

Instituto Politécnico de Leiria

Public Notice no. 917/2018

1 - In accordance with the Statute of the Polytechnic Teaching Staff Career (ECPDESP), approved by Decree-Law nº. 185/81, of July 1, modified by Decree-Law no. 69/88, of March 3, and 207/2009, of August 31, and Law no. 7/2010, of May 13, and in accordance with the Regulation of Recruitment and Employment of Career Teaching Staff of the Polytechnic Institute of Leiria, published in *Diário da República*, 2nd series, no. 127, of July 2, 2010, through Order no. 10 990/2010, it becomes public that, by order of April 4, 2018, the President of the Institute Polytechnic of Leiria, on the proposal of the Director of the School of Tourism and Maritime Technology, a 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 Marine Biotechnology, at the School of Tourism and Maritime Technology – 1 position.

2 – Validity period: the present competition is exclusively destined to the filling of the job position mentioned above, terminating when the admission is completed.

3 - Functional content of the category:

3.1 - It is the responsibility of the teachers of polytechnic higher education under the terms of article 2-A of the ECPDESP, to provide the teaching service assigned to them and to accompany and guide the students; to conduct research, cultural creation, or experimental development activities; to participate in outreach tasks, scientific and technological dissemination and economic and social knowledge valorization, in addition to participating in the management of the respective institutions of higher education.

3.2 - Under the terms of no. 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 conduct and teach theoretical, theoretical-practical and practical classes; mentoring internships and conducting seminars and laboratory or field work; supervise the educational, 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 manage, develop and carry out activities of scientific research and experimental development within the scope of the respective subject or scientific area.

4 - Salary (article 35, no. 1, ECPDESP): "The remuneration system applicable to career teachers and other teaching staff is defined in a separate law" - Decree-Law no. 408 / 89, November 18, amended by Decree-Law no. 76/96, June 18, and Decree-Law no. 124/99, of April 20 and Decree-Law no. 373/99, September 18.

5 - Admission requirements:

5.1 – Under the terms of article 17 of Law nº. 35/2014, of June 20 (General law on public service work) and of article 12-E of the ECPDESP, only candidates who, by the application deadline, meet all the following requirements may apply:

- a) To be over the age of 18;
- b) Not be inhibited for the exercise of public functions nor be forbidden to carry out the functions to which they are applying;
- c) To have physical robustness and psychological profile required to carry out the functions for which they are 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, upon 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 mentioned in paragraph 1 of this notice.

6.2 - The application must be submitted by means of an admission application to the competition, using the form available on the Polytechnic Institute of Leiria website (<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 identification number, address and electronic address, telephone number, academic degrees, professional category and position (if applicable), the name of the competition, 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) Statement, under oath, provide on the form referred to in point 6.2 of this notice, on the status regarding each of the subparagraphs a), b), c) and d) of item 5.1 of this public notice;
- c) Documents evidencing that the candidate meets 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 as set forth in no. 7 of this public notice;
- e) 1 copy of the documents proving the facts stated in the curriculum.
- f) List in non-editable format containing the exact identification of all documents submitted (name of each file).

6.4 – The documents mentioned in points d) and e) must be provided in a non-editable format (pdf) in a digital format (CD / DVD / PEN drive), properly identified. The applicant must ensure the readability of the files as well as their succinct nomenclature.

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, a translation in Portuguese, Spanish or English must be provided.

6.6 – Failure to provide the documents attesting the requirements mentioned 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 - Failure to submit documents related to the curriculum submitted by the candidate will lead to those aspects being excluded from consideration.

6.8 - The presentation of a false documents determines the immediate exclusion from the contest and will be reported 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 conclusion of this competition, except if the present competition 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 the terms of articles 11º, 2, al. a) and 18º, no. 1, als. l) and m) and no. 2 and 3 of official order no. 10 990/2010):

7.1 - Technical-scientific and professional performance (DTCP) in which the following items must be considered:

- a) Research and development projects (PID);
- b) Scientific production, publications, communications and conferences (PC);
- c) Supervision of thesis leading to academic degrees (OT);
- d) Participation in juries of academic examinations leading to academic degrees (AT);
- e) Professional experience relevant in the subject area of the competition, or related areas (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): it is valued the active participation in research and development projects, with a maximum value of 25 points, the valuation being carried out in the following terms:

- a) As principal investigator of research and development project - 3 points;
- b) As principal investigator of R&D service - 2 points.
- c) For each active participation (other than coordination) in research and development project - 1 point;
- d) For each active participation (other than coordination) in R&D service – 0.5 points;

It is considered that there is institutional coordination of projects when the candidate represents the institution in the referred project.

Scientific production, publications, communications and conferences (PC): the scientific production and its sharing with the scientific community are valued, with a maximum value of 40 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 - 2 points, plus 0.5 points if first author or corresponding author;
- b) For each published book - 1.5 points;
- c) For each book chapter published - 1 point;

- d) For each scientific abstract published in an international journal with peer review, included in SCI - Science Citation Index - 0.5 points;
- e) For each scientific article in national or international journal with peer review, not included in SCI - Science Citation Index - 0.5 points;
- f) For each scientific article in conference or international scientific meeting published in the respective proceedings - 0.3 points;
- g) For each oral presentation in international scientific meeting or seminar – 0.2 points;
- h) For each poster presentation in international scientific meeting or seminar – 0.15 points;
- i) For each oral presentation in national scientific meeting or seminar - 0.1 points;

Supervision of thesis leading to academic degrees (OT): it is valued the supervision or co-supervision of dissertations or thesis leading to the attribution of academic degree, in the subject area of the competition, with a maximum value of 15 points, being the valuation carried out in the following terms:

- a) For each supervision or co-supervision of a PhD thesis, already concluded - 2.5 points;
- b) For each supervision or co-supervision of a PhD thesis, in progress - 1 point;
- c) For each supervision or co-supervision of a master thesis, already concluded - 1 point;

Participation in juries of academic examinations leading to academic degrees (AT): the participation and role in juries of academic examinations leading to academic degrees, in the subject area or related area, with a maximum value of 10 points, is scored as follows:

- a) For each participation in juries, as examiner, of PhD degree – 2 points.
- b) For each participation on juries, as examiner, of Master degree - 1 point;
- c) For each participation in juries of Master degree or PhD degree – 0.5 points.

