

Polytechnic of Leiria

Public Notice no. 1103/2019

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 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 9th of 2019 by the Vice-president of the Polytechnic of Leiria, Professor Rita Alexandra Cainço Dias Cadima (in substitution of the President, under article no. 42 of the *Código do Procedimento Administrativo*, and Dispatch no. 6104/2018, published in *Diário da República*, 2nd series, no. 118, dated June 21st of 2018), in accordance with a proposal of the Director of the School of Health Sciences of the Polytechnic of Leiria, a competition for the recruitment of two *Professores Coordenadores* [professors], who will be given a public service contract of unspecified duration, in the field of Health Sciences or similar areas, namely Biomedicine; Public Health; Nursing; Nutrition and Dietetics, Therapies and Rehabilitation, Health Technologies; and Clinical Engineering, in the School of Health Sciences of the Polytechnic of Leiria, will be open for a period of thirty working days, starting from the date of publication of this Public Notice in the *Diário da República* – 2 places.

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 article no.3(5) of *ECPDESP*, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the academic and research activities in a subject or scientific area, and namely to: conduct and teach theory, theory-practice and practice classes; supervise internships, seminars, and laboratory or field work; supervise the pedagogical, scientific and technical activities of the *Professores Adjuntos* [senior lecturers] of

their specific subject or scientific area; cooperate with other *Professores Coordenadores* of the same scientific area in the coordination of programmes, teaching methodologies, and general research guidelines; develop scientific research and experimental development activities in their specific subject or scientific area.

3.3 — This competition is opened under the contract-programme *CEECINST/00051/2018* of the Institutional Call to Scientific Employment Stimulus 2018 of the *Fundação para a Ciência e a Tecnologia*, and thus the hired professors shall integrate the Centre for Innovative Care and Health Technology (CiTechCare) of the Polytechnic of Leiria, and cannot be given more than six teaching hours during six years of contract.

4 - Salary (article no. 35(1) of *ECPDESP*): “The remuneration of career professors, and hired academic staff is established in a separate law.” - Decree-Law no. 408/89, dated November 18th, amended by Decree-Law no. 76/96, dated June 18th, Decree-Law no. 124/99, dated April 20th, and Decree-Law no. 373/99, dated September 18th.

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, dated June 20th, and article no. 12-E of *ECPDESP*, only candidates who satisfy all of the following general requirements, up to the last day of applications’ submission, may apply:

- a) To be over the age of 18;
- b) Not to be inhibited from carrying out public service nor forbidden to carry out the functions for which they are applying;
- c) To have physical robustness, and the psychological profile required to carry out the functions for which they are applying;
- d) To have complied with the compulsory vaccination laws.

5.2 - According to article no. 19 of *ECPDESP*, only those who hold a Doctor’s degree or a title of specialist, in the competition’s area or a similar area, obtained at least five years before this competition, may apply. The specialist title indicated in article no. 19 of *ECPDESP* refers to the one specified in article no. 48 of Law no. 62/20017, dated September 10th, and Decree-Law no. 206/2009, dated August 31st.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or record of the Doctor’s degree, under the terms of the applicable legislation.

5.3.1 — Candidates are not obliged to present the proof of recognition or equivalence of the foreign degree or diploma at this stage, under article no. 25 of Decree-Law no. 66/2018, dated August 16th, which approved the legal regime for recognition of higher education academic degrees and diplomas granted by foreign institutions.

5.3.2 – The recognition or equivalence of the foreign degree or diploma which is not provided in the application shall be presented during the establishment of the contract, in a deadline established by the human resources division of the Polytechnic of Leiria. The non-presentation of that document until the deadline will prevent the successful candidate from being hired, under the terms of article no. 33(a) of the *Regulamento de Recrutamento e Contratação do Pessoal Docente de Carreira* [regulation on the recruitment and hiring of career academic staff] of the Polytechnic of Leiria.

6 - Application procedure:

6.1 - Applications must be presented in person, or by mail (registered letter with return receipt requested), sent to the following address of the Polytechnic of Leiria: Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the date established for applications' submission, as specified in no. 1 of this Public Notice.

