

INSTITUTO POLITÉCNICO DE LEIRIA

Public Notice no 916/2018

1 - Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1st, amended by Decree-Laws no. 69/88, dated March 3rd, and 207/2009, dated August 31st, and by Law no. 7/2010, dated May 13th, 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*, 2nd series, no. 127, dated July 2nd 2010, the Order no. 10990/2010 makes public that, under an order issued in April 4th of 2018 by the President of the Polytechnic Institute of Leiria, in accordance with a proposal of the Director of the School of Tourism and Maritime Technology of the Polytechnic Institute of Leiria, the documentary competition for the recruitment of a Coordinator Professor is open for a period of 30 working days, from the date of publication of this public notice in the *Diário da República*, in the form of a contract of employment in public functions for an indefinite period of time for the subject area of Food Science and Engineering, at the School of Tourism and Maritime Technology – 1 position.

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 n.º 5 of article 3 of the *ECPDESP*, the Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a scientific subject or area, namely: to govern and to teach theoretical classes, theoretical-practical and practical classes; mentoring internships and conducting seminars and laboratory or field work; supervise the pedagogical, scientific and technical activities of the assistant professors of the respective subject or scientific area; participate with the other coordinating professors of their scientific area in the coordination of

the programs, teaching methodologies and general lines of research related to the subjects of this area and to direct, develop and carry out activities of scientific research and experimental development within the respective subject or scientific area.

4 - Salary (article 35, n.º 1, ECPDESP): "The remuneration system applicable to career teachers and teaching staff hired in addition to their career consists of its own diploma." - Decree-Law n.º 408 / 89, November 18, amended by Decree-Law n.º 76/96, June 18, and Decree-Law n.º 124/99, of April 20 and Decree-Law n.º 373/99, 18 of September.

5 - Admission requirements:

5.1 – Under the terms of article 17 of Law n.º. 35/2014, of June 20 and of article 12-E of the ECPDESP, only candidates who, by the deadline, meet all of the following requirements:

- a) Have completed 18 years of age;
- b) Not be inhibited from the exercise of public functions or not be prohibited for the exercise of the functions to which he / she is applying;
- c) To have physical robustness and psychic profile indispensable to the exercise of the functions to which he / she is applying;
- d) Have complied with mandatory vaccination laws.

5.2 - In compliance with article 19 of the ECPDESP, can apply to the competition those who hold a PhD degree or title of specialist, obtained for more than five years, in the area or related area of the competition.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the PhD degree, in accordance with the applicable legislation.

6 - Application procedure:

6.1 - The application must be presented in person, by delivery of a receipt, or by post, by registered mail with acknowledgment of receipt, to the following postal address of the Polytechnic Institute of Leiria: Rua General Norton de Matos, apartado 4133, 2411-901 Leiria, by the deadline for submission of applications referred to in paragraph 1 of this notice.

6.2 - The application must be submitted by means of an application for admission to the competition, using the form available on the website of the Polytechnic Institute of Leiria (<http://www.ipleiria.pt/recursos-humanos/concursos/>), addressed to the President of the Polytechnic Institute of Leiria, dated, signed and initialed [must include: complete name, date of birth, gender, nationality, civil and tax identification number, address and electronic address, telephone number, academic degrees, professional category and position (if applicable), the

name of the competition to which he / she is applying, the number of the public notice, with reference to the *Diário da República* in which it was published, as well as a list of the documents accompanying the application].

6.3 - The applicant must accompany the application with the following documents, duly numbered and identified:

- a) Photocopy of the certificate of academic and professional qualification or other suitable document legally recognized for this purpose;
- b) Declaration, under a commitment of honor, to provide in the form referred to in point 6.2 of this notice, regarding the situation in which it is in relation to each of points a), b), c) and d) of item 5.1 of this public notice;
- c) Documents proving that the candidate is in the legal conditions referred to in section 5.2 and 5.3 (if applicable) of this public notice;
- d) 1 copy of the curriculum vitae, duly dated and signed, organized according to the selection and ranking criteria and the final evaluation and classification system set forth in item 7 of this public notice;
- e) 1 copy of the documents proving the facts indicated in the curriculum.
- f) List with the exact identification of all documents provided (the name of each file), in a non-editable format.

