

POLYTECHNIC INSTITUTE OF LEIRIA

Notice n. 918/2018

1 - In accordance with the Statute of the Career of Teaching Staff of Polytechnic Higher Education (ECPDESP), approved by Decree-Law 185/81, of July 1, modified by Decree-Law 69/88, of 3 of March, and 207/2009, of August 31 and Law 7/2010, of May 13, as well as of the Regulation of Recruitment and Employment of Career Teaching Staff of the Polytechnic Institute of Leiria, published in the *Diário da República*, 2nd series, 127, July 2, 2010, through Order 10 990/2010, it becomes public that, by order of May 7, 2018, from the President of the Institute Polytechnic of Leiria, on a proposal from the Director of the School of Tourism and Maritime Technology, the documental competition for the recruitment of a Coordinating 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 Marketing and Tourism Planning, 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 incumbent, in particular, on teachers of polytechnic education, under the terms of article 2-A of the ECPDESP, to provide the teaching service distributed to them and to accompany and guide the students; carry out research, cultural creation or experimental development activities; participate in extension tasks, scientific and technological dissemination, and the economic and social valuation of knowledge and participate in the management of the respective education institutions.

3.2 - Under the terms of article 3 (5) 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 manage 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 manage, develop and carry out activities of scientific research and experimental development within the respective subject or scientific area.

4 - Salary (article 35 (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 408/89, November 18, amended by Decree-Law 76/96, June 18, and Decree-Law 124/99, of April 20 and Decree-Law 373/99, September 18.

5 - Admission requirements:

5.1 – Under the terms of article 17 of Law 35/2014, of June 20 and of article 12-E of the ECPDESP, only can apply the 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 doctor of philosophy (PhD) degree or a 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 doctor of philosophy (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 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 complement 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 honour commitment, to provide in the form referred 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 their 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) A list, in non-editable format, that contains the exact identification of all submitted documents (name of each file).

6.4 – The documents referred in previous points d) and e) must be delivered in non-editable format (pdf) in digital format (CD / DVD / Flash Pen), properly identified, and 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, 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 1 of this public notice determines the exclusion of the application.

6.7 - The non-presentation of the documents related to the curriculum submitted by the candidate implies the non-assessment of the elements that they should prove, or their submission after the deadline stipulated in paragraph 1 of this public notice, implies the non-assessment of the elements that they should prove.

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 11 (2) (a) and 18 (1) (l) and m) and articles 2 and 3 of official order nº. 10 990/2010):

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

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

7.1.1 The classification to be assigned in this criterion, which represents 30% of the final classification, for a maximum of 100 points, will be the outcome of the following formula:

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

The sub-criteria are evaluated as follows:

Research and development projects (PID): values the active participation in research and development projects, with a maximum value of 5 points, being the valuation carried out in the following terms:

- a) For each institutional coordination of research and development project - 3 points;
- b) For each active participation (other than coordination) in research and development project - 2 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 35 points, being the valuation carried out in the following terms:

- a) For each scientific article in an international scientific journal with peer review, included in the *SCI - Science Citation Index* - 5 points;
- b) For each published monograph or book chapter - 4 points;
- c) For each scientific article in a scientific journal with national or peer review, not included in the *SCI - Science Citation Index* - 3 points;
- d) For each scientific paper in conference, or international scientific meeting published in the respective proceedings - 3 points;
- e) For each scientific paper in national conference or scientific meeting, published in the respective proceedings - 2 points;

- f) For each communication in international conference, scientific meeting or seminar- 2 points;
- g) For each communication in national conference, scientific meeting or seminar - 1 point;
- h) For each reviewed article (referee activity) or evaluated for conference or scientific journal- 1 point;
- i) For each presence in the Editorial Board, Scientific Board or Advisory Editorial Board of a scientific journal - 1 point;
- j) For each article, related to the competition area, published in non-scientific journals or periodicals - 1 point.

The supervision of theses leading to academic degree (OT): it is valued the supervision or co-supervision of dissertations or thesis leading to the attribution of academic degree, with a maximum value of 30 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 - 6 points;
- b) For each supervision or co-supervision of thesis leading to the attribution of doctor's degree in progress - 4 points;
- c) For each supervision or co-supervision of thesis leading to the attribution of master's degree and already completed - 4 points;
- d) For each supervision or co-supervision of thesis leading to the attribution of master's degree in progress - 2 points.

Participation in jury of public academic examinations and examining committee of thesis leading to academic degree (AT): the participation and the role played in jury of public academic examinations and the participation and role played in examining committee of thesis leading to the attribution of academic degree, with a maximum value of 25 points, being the valuation carried out in the following terms:

- a) For each participation in the jury of public examinations for the recruitment of assistant professor or for the corresponding category of University Education - 5 points;
- b) For each participation in the jury of public examinations to award the title of specialist under the ECPDESP - 5 points;
- c) For each examining committee of thesis leading to the attribution of doctor's degree as external examiner- 5 points;
- d) For each examining committee of thesis leading to the attribution of doctor's degree as internal examiner - 4 points;
- e) For each examining committee of thesis leading to the attribution of master's degree as external examiner - 3 points;

f) For each examining committee of thesis leading to the attribution of master's degree as internal examiner - 2 points;

g) For each examining committee regarding curricular internship leading to undergraduate degrees - 1 point.

