

Polytechnic Institute of Leiria

Public Notice no. 1263/2019

1 - Pursuant to the Career Statute of the Polytechnic Higher Education Teaching Staff (ECPDESP), approved by Decree-Law No. 185/81 of 1st July, as amended by Decree-Law No. 69/88 of 3rd March and 207/2009, of August 31st, and by Law No. 7/2010, of May 13th, as well as the Recruitment and Hiring Regulation of the Career Teaching Staff of the Polytechnic Institute of Leiria (Polytechnic of Leiria), published in the Diário da República (Official Gazette), 2nd Series, No. 127, of 2nd July, 2010, through Order No. 10990/2010, is hereby made public by order of June 24, 2019, of the President of the Polytechnic of Leiria, at the proposal of the Director of the School of Tourism and Maritime Technology, in Peniche, of the Polytechnic of Leiria, that it is open for a period of 30 working days, from the date of publication of this notice in the Diário da República, the documentary competition for the recruitment of two Assistant Professors, in the form of an employment contract in public service for an indefinite period, for the Hotel and Restaurant disciplinary area - 2 places.

2 – Validity period: the present competition is exclusively intended 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 – Pursuant to n.º 4, Article 3rd of the ECPDESP, the Assistant Professor is responsible for collaborating with the coordinating professors within the scope of a scientific discipline or area, namely: to conduct and teach theoretical, theoretical-practical classes; guide, direct and follow up internships, seminars and laboratory or field work; to direct, develop and carry out scientific research and experimental development activities, following the general guidelines previously and superiorly defined within the scope of the respective scientific discipline or area; cooperate with the other professors of the subject or scientific area in the coordination of the programs, teaching methodologies and general research lines concerning the subjects in the area.

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, 18th November, amended by Decree-Law n.º 76/96, 18th June, and Decree-Law n.º 124/99, of 20th April and Decree-Law n.º 373/99, 18th September.

5 - Admission requirements:

5.1 – Under the terms of article n.º 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 the following requirements:

- a) Have completed 18 years of age;
- b) Not be inhibited from the exercise of public functions nor be prohibited for the exercise of the functions to which he / she is applying;
- c) To have physical robustness and psychic profile imperative 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 17 of the ECPDESP, holders of the doctoral degree, as well as the title of specialist, may apply for the competition in the area in which the competition was opened. 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.

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 initialled [it 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 accompany the application with the following documents, properly 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 commitment of honour, 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) 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 elements referred to in points (d) and (e) will necessarily be delivered in a single non-editable (pdf) file in digital format (CD / DVD / PEN /) duly 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 - Failure to submit the documents proving the requirements required and provided for in points 5.1, 5.2 and 5.3 (if applicable) in this notice, or their presentation after the deadline stipulated in paragraph 1 of this notice determines the exclusion of the application.

6.7 - Failure to present the documents related to the curriculum presented by the candidate implies the non-valuation of the elements that they should prove.

6.8 - The presentation of false document determines the immediate exclusion of the contest and the participation to the competent entity for the purposes of criminal procedure.

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 tendering procedure has been challenged in court. In this situation, the return of the requested documents may only take place after the final judgment has been enforced.

7 - Selection and ranking criteria and final evaluation and classification system (established in terms of articles 11º, 2, a) and 18º, nº. 1, lines 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) Relevant professional experience in the subject area of the competition (EP).

7.1.1 The classification to be awarded in this criterion, which represents 30% of the final classification, for a maximum of 100 points, results from the application of the following formula:

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

The above parameters are evaluated as follows:

a) Research and development projects (PID): Active participation in research and development projects is valued, with a maximum value of 10 points, and the valuation made under the following terms:

- i) For each active participation in research and development project - 5 points;
- ii) For each participation in community service projects - 4 points.

b) Scientific production, publications, communications and conferences (PC): scientific production is valued also when shared with the scientific community, with a maximum value of 20 points, and the valuation is made as follows:

- (i) publications in journals and proceedings of indexed conferences included in the SCI - Science Citation Index - 10 points;

- ii) For each monograph or book chapter published - 9 points;
 - iii) For each scientific article in a national or foreign peer reviewed journal not included in the SCI - Science Citation Index - 8 points;
 - iv) For each scientific article in conference, or international scientific meeting published in the respective proceedings - 7 points;
 - v) For each scientific article in conference, or national scientific meeting published in the respective proceedings - 6 points;
 - vi) For each communication in conference, scientific meeting or international seminar - 6 points;
 - vii) For each communication in conference, scientific meeting or national seminar - 5 points;
 - viii) For each attendance at the Editorial Board, Scientific Board, Advisory Editorial Board or Editorial Board of a scientific journal - 4 points;
 - ix) For each chapter in printed technical book or E-book - 3 points;
 - x) For each article reviewed (referee activity) or evaluated for conference or magazine - 2 points.
- c) Orientation of thesis leading to academic degree (OT): the orientation or co-orientation of dissertations or theses leading to the awarding of an academic degree, with a maximum value of 10 points, is valued according to the following terms:
- i) For each thesis orientation or co-orientation leading to the award of Doctoral degree and already completed - 5 points;
 - ii) For each thesis orientation or co-orientation leading to the award of the Doctoral degree in progress - 4 points.
 - iii) For each dissertation, project or internship orientation or co-orientation leading to the award of a master's degree and already completed - 5 points;
 - iv) For each dissertation, project or internship orientation or co-orientation leading to the assignment of the current master's degree - 4 points.
- d) Participation in public examinations and argumentation of theses leading to academic degree (AT): the participation and the role played in juries of public examinations and the evaluation of dissertations or theses leading to the award of an academic degree is valued, with a maximum value of 15 points, as follows:

