

Polytechnic of Leiria

Public Notice no. 1345/2019

1 – Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1<sup>st</sup>, amended by Decree-Laws no. 69/88, dated March 3<sup>rd</sup>, and 207/2009, dated August 31<sup>st</sup>, and by Law no. 7/2010, dated May 13<sup>th</sup>, 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*, 2<sup>nd</sup> series, no. 127, dated July 2<sup>nd</sup> 2010, the Order no. 10990/2010 makes public that, under an order issued in April 9<sup>th</sup> 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*, 2<sup>nd</sup> series, no. 118, dated June 21<sup>st</sup> of 2018), in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic of Leiria, a competition for the recruitment of a *Professor Coordenador* [professor], who will be given a public service contract of unspecified duration, in the field of Accounting, in the School of Technology and Management 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* – 1 place.

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 professor shall integrate the Centre of Applied Research in Management and Economics (CARME) 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 18<sup>th</sup>, amended by Decree-Law no. 76/96, dated June 18<sup>th</sup>, Decree-Law no. 124/99, dated April 20<sup>th</sup>, and Decree-Law no. 373/99, dated September 18<sup>th</sup>.

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, dated June 20<sup>th</sup>, 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. 62/2017, dated September 10<sup>th</sup>, and Decree-Law no. 206/2009, dated August 31<sup>st</sup>.

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 16<sup>th</sup>, 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, except when the non-presentation is due to a motive that cannot be imputed to the successful candidate.

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 vitae*, 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 and the attached assessment table;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitae*, which must include the results of the questionnaires to assess pedagogical performance (when applicable);
- f) 1 copy of the scientific and pedagogical work and career development plan for the next six years, specifying how they may contribute to the progress and development of the competition's area, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria; the scientific part shall also consider the mission of the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic of Leiria;
- g) List with the exact identification of all documents provided (the name of each file), 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), making sure the files are readable and providing short file names.

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

6.6 — 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.

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

6.8 - 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.

6.9 - 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 — Selection and seriation criteria (and sub-criteria) are assessed according to the assessment table attached to this Public Notice, which indicates the maximum punctuation of each (sub)criteria. Final classification, in a scale of 0 to 100, corresponds to the sum of the points obtained by candidates in the selection and seriation criteria, respecting the maximum punctuation allowed.

7.2 — 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.

7.3 — Candidates are considered approved with absolute merit when they meet all of the following requirements:

a) A *curriculum vitae* that the jury considers to have scientific, and pedagogical merit, with the development of other activities considered relevant for the higher education institution's mission (compatible with the competition's area);

b) Peer-reviewed scientific publications, indexed in one of the following databases: ISI, Scopus, ABS, in the competition's area;

c) Lectured and coordinated curricular units, in the competition's area;

d) Director or subdirector of a teaching or research organizational unit, head of department (or similar structures), or course coordination, in the competition's area.

7.4 — In case of tie, after the final classification is calculated, the jury will use the following criteria: best classification in intervention in the scientific community (1.3 of the attached assessment table).

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 20<sup>th</sup> and 70<sup>th</sup> 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 (appointed under the terms of articles no. 9 and 10 of Order no. 10 990/2010):

President – José Carlos Rodrigues Gomes, Pro-president of the Polytechnic of Leiria, appointed under the terms of article no. 23(1)(a) of *ECPDESP*.

Permanent members:

Lúcia Maria Portela de Lima Rodrigues, Professor of the University of Minho;

Francisco José Alegria Carreira, Full Professor of the Polytechnic of Setúbal;

Maria João Major, Professor of ISCTE – University Institute of Lisbon;

Elisabete Fernanda Mendes Duarte, Professor of the Polytechnic of Leiria;

Susana Cristina Serrano Fernandes Rodrigues, Professor of the Polytechnic of Leiria.

Substitute members:

Carlos Manuel Gomes Silva, Professor of the Polytechnic of Leiria;

Sónia Maria da Silva Monteiro, Professor of the Polytechnic of Cávado and Ave.