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

a) For each year of relevant professional experience in the disciplinary area, or related, of the competition - 1 point;

b) For every 50 hours of teaching in vocational education – 1 point;

c) For each year of professional experience in regular education, except the higher education – 1 point.

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

a) The mastery of the subject field, courses or curricular units taught (LUC);

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

c) The coordination or supervision of internships or final project of degree (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, will be the outcome of the following formula:

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

The sub-criteria are evaluated as follows:

The mastery of the subject field, courses or curricular units taught (LUC): the mastery of the subject field and the responsibility in the teaching of curricular units or subjects, with a maximum value of 50 points, being the valuation carried out in the following terms:

a) For each year of professional teaching experience in higher education, in the disciplinary area, or related, of the competition – 1 point;

b) For each curricular unit or distinct subject, coordinated and fully taught by the candidate - 2 points;

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

d) For each teaching mobility mission in foreign higher education, in the disciplinary area, or related, of the competition - 2 points.

Participation in the elaboration of syllabus, manuals and support materials of the educational activities (PDP): the production of pedagogical documents is valued, with a maximum value of

35 points, being the valuation carried out 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*) - 5 points;
- b) For each curricular unit or discipline in which the candidate has developed support materials and / or backing for theoretical or theoretical-practical classes - 3 points.

The coordination or supervision of internships or final project of degree (EFC): the coordination or supervision of the final internship or project of an undergraduate degree course is valued, with a maximum of 15 points, being the valuation carried out in the following terms:

For each coordination or supervision of internship - 1 point.

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 directive functions and positions in management bodies (CDG);
- c) The exercise of mandates in other management bodies of the Institution or functions in functional units in higher education institutions or their organizational units or supporting structures (OFI);
- d) 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 open (PE).

7.3.1 - The classification to be assigned in this criterion, which represents 30% of the final classification, for a maximum of 100 points, will be the outcome of the following formula:

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

The sub-criteria are evaluated as follows:

The exercise of directive functions and positions in management bodies (CDG): it is valued the exercise of directive functions or presidency of management bodies of public higher education institutions or their organic units, with a maximum value of 50 points, being the valuation carried out in the following terms:

For each year of executive functions in directive positions or presidency of management bodies of public higher education institutions or their organic units - 10 points.

The exercise of mandates in other management bodies of the Institution or functions in functional units in higher education institutions or their organizational units or supporting structures (OFI): it is valued the exercise of mandates in other management bodies of the Institution or functions in functional units in higher education institutions or their organizational units or supporting structures (exercise of mandates or functions in leading a course coordination, departments or other structures to support the activities of the institution), with a maximum value of 45 points, being the valuation carried out in the following terms:

- a) For each completed year and different body, of mandate as member in other management

bodies of the institution or organic units of the institution - 5 points.

b) For each completed year of exercise as coordinator of course or department - 4 points;

c) For each completed year of exercise in other organizational structures of the institution, such as quality and evaluation committees, research groups, scientific and pedagogical commissions, or their equivalents - 2 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 open (PE): it is valued the involvement in projects and / or activities of knowledge transfer considered strategic by the institution, with a maximum value of 5 points, being the valuation carried out in the following terms:

a) For each project and/or organized activity at international level (such as, organization of congresses, conferences, seminars) - 2 points.

b) For each project and/or organized activity at national level (such as, organization of congresses, conferences, seminars) - 1 point.

7.4 - In the reasoned assessment, the jury must also take into consideration the provisions of article 26 of the Order 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 that candidates who have obtained a final classification of less than 50 points are not approved, and the candidates who have obtained a final classification equal or higher than 50 points will be approved in absolute merit. All results are rounded and displayed with one decimal place.

7.6 - In the case of tie between candidates after the final classification, the following tie-breaking criterion shall be applied:

a) Best overall score obtained in the criterion - other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR);

b) Subsisting the tie, after application the previous al. a), the best total score obtained in the criterion - the technical-scientific and professional performance of the candidates (DTCP).

8 - Public Hearing: The Jury may decide to carry out public hearings, which will be attended under the terms of Article 28, paragraph 4, of Official Order 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 under the terms of articles 9 and 10 of Official Order 10 990/2010:

President – João Paulo dos Santos Marques, Professor appointed under the terms of article 23 (1) (a) of ECPDESP.

Effective members:

Jorge Manuel Rodrigues Umbelino, Principal Coordinating Professor at the Estoril Higher Institute for Tourism and Hotel Studies;

José Manuel Henriques Simões, Full Professor at the University of Lisbon;

Luís Manuel Gomes Boavida Portugal, Coordinating Professor at the Estoril Higher Institute for Tourism and Hotel Studies;

Joaquim Gonçalves Antunes, Coordinating Professor at the Polytechnic Institute of Viseu;

Luís Filipe Marinho Lima Santos, Coordinating Professor at the Polytechnic Institute of Leiria.

Substitute members:

Álvaro de Borba Cruz Lopes Dias, Full Professor at the Higher Institute of Management;

Fernando Pereira Antunes Perna, Coordinating Professor at the University of Algarve;

10 - Pursuant to subparagraph h) of Article 9 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-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.