executive positions or in management bodies and the participation in other bodies or structures (CD);
- b) Participation in projects or practical activities or scientific publication framed in the area that the competition is open (PP).

7.3.1 - The classification attributed to this criteria represents 10% of the final classification, to a maximum of 100 points, and results from the application of the following formula:

$$AR = (CD + PP)$$

Being the above parameters assessed as follows:

CD: the abovementioned activities, with a maximum of 50 points, are scored as follows:

- a) - For each year of mandate completed as member in bodies of the institution or organic units of the higher education institution (HEI) – 7 points;
- b) - For each year of exercise completed in HEI structures such as coordination of

departments, quality and assessment commissions, research groups, working groups, coordination of teaching laboratories, scientific and educational committees, or their corresponding - 5 points;

PP: The participation in projects and/or community-based activities where the higher education institution is inserted, with a maximum of 50 points:

- a) For every project or activity coordinated - 10 points.

7.4— In their documented appreciation, the jury will also take into consideration the stipulations of article 26 of Official Order No 10 990/2010, in the event that candidates fall within the conditions referred to therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0,45DTC + 0,45CP + 0,10AR)$, being considered not approved the candidates who obtain a final classification below to 50 points and approved on absolute merit the candidates who obtain a final classification equal to or greater than 50 points. All results will be presented to one decimal place.

7.6 - In case of a tie between candidates, after obtaining the final classification, the successive application of the following tiebreakers will be applied (until it reveals necessary):

- i. Best score obtained in the criterion: CP (teaching ability of the candidates);
- ii. Subsisting the tie, the overall score in the weighting factor - c) teaching activity. Teaching and coordination of courses in the area in which the competition is open (AL).
- iii. In applying the above criteria the maximums resulting from the application of the final grade formula are not considered.

8 — Public Hearing: The jury, in the presence of the applications, may decide to conduct public hearings pursuant to the terms of article 28 of Official Order no. 10 990/2010. If there is a need to achieve these public hearings, it will take place between the 20th and 70th days following the deadline for application submission, being all applicants informed, at least five days before, about the date and location where the public hearings will take place.

9 - Members of the jury (appointed pursuant to article no. 9 and no. 10 of Official Order no. 10990/2010):

President:

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

Permanent members:

Élia Maria Carvalho Pinheiro da Silva Pinto, Equivalent to Coordinating Professor of the Alcoitão School of Health;

Teresa Maria Sousa dos Santos Leite, Coordinating Professor of the School of Education of the Polytechnic Institute of Lisbon;

Joaquim Manuel Ventura Faias, expert of recognized merit in the area of the competition;

Maria Guadalupe Comparada Almeida, expert of recognized merit in the area of the competition;

Paula Alexandra Pacheco Almeida, expert of recognized merit in the area of the competition.

Alternate members:

Baltazar Ricardo Monteiro, Coordinating Professor of the School of Health Sciences of the Polytechnic Institute of Leiria;

Leonor da Conceição Gonçalves Miranda, expert of recognized merit in the area of the competition.

10 — In compliance with sub-paragraph h) of article no. 9 of the Constitution of the Portuguese Republic, the 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, fostering it in order to avoid all and any form of discrimination.

11 — The present competition will also be published in BEP (Public Employment Pool), on the website of the Science and Technology Foundation, in Portuguese and English and on the website of the Polytechnic Institute I.P., in Portuguese and English, pursuant to article no.29-B of the ECPDESP.

Leiria, March 18, 2016. The President, Nuno André Oliveira Mangas Pereira.