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*.

31<sup>st</sup> of October 2019 - President of the Polytechnic of Leiria, Rui Filipe Pinto Pedrosa.

ATTACHMENT  
Assessment table

Criteria	Maximum punctuation	Points
1 — Technical and scientific and professional performance (TSPP)	40	
1.1 — Scientific production in Accounting	10	
a) Author or co-author of technical and scientific books		1.5 per book
b) Publication of articles in international scientific journals, indexed in the following databases: ISI, Scopus or ABS		5 per article
c) Publication of technical and scientific articles in other peer-reviewed journals or chapters in international books		2 per article or book chapter
d) Publication of technical and scientific articles in other peer-reviewed journals or chapters in national books		1 per article or book chapter
e) Editor or co-editor of an international multiauthor technical and scientific work		1.75 per work
f) Editor or co-editor of a national multiauthor technical and scientific work		1.5 per work
g) Publication of technical and scientific articles in peer-reviewed proceedings of international congresses		1 per participation
h) Publication of technical and scientific articles in peer-reviewed proceedings of national congresses		0.75 per article
i) Communication in an international conference		0.5 per article
j) Communication in a national conference		0.25 per communication
k) Scientific awards - Best Paper Award		2.5 per award
1.2 — Participation in R&D projects in Accounting	5	
a) Coordination of research projects with external assessment and funding (e.g. FCT; European projects)		1.5 per project
b) Participation in research projects with external assessment and funding (e.g. FCT; European projects)		1 per project
c) Participation in other research projects		0.75 per project
d) Assessment of research projects		0.25 per project
1.3 — Intervention in the scientific community in Accounting	10	
a) Member of the editorial board of international scientific journals		2.5 per participation
b) Member of the editorial board of national scientific journals		2 per participation
c) Reviewer of international scientific journals		1.25 per participation
d) Reviewer of national scientific journals		0.75 per participation

e) Reviewer of international scientific conferences		1 per participation
f) Reviewer of national scientific conferences		0.25 per participation
g) Key note speaker in international conferences		2 per participation
h) Key note speaker in national conferences		0.75 per participation
i) Member of scientific units/groups		1 per participation
j) Chair/Co-chair/Program Chair of international technical and scientific congresses		0.75 per participation
k) Track Chair/Country Chair of international technical and scientific congresses		2.5 per event
l) Member of scientific committees of international technical and scientific congresses		1.5 per event
m) Member of scientific committees of national technical and scientific congresses		0.75 per event
n) Member of organizing committees of international technical and scientific congresses/seminars		1 per event
o) Member of organizing committees of national technical and scientific congresses/seminars		0.5 per event
p) Supervision/co-supervision of doctoral thesis (completed)		2.5 per supervision/co-supervision
q) Supervision of Master degrees' dissertations/projects/internships (completed)		1 per supervision/co-supervision
r) Co-supervision of Master degrees' dissertations (completed)		0.5 per supervision
s) Supervision of undergraduate degrees' internships, projects or final degree works		0.25 per co-supervision
t) Member of the jury of an international doctoral thesis		2.5 per participation
u) Member of the jury of a national doctoral thesis		2 per participation
v) Examiner of Master degrees' dissertations		1 per participation
w) Participation in juries of international higher education academic staff competitions (polytechnic or university)		2 per participation
x) Participation in juries of national higher education academic staff competitions (polytechnic or university)		1.5 per participation
y) Participation in other juries of academic staff		1.5 per participation
z) Other merit activities recognized by the jury (e.g. scientific organization awards)		1 per participation
1.4 — Professional activities in Accounting	5	
a) Services, studies/projects or technical opinions to external entities (completed)		2.5 per service
b) Professional experience in relevant activities outside the academic environment		2 per year of prof. exp.
c) Professional consulting activities		2 per year of prof. exp.