- i) For each thesis assessment leading to the award of Doctoral degree as external examiner - 5 points;
 - ii) For each thesis assessment leading to the award of a Doctoral degree as an internal examiner - 4 points;
 - iii) For each participation in public examinations jury for the attribution of the title of specialist under the terms of ECPDESP - 5 points;
 - iv) For each thesis assessment leading to the assignment of a master's degree as an external examiner - 5 points;
 - v) For each thesis assessment leading to the attribution of a master's degree as an internal examiner - 4 points;
- e) 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 45 points, the valuation being carried out in the following terms:
- i) For each year of relevant professional experience in the disciplinary or related area of the competition, with the submission of a letter of recommendation considered relevant - 6 points.
 - ii) For each year of relevant professional experience in the disciplinary or related area of the competition - 5 points.

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) Coordination or supervision of internship or final course project (EFC);
- d) The exercise of other pedagogical activities (OAP).

7.2.1 - 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:

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

The sub-criteria are as follows:

- a) 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 40 points, being valued in the following terms:

- i) For each curricular unit or discipline, coordinated and taught by the candidate - 5 points
- ii) For each curricular unit or discipline in which the candidate collaborated with the main professor in lecture activities - 4 points.

b) 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 30 points, and the valuation is done in the following terms:

- i) For each curricular unit or discipline in which the candidate has developed support materials / manuals / compilation of information to support theoretical or practical classes - 5 points.

c) Coordination or supervision of internship or final course project (EFC): the coordination or supervision of the final internship of an undergraduate degree course is valued with a maximum of 20 points, and the valuation is carried out in the following terms:

- i) For each internship or final course project coordination or supervision - 2 points.

d) Development of other pedagogical activities (OAP): the pedagogical experience carried out in other levels and types of education is valued, with a maximum of 10 points, and the valuation made in the following terms:

- (i) for each year of professional teaching experience at levels and types other than higher education - 2 points;

- ii) For every 50 hours of vocational training taught - 1 point.

7.3 - Other relevant activities to the mission of the institution of higher education which have been developed by the candidates (AR), in which the following items are considered:

- a) The execution of mandates in Institution bodies (OI);
- b) The execution of mandates in functional units of institution or supporting organs or structures (OFI);
- c) The coordination or development of projects and / or activities considered as strategic for the institution (EP).

7.3.1 - The classification to be awarded in this criterion, which represents 20% of the final classification, for a maximum of 100 points, results from the application of the following formula:

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

The sub-criteria are as follows:

a) Execution of mandates in Institution bodies (OI): the execution of mandates in Higher Education Institution organs is valued, with a maximum value of 20 points, and the valuation is made as follows:

i) For each year as a member of the institution's organs or the institution's organic units - 10 points;

ii) For each year as TESP, Degree or Master Course coordinator - 5 points;

b) Execution of mandates or functions in functional units in public higher education institutions or their organic units or supporting structures (OFI): the execution of mandates or functions in front of departments or other structures supporting the activities of the institution, with maximum value of 40 points, the valuation being made as follows:

i) For each year of execution in the institution's organizational structures, such as quality and evaluation committees, research groups, working groups, scientific and pedagogical committees, or their corresponding - 10 points.

c) The coordination or development of projects and / or activities considered as strategic for the institution (EP): the involvement in projects and / or knowledge transfer activities considered strategic by the institution, is valued with a maximum value of 40 points. The valuation made as follows:

i) For each project and / or organized activity (organization of congresses, conferences, seminars, open classes, workshops and other activities relevant to the institution) - 8 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:

$$CF = (0,30 \text{ DTCP} + 0,50 \text{ CP} + 0,20 \text{ AR}),$$

and considered approved, in absolute merit, the candidates who obtain a final classification equal to or higher than 50 points and non-approved candidates who obtain a final classification lower than that score.

7.5.1 - All results are rounded and displayed with one decimal place.

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

a) Best score obtained on the criterion - technical-scientific and professional performance

of the candidates (DTCP);

b) If the tie remains, the best total score obtained on the criterion - other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR).

7.5.3 - 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 subsequent to 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: José Carlos Rodrigues Gomes - Pro-President of the Leiria Polytechnic

Full members:

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

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

Nuno Alexandre Pereira Abranja, Coordinating Professor at the Higher Institute of Educational Sciences

Carlos de Oliveira Fernandes, Coordinating Professor at the Polytechnic Institute of Viana do Castelo

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

Substitute members:

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

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

10 - In compliance with Article 9 (h) of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in access to employment and professional advancement, scrupulously providing to avoid any form of discrimination.

11 - This competition will also be published on the BEP (Public Employment Grant), on the Foundation for Science and Technology's website, in the Portuguese and English

languages and on the website of the Polytechnic of Leiria, in the Portuguese and English languages. Article 29 B of the ECPDESP.

23rd October 2019. - The President, Rui Filipe Pinto Pedrosa.