6.4 – The candidate must provide a copy of the documents mentioned in *d)* and *e)* in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN), making sure the files are readable and providing short file names.

6.5 - Documents must be submitted in Portuguese, Spanish or English. When documents proving the facts indicated in the curriculum or works mentioned in the curriculum are originally written in another language, they must be presented translated into Portuguese, Spanish or English.

6.6 – The non-presentation of the documents proving the requirements required in 5.1, 5.2 and 5.3 (if applicable) in this public notice, or their submission after the deadline stipulated in paragraph nº 1 of this public notice determines the exclusion of the application.

6.7 - The non-presentation of the documents related to the curriculum vitae of the candidate, or their presentation after the period stipulated in no. 1, will lead to the exclusion of those aspects.

6.8 - The presentation of a false document determines the immediate exclusion of the contest and participation to the competent entity for the purpose of criminal prosecution.

6.9 - The documents submitted by the candidates will be returned to them at their request, one year after the termination of this competition, except in the event that the present competition proceeding has been subject to judicial obstruction. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and ranking criteria and final evaluation and classification system (established in terms of articles 11º, 2, al. a) and 18º, nº. 1, als. l) and m) and n.º s 2 and 3 of official order nº. 10 990/2010):

7.1 - TECHNICAL-SCIENTIFIC AND PROFESSIONAL PERFORMANCE (DTCP) is assessed with:

- a) Research and development projects (PID);
- b) Scientific production, publications, communications and conferences (PC);
- c) The orientation of thesis (OT);
- d) Participation in examining committee (jury) of thesis leading to academic degree (AT);
- e) Professional experience relevant in the subject area of the competition (EP).

7.1.1 The classification to be awarded in this criterion, which represents 30% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$DTCP = (PID + PC + OT + AT + EP);$$

The above parameters are evaluated as follows:

Research and development projects - PID: values the active participation in research and development projects, with a maximum value of 30 points, the valuation being carried out in the following terms:

- a) For each coordination (or researcher responsible) of research and development project and R&D services - 6 points;
- b) For each active participation (other than coordination) in research and development project and R&D services - 3 points.

Scientific production, publications, communications and conferences (PC): the scientific production and its sharing with the scientific community are valued, with a maximum value of 25 points, the valuation being carried out in the following terms:

- a) For each scientific article in an international scientific journal with revision included in the SCI - Science Citation Index and/or Scopus - 3 points; adding 0.5 points if being the first author or author of correspondence;
- b) For each international book or international book chapter published – 2.5 points;
- c) For each scientific abstract in a scientific journal with revision included in the SCI - Science Citation Index and/or Scopus — 1,5 points;
- d) For each scientific article in a scientific journal, national or international, with revision not

included in the SCI - Science Citation Index and/or Scopus —1 point;

e) For each scientific paper in conference, or international or national scientific meeting published in the respective minutes — 0,75 points;

f) For each oral communication at a conference, scientific meeting or international seminar — 0.75 points;

g) For each poster presented at a conference, scientific meeting or international seminar — 0,5 points;

h) For each oral communication at a conference, scientific meeting or national seminar — 0,5 points;

i) For each poster presented at a conference, scientific meeting or national seminar — 0,25 points.