d) Other activities considered relevant by the jury		1 per activity
1.5 — Scientific potential in Accounting	10	
a) Work and Career Development Plan (WCDP) of the candidate, specifying how they may develop a relevant scientific production, aligned with the mission of the School of Technology and Management and the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic of Leiria		10 – Very Relevant WCDP 5 – Relevant WCDP 2.5 – Adequate WCDP
b) Relevant scientific production in the competition's area, aligned with the mission of ESTG and CARME, which has not been previously assessed (e.g. scientific reports)		2.5 per document
c) Member of international research networks		2 per network
d) Member of national research networks		1 per network
e) Other activities considered relevant by the jury		0.75 per activity
2 — Pedagogical skills	40	
2.1 — Teaching activities in Accounting	10	
a) Quantity and quality of the teaching activities, with at least one duly documented classification between 90-100% in one pedagogical questionnaire, according to the assessment table of the higher education institution where it was obtained		0.75 per 10 years of teaching
b) Quantity and quality of the teaching activities, with at least one duly documented classification lower than 90% and higher than 50% in one pedagogical questionnaire, according to the assessment table of the higher education institution where it was obtained		0.25 per 10 years of teaching
c) Coordination of post-graduate and Master degrees' curricular units		0.75 per 10 years
d) Coordination of undergraduate degrees curricular units		0.5 per 10 years
e) Coordination of TeSP curricular units		0.25 per 10 years
f) Professional teaching experience in post-graduate and Master degrees		0.75 per 10 years of experience
g) Professional teaching experience in undergraduate degrees		0.5 per 10 years
h) Professional teaching experience in TeSP		0.25 per 10 years
i) Participation in international mobility programmes (e.g. Erasmus)		0.25 per year
2.2 — Coordination of pedagogical projects in Accounting	10	
a) Creation and coordination of new post-graduate, Master, and undergraduate degrees, and TeSP		1.5 per degree
b) Organization of international pedagogical events		1.5 per event
c) Participation in the organization of international pedagogical events		1 per event
d) Organization of national pedagogical events		0.75 per event
e) Participation in the organization of national pedagogical events		0.5 per event
2.3 — Development of pedagogical material in Accounting	5	

a) Development of textbooks to support teaching, which cover at least 75% of the curricular unit's programme (theory and theory-practice classes, maximum 1 material per curricular unit)		3 per textbook/book
b) Development of other printed documents to support teaching, which cover at least 75% of the curricular unit's programme (theory and theory-practice classes, maximum 1 material per curricular unit)		1.5 per textbook/book
c) Development of exercise books, software, laboratory guidelines, etc., which cover at least 75% of the curricular unit's programme (practice and laboratory classes, maximum 2 materials per curricular unit)		1 per textbook/book
2.4 — Pedagogical Innovation in Accounting	15	
a) Work and Career Development Plan (WCDDP) of the candidate, specifying how they may develop relevant pedagogical innovation activities, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria		10 – Very Relevant WCDDP 5 – Relevant WCDDP 2.5 – Adequate WCDDP
3 — Other relevant activities to the mission of the higher education institution	20	
3.1 — Participation in bodies or structures included in the statutes of higher education institutions	10	
a) President or Dean of a higher education institution		3 per year
b) Director or President of a higher education organizational unit		2 per year
c) President of statutory bodies (technical and scientific board, course coordination, pedagogical board, assembly of representatives, representatives board, general council)		1.5 per year
d) Vice-President or Associate Dean		1 per year
e) Pro President or Pro Dean		1.5 per year
f) Subdirector or Vice-president of a higher education organizational unit		0.75 per year
3.2 — Head of department (or similar structures)	5	
a) President/Coordinator/Head of Department/Section		0.5 per year
3.3 — Course coordination of TeSP, undergraduate and Master degrees in Accounting	2	
a) Course coordinator of TeSP, undergraduate and Master degrees		0.5 per year
3.4 — Coordination and development of knowledge transfer and valorisation projects or activities in Accounting	6	
a) Coordination and development of knowledge transfer and valorisation projects or activities in the competition's area		2 per project
b) Other activities considered relevant by the jury		1 per project/activity