6.2 - Applications are made by presenting a duly dated and signed competition admission request (form available at <http://www.ipleiria.pt/recursos-humanos/concursos>), addressed to the President of the Polytechnic of Leiria, which must include: full name, date of birth, gender, nationality, I.D. number, address, email, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of the competition, the number of the Public Notice, with the reference of the *Diário da República* in which it was published, as well as a list of the documents sent with the request.

6.3 - Candidates must also send the following documents, properly numbered and identified:

- a) Photocopy of the academic and professional qualification certificates or other legally recognized document;
- b) Declaration, with a sworn statement, to be provided in the form indicated in no. 6.2 of this Public Notice, of their status regarding each of the conditions of a), b), c) and d) of 5.1 of this Public Notice;
- c) Documents attesting that the candidate meets the legal conditions referred in no. 5.2 of this Public Notice;
- d) 1 copy of the *curriculum vitæ*, duly dated and signed, organized in accordance with the selection and seriation criteria, the assessment system, and final classification established in no. 7 of this Public Notice;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitæ*;
- f) 1 copy of the scientific work and development plan for the next six years, aligned with the mission of the School of Health Sciences of the Polytechnic of Leiria, and the Centre for Innovative Care and Health Technology (CiTechCare);
- g) List with the exact identification of all documents provided (index or list with the name of

each file in their order of presentation), in a non-editable format.

6.4 - The candidate must provide a copy of the documents mentioned in d), e) and f) in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN).

6.5 – The candidate must make sure the files are readable and provide short file names.

6.6 - The documents must be presented in Portuguese, Spanish or English. Any document attesting the facts stated in the candidate's *curriculum vitæ* or any work mentioned in the candidate's *curriculum vitæ* which is written in a different language from the abovementioned must also be translated into Portuguese, Spanish or English.

6.7 - The non-presentation of the documents attesting the facts required in no. 5.1 and 5.2 of this Public Notice, or the presentation after the period stipulated in no. 1, will lead to the exclusion of the application.

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

6.9 - The presentation of false documents will lead to immediate exclusion from the competition, and those facts will be reported to the competent authority for purposes of criminal prosecution.

6.10 - The documents provided by candidates shall be returned upon request, one year after the termination of this competition, except in the event that the competition has been subject to judicial objection, in which case the documents may only be returned after the jurisdictional decision is made.

7 - Selection and seriation criteria, assessment system, and final classification (established under the terms of articles 11(2)(a) and 18(1)(l) and (m), and no. 2 and 3 of Order no. 10 990/2010):

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

a) Academic qualifications and titles (AQT);

b) Scientific production (SP);

c) Supervision of thesis, dissertations/internship reports (STD);

d) Participation in academic examination juries (PAEJ);

e) Participation in funded R&D projects (PFRDP);

f) Scientific work and development plan for the next six years, aligned with the mission of the School of Health Sciences of the Polytechnic of Leiria, and the Centre for Innovative Care and Health Technology (CiTechCare) (SWDP);

g) Professional experience, considered relevant for the competition's area or a similar area (PE).

7.1.1 - The classification to be awarded for this criterion represents 50% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

TSPP = (AQT + SP + STD + PAEJ + PFRDP + SWDP + PE)

The parameters should be evaluated as follows:

AQT: Academic qualifications and specialist title in the competition's area or a similar area, namely Biomedicine; Public Health; Nursing; Nutrition and Dietetics, Therapies and Rehabilitation, Health Technologies; and Clinical Engineering, with a maximum of 5 points, as follows:

- a) Doctor's degree and specialist title in the competition's area or a similar area — 5 points;
- b) Doctor's degree or specialist title in the competition's area or a similar area — 3 points;

SP: Scientific production and its dissemination to the scientific community, in the competition's area or a similar area, with a maximum of 30 points, as follows:

- a) Each peer-reviewed scientific article in an international scientific journal, included in the SCI — Science Citation Index — 5 points;
- b) Each published monograph or book chapter — 4 points (Scopus);
- c) Each peer-reviewed scientific article in a national or international scientific journal, not included in the SCI — Science Citation Index — 3 points;
- d) Each complete scientific article published in the proceedings of an international conference or scientific meeting — 2.5 points;
- e) Each complete scientific article published in the proceedings of a national conference or scientific meeting — 2 points;
- f) Each communication in an international conference, scientific meeting or seminar — 2 points;
- g) Each communication in a national conference, scientific meeting or seminar — 1 point;
- h) Each article revision (referee) or evaluation for a conference or journal — 1 point;
- i) Each presence in the Editorial Board, Scientific Board or Advisory Editorial Board of an international scientific journal— 1 point;
- j) Each presence in the Editorial Board, Scientific Board or Advisory Editorial Board of a national scientific journal – 0.5 points;
- k) Each participation in the scientific or organizing committee of technical and scientific events, considered relevant for the competition's area – 0.5 points per participation.