The orientation of thesis (OT): it is valued the supervision or co-supervision of dissertations or thesis leading to the attribution of academic degree, in the competition's area, with a maximum value of 35 points, being the valuation carried out in the following terms:

a) For each supervision or co-supervision of thesis leading to the attribution of doctor's degree and already completed - 5 points;

b) For each supervision or co-supervision of thesis leading to the attribution of master's degree and already completed - 3 points;

The participation in examining committees (jury) of thesis leading to academic degree (AT): the participation and the role played in jury of evaluation of dissertations or thesis leading to the attribution of academic degree, with a maximum value of 5 points, are valued, in the following terms:

a) For each argumentation of thesis leading to the attribution of PhD degree - 3 points;

b) For each argumentation of thesis leading to the attribution of master's degree - 2 points;

c) For each argumentation of public examinations to award the title of specialist – 1 point;

d) For each argumentation regarding projects or curricular internship reports leading to undergraduate degrees – 0.25 points.

Professional experience relevant to the disciplinary area of the competition (EP): professional experience is assessed in the disciplinary area, or similar, of the competition, with a maximum value of 5 points, the valuation being carried out in the following terms:

For each year of relevant professional experience in the disciplinary area, or related, of the competition – 0.5 points.

7.2 - PEDAGOGICAL CAPACITY OF CANDIDATES (CP) in which are weighted:

a) The domain of the subject areas, subjects or curricular units taught (LUC);

b) Participation in the elaboration of programs, manuals and materials to support the educational activities (PDP);

c) The coordination or supervision of final curricular internships of degrees (EFC);

7.2.1 - The classification to be assigned in this criterion, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$CP = (LUC + PDP + EFC);$$

The sub-criteria are as follows:

The domain of the subject areas, subjects or units taught - LUC: the domain of the subject areas and the responsibility in the teaching of curricular units or subjects, with a maximum value of 50 points, being valued in the following terms:

a) For each curricular unit or distinct subject of masters, coordinated and / or fully taught by the candidate - 5 points;

b) For each curricular unit or distinct subject of degree, coordinated and / or fully taught by the candidate - 4 points;

c) For each curricular unit or subject of masters in which the candidate collaborated with the person responsible for it, in his / her teaching - 2 points;

d) For each curricular unit or subject of degree in which the candidate collaborated with the person responsible for it, in his / her teaching - 1 point;

Participation in the elaboration of programs, manuals and materials to support educational activities (PDP): the production of pedagogical documents is valued, with a maximum value of 40 points, and the valuation is done in the following terms:

a) For each curricular unit or subject in which the candidate was responsible for the elaboration of the program of the curricular unit – 2.5 points;

b) For each curricular unit or subject in which the candidate has developed support materials and / or support for theoretical, theoretical-practical or practical classes - 2 points.

Coordination or supervision of final internship of the course (EFC): the coordination or supervision of the final internship of an undergraduate degree course with a maximum of 10 points is valued, and the valuation is carried out in the following terms:

For each coordination or supervision of internship/student or degree final project/student - 2 points.

7.3 - OTHER ACTIVITIES RELEVANT TO THE MISSION OF THE INSTITUTION OF HIGHER EDUCATION WHICH HAVE BEEN DEVELOPED BY CANDIDATES (AR), in which the following items are considered:

- a) The exercise of management positions and participation in management bodies (CDG);
- b) The exercise of mandates in other organs or functions in functional units in public higher education institutions or their organic units or supporting structures (OFI);
- c) The coordination or development of projects and / or activities considered as strategic for the institution, provided that they fall within the area in which the competition is opened (PE).

7.3.1 - The classification to be awarded in this criterion, which represents 30% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$AR=(CDG+OFI+PE)$$

The sub-criteria are as follows:

The exercise of management positions and participation in management bodies (CDG): it is valued the exercise of executive functions in management positions of public higher education institutions, their organic units or scientific infrastructures and the exercise of mandates in management bodies, with a maximum value of 30 points, being the valuation carried out in the following terms:

- a) For each year of executive functions in management positions of public higher education institutions, their organic units or scientific infrastructures - 10 points;
- b) For each year and different body, of mandate fulfilled like member in management bodies of the institution or organic units of the institution - 8 points.