Professional experience relevant to the subject area of the competition (EP): professional experience is assessed in the subject area, or similar, of the competition, with a maximum value of 10 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 contest - 1 point.

7.2 - Pedagogical capacity of candidates (CP) in which are considered:

- a) The mastery of the subject areas, subjects or curricular units lectured (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 or projects (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:

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

Being the above parameters assessed as follows:

The mastery of the subject areas, subjects or courses lectured (LUC): the mastery of subject areas and the coordination and teaching of courses, with a maximum value of 45 points, is scored as follows:

- a) For each master degree curricular unit coordinated and lectured - 6 points;
- b) For each undergraduate curricular unit coordinated and lectured - 5 points;
- c) For each master degree curricular unit in which the candidate collaborated with the responsible for its teaching - 4 points;
- d) For each undergraduate curricular unit in which the applicant collaborated with the responsible for its teaching - 3 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 25 points, and the valuation is done in the following terms:

- a) For each curricular unit or subject in which the candidate has developed manuals to support theoretical or theoretical-practical classes (common *sebenta*) - 4 points;
- b) For each curricular unit or discipline in which the candidate has developed support materials for theoretical or theoretical-practical or practical classes - 3 points.
- c) For each curricular unit in which the candidate was responsible for the preparation of the programs - 1 point.

Coordination or supervision of undergraduate final internship (EFC): the coordination or supervision of the final internship of an undergraduate degree course with a maximum of 30 points is valued, and the valuation is carried out in the following terms:

- a) For each undergraduate final project supervision - 2 points.
- b) For each undergraduate final internship supervision or coordination – 1.5 points.
- c) For each participation in the evaluation committee of undergraduate final internship or project - 1 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 (CDG);
- b) The exercise of mandates or functions in functional units in public higher education institutions or their organizational units or supporting structures (OFI);
- c) The coordination or development of projects and / or activities considered as strategic for the institution (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 (CDG): it is valued the exercise of executive functions in management positions of public higher education institutions or their organic units, with a maximum value of 45 points, being the valuation carried out in the following terms:

- a) For each year of executive duties in management positions of public higher education institutions or their organizational units - 8 points for each full year;
- b) For each year of mandate as President in other management bodies of the institution or organizational units of the institution, such as the Scientific Council, the Technical-Scientific Council, the Pedagogical Council, the Assembly of Representatives or the Council of Representatives - 5 points for each full year.
- c) For each year of mandate as elect Coordinator of a Research group recognized and positively evaluated by *Fundação para a Ciência e a Tecnologia* - 3 points for each full year.

The exercise of mandates of other organs of the Institution or in its functional units or in supporting structures of Higher Education Institutions (OFI): the exercise of mandates or functions in organs, supporting structures, or other structures to support the activities of the institution, with a maximum of 45 points, is scored as follows:

- a) For each year as a member of the collective organs or units of the institution, including the coordination of courses - 3 points for each full year;
- b) For each year in other structures of the institution, such as coordination of departments, scientific and educational committees, quality and evaluation committees, M23 evaluation juries or other supporting structures - 1 point.

The coordination or development of projects and / or activities considered as strategic for the institution, if in the subject area of the competition (PE): it is valued the involvement in projects and / or activities of knowledge transfer, scientific dissemination activities or other 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 activity organized (approved project, organization of congresses, conferences, seminars, institutional representation or other considered as strategic) - 1 point.

7.4 - In their documented appreciation, the jury must also take into consideration the terms of article 26 of Order no. 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: $CF = (0,30DTCP + 0,40CP + 0,30AR)$, considering as not approved candidates who have obtained a final classification of less than 50 points 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 - For the purposes of this competition, the disciplinary area of Biochemistry is considered to be an area related to the subject area of the competition.

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

a) Best overall score obtained in the criterion - Scientific production, publications, communications and conferences (PC);.

B) In the case a tie still persists, the best total score obtained in the criterion - The exercise of mandates of other organs of the Institution or in its functional units or in supporting structures of Higher Education Institutions (OFI).

When applying this tie-breaking criterion the maximum limits resulting from the formula application are not considered in the final score.

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 no. 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 no. 10 990/2010 and Official Order no. 5010/2014, DR 2nd series, no.69 of 8 April):

President:

João Paulo dos Santos Marques, Professor appointed in the terms of articles 21 no. 1 a) of ECPDESP.

Permanent members:

Henrique Manuel Roque Nogueira Cabral, Full Professor at the University of Lisbon;

João Carlos de Sousa Marques, Full Professor at the University of Coimbra;

Vítor Manuel de Oliveira e Vasconcelos, Full Professor at the University of Porto;

Maria Manuela Lemos Vaz Velho, Coordinating Professor of the Polytechnic Institute of Viana do Castelo;

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

Substitute members:

Ricardo Jorge Guerra Calado, Full Researcher of the University of Coimbra;

Teresa Margarida Lopes da Silva Mougá, Coordinating Professor of the Polytechnic Institute of Leiria;

10 - In compliance to Article 9, line 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 to avoid 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-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.