

POLYTECHNIC INSTITUTE OF LEIRIA

Notice n.º 1026/2019

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 March 3, 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 (Polytechnic 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 April 8, 2019, from the Vice President of the Polytechnic of Leiria, Professor Rita Alexandra Cainço Dias Cadima, in substitution under the terms of the article 42 of the Administrative Procedure Code and by the order 6104/2018, published in the *Diário da República*, 2nd series, 118, June 21, 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 Aquaculture – Biomedical Research in Aquaculture, 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.

3.3 — The present competition falls within the Contract-Programme CEECINST/00051/2018 - Programme to Stimulate Scientific Employment in the modality of institutional support 2018 of Foundation for Science and Technology, so that, the professor that fills the job position will integrate the research unit MARE – Marine and Environmental Sciences Centre of Polytechnic of Leiria and the teaching service distributed to them may not exceed six teaching hours in a period of six years.

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 General Law of Employment in Public Functions, approved by the Law 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 is applying;
- c) To have physical robustness and psychic profile indispensable to the exercise of the functions to which 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 mentioned specialist title in the 19 of ECPDESP refers to the article 48 of the Law 62/2007, September 10, and to the Decree Law 206/2009, August 31.

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 the article 25 of the Decree Law 66/2018, August 16, that approved the legal regime of recognition of academic degrees and diplomas of the high education assigned by foreign higher education institutions, candidates are exempt to provide prove of recognition or equivalence of the foreign degree or diploma in the application stage.

5.3.2 – The recognition or equivalence of a foreign degree or diploma, not submitted in the application stage, will take place in the contracting phase, with the deadline fixed by the services of human resources of Polytechnic of Leiria. Failure to submit the prove in the period of time set impair the conclusion of the contract of employment in public functions, under the article 33 of Regulation of Recruitment and Employment 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 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 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 complement 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 Maritime Technology of Polytechnic of Leiria and MARE- Marine and Environmental Sciences Centre, for the next six years;

g) A list, in non-editable format, that contains the exact identification of all submitted documents (index or list with the name of each file in the order that they are submitted).

6.4 – The documents referred in previous points d), e) and f) must be delivered in non-editable format (pdf), in digital format (CD/DVD/PEN), properly identified.

6.5 – The applicant must ensure the readability of the files as well as their succinct 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 and 5.2 in this public notice, or their submission after the deadline stipulated in paragraph 1 of this public notice determines the exclusion of the application.

6.8 – The non-presentation of the documents related to the curriculum submitted by the candidate, 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.

6.9 - 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 11 (2) (a) and 18 (1) (l) and (m) and articles 2 and 3 of official order 10990/2010):

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 examining committee (jury) of thesis leading to academic degree (AT);

e) 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 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 25 points, the valuation being carried out in the following terms:

- a) For each coordination of research and development project and R&D services – 2.0 points;
- b) For each participation in research and development project and R&D services – 1.0 points.

Scientific production, publications, communications and conferences (PC): the scientific production and its sharing with the scientific community are valued in the subject area of the competition, or related area, 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 and/or Scopus- 1.0 points;
- b) For each published book – 0.7 points;
- c) For each published book chapter – 0.6 points;
- d) For each scientific abstract in an international scientific journal with revision included in the SCI - Science Citation Index and/or Scopus – 0.5 points;
- e) For each scientific article in a scientific journal with national or international revision, not included in the SCI - Science Citation Index and/or Scopus – 0.5 points;
- f) For each oral communication in international conference, scientific meeting or seminar – 0.4 points;
- g) For each panel communication in international conference, scientific meeting or seminar – 0.3 points;
- h) For each oral communication in national conference, scientific meeting or seminar – 0.2 points;
- i) For each panel communication in national conference, scientific meeting or seminar – 0.1 points;

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 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 – 2.0 points;
- b) For each supervision or co-supervision of thesis leading to the attribution of master's degree and already completed – 1.0 points;

The participation in jury of academic examinations and examining committee 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 15 points, are valued, in the following terms:

- a) For each argumentation of thesis leading to the attribution of PhD degree - 2.0 points;
- b) For each argumentation of thesis leading to the attribution of master's degree – 1.0 points;
- c) For each participation in an examining committee of thesis leading to the attribution of master's or PhD degree – 0.5 point.