The exercise of mandates in other organs or functions in functional units in public higher education institutions or their organic units or supporting structures (OFI): it is valued the exercise of mandates or functions in leading other organs, supporting structures or other structures to support the activities of the institution, with a maximum value of 60 points, the valuation being made in the following terms:

- a) For each year of exercise completed as coordinator of research units - 12 points;
- b) For each year of exercise completed as coordinator of the master`s degree course - 6 points;
- c) For each year of exercise completed as coordinator of the bachelor`s degree course - 2 points;
- d) For each year of exercise completed in other organizational structures of the institution, such as department coordination, scientific and pedagogical commissions, member of the coordination of research units, pedagogic laboratories coordination – 1.5 points.

The coordination or development of projects and / or activities considered as strategic for the institution, provided that they fall within the area in which the competition is opened (PE): it is valued the involvement in projects and / or activities of transfer of knowledge and dissemination or others considered strategic by the institution, with a maximum value of 10 points, being the valuation done with the following terms:

For each project and / or organized activity – 0.5 points.

7.4 - In the reasoned assessment, the jury must also take into consideration the provisions of article 26 of Order n.º 10 990/2010, if the candidates meet the conditions referred to in that article.

7.5 - The final classification (CF), on a scale of 0 to 100 points, will be obtained by the following formula: $CF = (0,30DTC+0,40CP+0,30AR)$, considering that candidates who have obtained a final classification of less than 50 points are not approved and approved in absolute merit the candidates who have a final mark equal or higher than 50 points. All results are rounded and displayed with one decimal place.

7.6 - In the event of a tie between candidates, after obtaining the final classification, the following tie-breaking criterion shall be applied successively:

- a) Best score obtained of the sum of CDG and OFI;
- b) Subsisting the tie, after application the previous al. a), the best score obtained of the sum of PID and OT.

In applying those criteria, maximum limits resulting from the application of the final classification formula shall not be taken into account.

8 - Public Hearing: The Jury may determine the holding of public hearings, which will be attended under the terms of Article 28, paragraph 4, of Official Order n.º 10 990/2010. If there is a need to hold these public hearings, they will take place between the 20th and 70th days after the deadline for submission of applications, with all candidates being informed, at least five days in advance, of the date and place in which these public hearings will take place.

9 - Composition of the jury (appointed in the terms of articles 9 and 10 of Official Order n.º 10 990/2010:

President - João Paulo dos Santos Marques, Professor appointed in the terms of article 23, no 1, a) of the ECPDESP.

Effective members:

Cristina Maria Fernandes Delerue Alvim de Matos, Principal Coordinating Professor of the Polytechnic Institute of Porto;

Cristina Luísa Miranda Silva, Associate Professor at Portuguese Catholic University;

Maria Margarida Cortês Vieira, Coordinating Professor of the University of Algarve;

Paulo Jorge de Sousa Maranhão, Coordinating Professor of the Polytechnic Institute of Leiria;

Sílvia Correia Gonçalves Fernandes, Coordinating Professor of the Polytechnic Institute of Leiria.

Substitute members:

António Augusto Martins Oliveira Soares Vicente, Associate Professor with habilitation at the University of Minho;

Ana Maria Pereira Gomes, Associate Professor at Portuguese Catholic University.

10 - Pursuant to Article 9, al. h) of the Constitution of the Portuguese Republic, the Public Administration, as an employing entity, actively promotes a policy of equality of opportunity between men and women in access to employment and professional advancement, providing scrupulously and avoiding any form of discrimination.

11 - The present competition will also be advertised on BEP (Public Employment Exchange), on the Internet site of the Foundation for Science and Technology IP, in the Portuguese and English languages and on the website of the Polytechnic Institute, in the Portuguese and English languages, in accordance with article 29.º-B of the ECPDESP.

The present notice was approved by Order n.º 6104/2018, of may 21st, published in the *Diário da República*, 2nd series, 118, June 21, 2018.

September 11th, 2018 - The Vice-President of the Polytechnic Institute of Leiria, Rita Alexandra Cainço Dias Cadima.