

Polytechnic Institute of Leiria

Notice n.º 951/2019

1 - In accordance with the Statute of the Career of Teaching Staff of Polytechnic Higher Education (ECPDESP), approved by Decree-Law n.º 185/81, of July 1, modified by Decree-Law n.º 69/88, of 3 of March, and 207/2009, of August 31 and Law n.º 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 (Polytechnic of Leiria), published in the *Diário da República*, 2nd series, n.º 127, of July 2, 2010, through Order n.º 10 990/2010, it becomes public that, by order of April 8, 2019, of the Vice-President of the Polytechnic of Leiria, Professor Rita Alexandra Cainço Dias Cadima, under the alternate regime pursuant to article 42 of the Code of Administrative Procedure and Order no. 6104/2018, published in the *Diário da República*, 2nd series, no. 118, of June 21, on the proposal of the Director of the School of Tourism and Maritime Technology, 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 Tourism - Tourism Markets, 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 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.

3.3 – This competition is part of the Program Contract CEECINST/00051/2018 - Stimulus to Scientific Employment in the Mode of Institutional Support 2018 of the Foundation for Science and Technology, so that the teacher to be hired will integrate the Center for Research, Development and Innovation in Tourism (CiTUR) and the respective teaching service may not exceed six teaching hours for a period of six years.

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. The title of specialist mentioned in Article 19 of the ECPDESP refers to the provision of Article 48 of Law 62/2007, of 10 September, and Decree-Law 206/2009, of 31 August.

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

5.3.1 - Under article 25 of Decree-Law no. 66/2018, of 16 August, which approved the legal regime for the recognition of academic degrees and higher education diplomas awarded by

foreign higher education institutions, candidates are exempted from providing proof of recognition or equivalence of the foreign degree or diploma at the application stage.

5.3.2 - The recognition or equivalence of the foreign degree or diploma, not submitted at the application stage, will take place at the contracting stage, within the deadline set by the human resources services of the Polytechnic of Leiria. Failure to submit the proof within the defined period prevents the signing of the respective employment contract in public functions, under the terms of Article 33 of the Regulation for the Recruitment and Hiring of Career Teaching Staff of the Polytechnic of Leiria.

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 of Leiria (<http://www.ipleiria.pt/recursos-humanos/concursos/>), addressed to the President of the Polytechnic 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 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 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 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) 1 copy of the work plan and scientific development aligned with the mission of the School of Tourism and Sea Technology of the Polytechnic of Leiria and the Centre for Research, Development and Innovation in Tourism (CiTUR), for the next six years;

g) Listing in non-editable format that contains the exact identification of all documents submitted (index or list with the name of each document in the order in which they are presented).

6.4 – The information referred in points d), e) and f) must be delivered in paper form and another copy must be submitted in a format that cannot be edited (pdf) in digital format (CD / DVD / PEN), properly identified.

6.5 - The applicant must ensure the readability of the files submitted, as well as their brief nomenclature.

6.6 - 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.

6.7 – The non-presentation of the documents proving the requirements required in 5.1, 5.2 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.

6.8 - Failure to submit documents related to the curriculum submitted by the candidate or their presentation after the deadline stipulated in paragraph nº 1 in this public notice implies the non-assessment of the elements that they should prove.

6.9 - 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.

6.10 - 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 nºs 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 50% 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 15 points, the valuation being carried out in the following terms:

- a) For each institutional coordination of research and development project - 5 points;
- b) For each active participation (other than coordination) in research and development project - 3 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 50 points, the valuation being carried out in the following terms:

- a) For each scientific article in an international scientific journal with review included in one of the following indexes: SJR - Scimago Journal & Country Rank, JCR - Journal Citation Reports, ESCI - Emerging Sources Citation Index, SSCI - Social Sciences Citation Index, SCI - Science Citation Index or SCOPUS - 5 points.
- b) For each published monograph or book chapter - 4 points;

- c) For each scientific article in a scientific journal with national or foreign revision, not included in the indexes referred in the point a) - 2 points;
- d) For each editorial coordination of a collective scientific book of the disciplinary area, or similar, of the contest, including proceedings of congresses or conferences - 3 points;
- e) For each chapter of a book published as an author or co-author - 2 points;
- f) For each scientific article in a national or international conference or scientific meeting published in the respective proceedings - 1 point;
- g) For each presence in the Editorial Board, Scientific Board or Advisory Board of a scientific journal - 0.5 points;
- h) For each revised article (referee activity) or evaluated for conference or magazine – 0,5 points;
- i) For each mention as author of "Best paper" or "Excellence paper Award" in international scientific conferences - 2 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, with a maximum value of 15 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 award of doctor's degree in progress - 3 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 academic examinations (AT): the participation and the role played in jury of academic examinations, with a maximum value of 15 points, is valued 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 - 2 points;
- b) For each participation in the jury of public examinations to award the title of specialist under the ECPDESP - 4 points;