STD: Supervision or co-supervision of thesis, dissertations/internship reports leading to academic qualifications, with a maximum of 10 points, as follows:

- a) Each completed supervision or co-supervision of a thesis leading to a Doctor's degree — 5 points;
- b) Each completed supervision or co-supervision of a dissertation or an internship final report leading to a Master's degree — 2 points.

PAEJ: Participation in academic examination juries, with a maximum of 10 points, as follows:

- a) Each participation as examiner of a thesis leading to a Doctor's degree — 5 points;
- b) Each participation in a jury of examinations for specialist title, under the terms of *ECPDESP* — 2 points;
- c) Each participation as examiner of a dissertation/internship report leading to a Master's degree — 2 points;
- d) Each participation as president of academic examination juries — 1 point.

PFRDP: Active participation in funded R&D projects, in the competition's area or a similar area, with a maximum of 15 points, as follows:

- a) Each institutional coordination of a funded R&D project – 4 points;
- b) Each active participation in a funded R&D project - 2 points.

Institutional coordination – when the candidate represents the institution in the project.

SWDP: Scientific work plan, considering: a) Proposals to promote partnerships with non-academic and academic institutions; b) Fundraising; c) Promotion of knowledge transfer; d) Promotion of knowledge production and dissemination, how and where; e) Proposals for attracting new researchers; f) Proposals for promoting international network, in a scale of 0 to 20 points.

PE: Professional experience, in the competition's area or a similar area, with a maximum of 10 points, as follows:

Each year of relevant professional experience, in the competition's area or a similar area, including clinical or research activities – 1 point.

7.2 - Pedagogical skills (PS), in which the following must be considered:

- a) Mastery of the lectured/coordinated subject areas, subjects or curricular units, in the competition's area or a similar area (MLC);
- b) Participation in the development of programmes, textbooks, and other material to support teaching activities (PDP);
- c) Other pedagogical activities (OPA).

7.2.1 - The classification to be awarded for this criterion represents 35% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$PS = (MLC + PDP + OPA)$$

The parameters should be evaluated as follows:

MLC: Mastery of the lectured/coordinated subject areas, subjects or curricular units, with a maximum of 50 points, as follows:

- a) Each year of pedagogical professional experience in higher education, in the competition's area or a similar area — 1 point;
- b) Each different curricular unit, which was coordinated and lectured by the candidate – 2 points;

c) Each curricular unit or subject in which the candidate has cooperated in the lecturing with its coordinator – 1 point.

For b) only the number of different curricular units or subjects is considered, and not the number of coordinated or lectured academic years.

PDP: Development of pedagogical documents, with a maximum of 35 points, as follows:

a) Each curricular unit or subject for which the candidate has developed materials to support classes - 5 points;

b) Each participation in the development of courses or post-graduate degrees, which are duly certified by the teaching institution – 4 points;

c) Each curricular unit or subject for which the candidate has developed a curriculum, which is duly certified by the teaching institution – 3 points.

OPA: Pedagogical experience in other levels and types of teaching, with a maximum of 15 points, as follows:

a) Each pedagogical professional experience in higher education abroad, in the competition's area or a similar area — 2 points;

b) Each participation in a special competitions jury to admit candidates to higher education — 1 point;

c) Each 7 hours training in courses not leading to academic qualifications— 0.5 points.

7.3 - Other relevant activities to the mission of the higher education institution, which have been developed by the candidate (RA), in which the following must be considered:

a) Participation in bodies of the institution (PBI);

b) Participation in organizational units of higher education institutions or their organic units or support structures (POU);

c) Services provided to the community (SPC).

