

POLYTECHNIC OF LEIRIA

Public Notice no. 252/2020

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 July 2nd of 2019 by the President of the Polytechnic of Leiria, Professor Rui Filipe Pinto Pedrosa, 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 one *Professor Adjunto* [senior lecturer], who will be given a public service contract of unspecified duration, in the field of Occupational Therapy, 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* – 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(4) of *ECPDESP*, the *Professor Adjunto* [senior lecturer] is responsible for cooperating with the *Professores Coordenadores* [professors] within the scope of a subject or scientific area, and, specifically, to: conduct and teach theory, theory-practice and practice classes; supervise internships, seminars, and laboratory or field work; manage, and develop scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; cooperate with other lecturers of the subject or scientific area in the coordination of the programme, teaching methodologies, and general research guidelines.

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. 17 of *ECPDESP*, only those who hold a Doctor's degree or a title of specialist, in the competition's area or a similar area, may apply. The specialist title indicated in article no. 17 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.

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 and 5.3 (when applicable) 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) 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) and e) in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN); The candidate must make sure the files are readable and provide 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 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.

6.6 - The non-presentation of the documents attesting the facts required in no. 5.1, 5.2 and 5.3 (when applicable) 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 vitæ* 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 - Technical and scientific and professional performance (TSPP), in which the following must be considered:

a) Academic degree and titles (ADT);

b) Participation in R&D projects (PRDP);

- c) Scientific production, publications, communications, and conferences, both national and international (SP);
- d) Supervision of works leading to academic qualifications (SW);
- e) Participation in public academic examinations and/or those leading to the title of specialist (PPE);
- f) Participation in professional training activities, scientific societies and their commissions, or in the organization of scientific conferences considered relevant for the competition's area (PPTA).

7.1.1 - 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:

$$TSPP = (ADT + PRDP + SP + SW + PPE + PPTA)$$

The parameters should be evaluated as follows:

ADT: Academic degree and titles, with a maximum of 20 points, as follows:

- a) Undergraduate degree in occupational therapy, and Doctor's degree and specialist title in occupational therapy – 20 points;
- b) Undergraduate degree in occupational therapy, and Doctor's degree or specialist title in occupational therapy – 18 points;
- c) Other undergraduate degrees, and Doctor's degree or specialist title in occupational therapy – 10 points.
- d) Other undergraduate degrees, and Doctor's degree or specialist title in a similar area – 0 points.

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

- a) For each active participation, as coordinator, in a R&D project – 7.5 points.
- b) For each active participation, as member, in a R&D project - 5 points.

SP: Scientific production and its dissemination to the scientific community, in the competition's area or a similar area, with a maximum of 20 points, as follows:

- a) Each scientific article published in indexed journals — 3 points;
- b) Each scientific article published in indexed proceedings – 2 points;
- c) Each scientific article published in the proceedings of an international conference or scientific meeting – 2 points;
- d) Each scientific article published in the proceedings of a national conference or scientific meeting — 1 point;
- e) Each communication or participation in a panel of an international conference, scientific meeting or seminar – 2 points;

- f) Each communication or participation in a panel of a national conference, scientific meeting or seminar — 1 point;
- g) Each book — 2 points;
- h) Each book chapter — 1.5 points;
- i) Each reviewed article in a national or international publication — 1 point;
- j) Each participation as moderator of a scientific event — 0.5 points.

SW: Supervision or co-supervision of thesis, dissertations/projects/internship reports leading to Master's degrees, as well as supervision of undergraduate degrees' projects/research work, with a maximum of 15 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, project or internship report leading to a Master's degree — 4 points;
- c) Each completed supervision of undergraduate degrees' projects in occupational therapy — 2.5 points.

PPE: Participation as president or examiner in academic examination juries, with a maximum of 15 points, as follows:

- a) Each participation in a jury of a competition leading to a Doctor's degree — 6 points;
- b) Each participation in a jury of a competition leading to the specialist title — 5 points;
- c) Each participation in a jury of a competition leading to a Master's degree — 4 points;
- d) Each participation in a jury of an undergraduate degree project — 3 points.

PPTA: Participation in professional training activities, scientific societies and their commissions, or in the organization of scientific conferences considered relevant for the competition's area, with a maximum of 15 points, as follows:

- a) For each participation in an organizing scientific committee of a conference or other scientific event — 4 points;
- b) For each participation in a scientific society — 2 points;
- c) For each participation in a jury of a competition for admission to the professor career in the competition's area, as president or member of the jury — 2 points;
- d) For each 25 hours of attended professional training activities — 1 point.