- c) For each examining committee of thesis leading to the attribution of PhD degree as external examiner- 5 points;
- d) For each examining committee of thesis leading to the attribution of PhD degree as internal examiner - 3 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 (jury) regarding projects or curricular internship reports leading to undergraduate degrees - 1 point.

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:

- a) For each year of relevant professional experience in the disciplinary area or related to the competition - 1 point;
- b) For every 50 hours of vocational training action taught - 1 point;
- c) For each relevant professional activity, outside teaching, in the area or related area of the competition - 1 point.

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

- a) The mastery 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 35% 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 60 points, being valued in the following terms:

- a) For each year of professional teaching experience in higher education, in the disciplinary area, or similar, of the competition - 1 point;
- b) For each curricular unit or subject coordinated and / or 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 mission in mobility, in foreign higher education, in the disciplinary area, or similar, of the competition - 2 points;
- e) For each year and curricular unit taught to Erasmus students - 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 15 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*) - 2 points;
- b) For each curricular unit or discipline in which the candidate has developed support materials and / or support for theoretical or theoretical-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 25 points is valued, and the valuation is carried out in the following terms:

For each coordination or supervision of internship/student - 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 management positions (CDG);
- b) The exercise of mandates in other organs of the Institution or functions in functional units in public 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 (PE).

7.3.1 - The classification to be awarded in this criterion, which represents 15% 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 30 points, being the valuation carried out in the following terms:

For each year of executive duties in executive positions or presidency of bodies of public higher education institutions, their organic units or research units - 10 points.

Exercise of mandates in other bodies of the Institution or functions in functional units in higher education institutions or their organic units or supporting structures (OFI): it is valued the exercise of mandates in other bodies of the Institution or functions in functional units in higher education institutions or their organic units or supporting structures (exercise of mandates or functions at the head of coordination of courses, departments or other structures supporting the activities of the institution), with a maximum value of 40 points, the valuation being made as follows:

- a) For each year and different body, of mandate fulfilled as member in other bodies of the institution or of organic units of the institution - 5 points;
- b) For each year completed as course or department coordinator - 5 points;
- c) For each year as director (editor-in-Chief) of international scientific journal with peer review - 5 points.
- d) For each year of exercise completed in other organizational structures of the institution, such as quality and evaluation committees, research groups, scientific and pedagogical committees, or their correspondents - 3 points.

The coordination or development of projects and / or activities considered as strategic for the institution - PE: it is valued the involvement in projects and / or activities of transfer of knowledge considered strategic by the institution, with a maximum value of 30 points, being the valuation done with the following terms:

- a) For each project and/or organized activity of international scope (such as, organization of congresses, conferences, seminars); - 4 points;
- b) For each project and/or organized activity of national scope (such as, organization of congresses, conferences, seminars) - 2 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: $CF = (0,50 \text{ DTCP} + 0,35 \text{ CP} + 0,15 \text{ AR})$, 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:

a) Best overall score obtained in the criterion - Technical-scientific and professional performance (DTCP);

b) Subsisting the tie, after application the previous al. a), the best total score obtained in the criterion - Other activities relevant to the mission of the institution of higher education which have been developed by candidates (AR).

In applying these criteria, no account shall be taken of the maximum limits resulting from the application of the final classification formula.

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:

President - Nuno Miguel Morais Rodrigues, Vice-President of the Polytechnic of Leiria, Professor appointed in accordance to article 23, no. 1, a) of the ECPDESP and paragraph a) of no. 1 of article 10 of Order no. 10990/2010.

Full members:

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

Álvaro de Borba Cruz Lopes Dias, Full Professor at the Instituto Superior de Gestão;

Jorge Manuel Rodrigues Umbelino, Senior Coordinating Professor of the High School of Hospitality and Tourism of Estoril;

Luís Manuel Gomes Boavida Portugal, Coordinating Professor of the High School of Hospitality and Tourism of Estoril;

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

Substitute members:

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

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

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.

Leiria, August 5th of 2019 - The President, Rui Filipe Pinto Pedrosa.