7.3.1 - The classification to be awarded for this criterion represents 15% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$RA = (PBI + POU + SPC)$$

The parameters should be evaluated as follows:

PBI: Participation in bodies of the higher education institution, with a maximum of 40 points, as follows:

a) Each full year as president/director — 5 points;

b) Each full year as president of the Technical and Scientific Board — 5 points;

c) Each full year as vice-president/subdirector — 3 points;

d) Each full year as president of the Pedagogical Board — 2 points;

e) Each full year as president of the Assembly of Representatives — 2 points.

POU: Participation in bodies, course coordination, head of department or other structures to support the institution's activities, with a maximum of 30 points, as follows:

- a) Each full year as course coordinator — 3 points;
- b) Each full year as head of department — 2 points;
- c) Each full year, and each different body, as a member of other bodies of the institution or its organic units — 1 point;
- d) Each full year in other organizational units of the institution, such as quality and assessment committees, international relations coordination, research groups, scientific and pedagogical committees, or similar structures — 1 point.

SPC: Involvement in projects and/or knowledge transfer activities, scientific dissemination activities or other activities considered strategic by the institution, provided they are aligned with the competition's area or subject areas, with a maximum of 30 points, as follows:

Each organized project and/or activity, which has not been considered in the previous points, and is duly certified by the host institution – 2 points.

7.4 - When candidates meet the conditions referred in article no. 26 of Order no. 10 990/2010, the jury should also take that article's provisions into account in its justified assessment.

7.5 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula: $FC = (0.50 \text{ TSPP} + 0.35 \text{ PS} + 0.15 \text{ RA})$. Candidates who have a final classification equal or above 50 points are considered approved with absolute merit; candidates who have a classification lower than 50 points are considered non-approved.

All results are presented rounded to one decimal place.

7.6 - In case of tie, after the final classification is calculated, the jury will successively use the following criteria:

- a) Best classification in Technical and Scientific and Professional Performance (TSPP).

In this case, the maximum limits of the final classification formula shall not be considered.

8 - Public hearing: After receiving the applications, the jury may decide to hold public hearings, under the terms of article no. 28(4) of Order no. 10 990/2010. In this case, the public hearings shall take place between the 20th and 70th day after the deadline for the applications, and all candidates shall be informed with a five-day notice of the date and place of the public hearings.

9 - Members of the jury:

President – Nuno Miguel Morais Rodrigues, Vice-president of the Polytechnic of Leiria, appointed under the terms of article no. 23(1)(a) of *ECPDESP*, and article 10(1)(a) of Order no. 10 990/2010.

Permanent members:

Maria Isabel Guedes Loureiro, Professor of the National School of Public Health of the NOVA

University of Lisbon;

Rui Miguel Monteiro Soles Gonçalves, Professor of the Coimbra Health School of the Polytechnic of Coimbra;

Lino Jorge de Jesus Mendes, Professor of the Lisbon School of Health Technology of the Polytechnic of Lisbon;

Maria dos Anjos Coelho Rodrigues Dixe, Professor of the School of Health Sciences of the Polytechnic of Leiria;

Helena da Conceição Borges Pereira Catarino, Professor of the School of Health Sciences of the Polytechnic of Leiria.

Substitute members:

Raquel Maria Fino Seça, Professor of the Faculty of Medicine of the University of Coimbra;

José Carlos Rodrigues Gomes, Professor of the School of Health Sciences of the Polytechnic of Leiria.

10 - According to article no. 9 h) of the Constitution of the Portuguese Republic, Public Administration, as an employing entity, actively promotes a policy of equal opportunities for men and women in terms of access to a job and professional progression, aiming at avoiding all and any kind of discrimination.

11 - The present competition will also be published in BEP (public employment pool), in the website of the Science and Technology Foundation I.P. (FCT), both in Portuguese and English, and in the website of the Polytechnic of Leiria, also in Portuguese and English, under the terms of article no.29-B of *ECPDESP*.

(This Public Notice has been approved under the terms of Dispatch no. 6104/2018, dated May 21st, published in the *Diário da República*, 2nd Series, no. 118, in June 21st of 2018.)

---10th of September of 2019 - President of the Polytechnic of Leiria, Rui Filipe Pinto Pedrosa.