Professional experience relevant to the disciplinary 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:

For each year of relevant professional experience in the disciplinary area, or related, of the competition – 2.5 points.

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

- a) The domain of the subject area, courses or curricular units taught and/or coordinated in the area of the competition (LUC);
- b) Participation in the elaboration of programs, manuals and materials to support the educational activities (PDP);
- c) The coordination or supervision of final project or 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 evaluated as follows:

The domain of the subject areas, subjects or units taught and/or coordinated in the field of the competition (LUC): the domain of the subject areas and the responsibility in the teaching of curricular units or subjects, with a maximum value of 40 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 – 1.0 point;
- b) For each curricular unit or distinct subject, coordinated and/or fully taught by the candidate – 3.0 points;
- c) For each curricular unit or subject in which the candidate collaborated with the person responsible for it, in his/her teaching – 0.8 points.

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

a) For each curricular unit or discipline in which the candidate has been responsible for the elaboration of syllabus of the curricular unit – 2.0 points;

b) For each curricular unit or discipline in which the candidate has developed support materials and/or support for theoretical or theoretical-practical or practical classes – 2.0 points.

Coordination or supervision of final internship of degree (EFC): the coordination or supervision of the final project or internship and argumentation, as examiner in the jury, of final internship of an undergraduate degree with a maximum of 20 points, being the valuation carried out in the following terms:

a) For each coordination, supervision or co-orientation of final project– 1.0 points;

b) For each coordination, supervision, co-orientation of final internship– 1.0 points;

c) For each argumentation (as examiner in a jury) of final project or internship – 0.3 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 directive functions and positions in management bodies (CDG);

b) The exercise of mandates in other bodies of the Institution or functions in functional units in 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, 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 15% of the final classification, for a maximum of 100 points, results from the application of the following formula:

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

The sub-criteria are evaluated as follows:

The exercise of directive functions and in management bodies (CDG): it is valued the exercise of directive functions of public higher education institutions or their organic units 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 duties in direction positions of public higher education institutions or their organizational units – 15 points;

b) For each completed year and different body, of mandate as member in management bodies of the institution or organic units of the institution such as: General Council, Council of Representatives, Scientific Council, Technical and Scientific Council or Pedagogical Council - 10 points.

The exercise of mandates in other bodies of the Institution or functions in functional units in higher education institutions or their organic or coadjutant structures (OFI): it is valued the

exercise of mandates or coordination of other bodies, coadjutant structures or other structures that support the activities of the institution, with a maximum value of 50 points, and the valuation is made in the following terms:

- a) For each completed year of exercise as coordinator of master's degree course – 8 points;
- b) For each completed year of exercise as coordinator of bachelor's degree course – 4 points;
- c) For each year of exercise completed in other organizational structures of the institution, such as lab coordination and scientific and pedagogical commissions– 0.5 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, scientific dissemination or other activities considered strategic by the institution, since they fall within the area of the competition, with a maximum value of 20 points, being the valuation carried out with the following terms:

For each project and/or organized activity – 1.0 point.

7.4 - In the reasoned assessment, the jury must also take into consideration the provisions of article 26 of 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: $CF = (0,50DTCP + 0,35CP + 0,15AR)$, considering approved, in absolute merit, the candidates who have obtained a final classification equal or higher than 50 points and not approved the candidates who have a final classification less than that.

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 – the technical-scientific and professional performance of the candidates (DTCP);
- b) Subsisting the tie, the best total score obtained in the criterion - other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR).

In the application of these criterion, the maximum limits resulting from the application of the formula of final classification are not applied.

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 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 nominated under the terms of article 23 (1) a) of ECPDESP and article 10 (1) a) of the Order 10990/2010.

Effective members:

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

Pedro Miguel Alfaia Barcia Ré, Associated Professor with Aggregation at the University of Lisbon;

Paulo Reis Branco Pardal, Coordinating Professor of the Polytechnic Institute of Santarém;

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

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

Substitute members:

Fernando Manuel Raposo Morgado, Associated Professor with Aggregation at the University of Aveiro;

Ana Maria Gomes de Sousa Neves, Coordinating Professor of the Polytechnic Institute of Santarém.

10 - Pursuant to Article 9, subparagraph 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-B of the ECPDESP.

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