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

- a) Coordination of pedagogical projects. Coordination and stimulation of new pedagogical projects (e.g. creation and coordination of new degree programmes or study programmes, participation in the reorganization of existing degree programmes or study programmes, etc.) (CPP);

- b) Development of new programmes for the subjects or revision and improvement of existing programmes (e.g. reformulation of existing programmes for the subjects (DNP);
- c) Development of projects with impact in the teaching/learning process in the competition's area (DNProj);
- d) Production of pedagogical material. Quality and quantity of the pedagogical material produced by the candidate in the competition's area (PPM);
- e) Classes. Lecturing and coordination of subjects in the competition's area (C);
- f) Experience as trainer in the competition's area – each 18 hours of activities (ET);
- g) Supervision of undergraduate or Master's degree internships in the competition's area (SI).

7.2.1 - The classification to be awarded for this criterion represents 45% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$PS = (CPP + DNP + DNProj + PPM + C + ET + SI)$$

The parameters should be evaluated as follows:

CPP: The abovementioned activities, duly certified by a competent body of the teaching institution, with a maximum of 15 points, as follows:

- a) Participation as coordinator in the creation of study plans in the competition's area, duly certified – 5 points per study plan;
- b) Participation in the creation of study plans in the competition's area, duly certified – 3 points per study plan.

DNP: The abovementioned activities, duly certified by a competent body of the teaching institution, with a maximum of 15 points, as follows:

- a) Participation as coordinator in the creation of study programmes for curricular units in the competition's area, duly certified – 3 points per study programme;
- b) Participation in the creation of study programmes for curricular units in the competition's area, duly certified – 2 points per study programme.

DNProj: The abovementioned activities, duly certified by a competent body of the teaching institution, with a maximum of 10 points, as follows:

Each coordination of a project with impact in the teaching/learning process – 5 points.

PPM: The quality of the produced pedagogical material, duly certified by a competent body of the teaching institution, with a maximum of 25 points, as follows:

Each curricular unit or subject for which the candidate has developed materials still in use to support theory or theory-practice classes – 5 points.

C: The abovementioned activities, duly certified by a competent body of the teaching institution, with a maximum of 10 points, as follows:

- a) For each coordination of a subject in the competition's area, per academic year – 2 points;

b) For each lectured subject in the competition's area, per academic year – 1 point.

ET: The abovementioned activities, duly certified by a competent body of the teaching institution, with a maximum of 5 points, as follows:

a) For each 18 hours of lectured professional training in the competition's area – 2 points;

b) For each 18 hours of lectured professional training – 1 point.

SI: Internship coordination and supervision, duly certified by a competent body of the teaching institution, with a maximum of 20 points, as follows:

For each year coordinating or supervising an internship – 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 direction and management bodies or other bodies and structures (MB);

b) Participation in hands-on or scientific/pedagogical dissemination projects or activities in the competition's area (PPA);

c) Participation in specialized committees in the area of teaching or health in the competition's area (PSC).

The classification to be awarded for this criterion represents 20% of the final classification, with a maximum of 100 points, and is obtained by using the following formula:

$$RA = (MB + PPA + PSC)$$

The parameters should be evaluated as follows:

MB: The abovementioned activities, with a maximum of 30 points, as follows:

a) For each complete year as member of bodies of a higher education institution or its schools – 5 points per body;

b) For each complete year in other structures of the institution, such as head of department, quality and assessment commissions, research groups, work groups, coordination of pedagogical laboratories, scientific and pedagogical commissions, or similar – 3 points per structure;

c) For each complete year as president and/or secretary of bodies and structures of the institution – 1 point.

PPA: Participation in projects and/or activities in occupational therapy in the community where the higher education institution is located, with a maximum of 40 points, as follows:

a) For each organized project and/or activity in the community where the higher education institution is located – 10 points;

b) For each organized project and/or activity in the community outside the location of the higher education institution – 5 points.

PSC: Participation in specialized committees in the area of teaching or health in occupational

therapy, with a maximum of 30 points, as follows:

Each participation in specialized committees in the area of teaching or health — 5 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: $FC = (0.35 \text{ TSPP} + 0.45 \text{ PS} + 0.20 \text{ RA})$. 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 PS;

b) If the tie remains unresolved, then the best classification in C.

In case of tie, when applying these criteria, the maximum limits/values previously indicated shall not be considered, either for the criteria as a whole as for the maximum points for each parameter.

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 – José Carlos Gomes, Pro-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:

Élia Maria Carvalho Pinheiro da Silva Pinto, Professor of the Alcoitão School of Health Sciences;

Teresa Maria Sousa dos Santos Leite, Professor of the Lisbon School of Education of the Polytechnic Institute of Lisbon;

Rui Manuel Neto e Matos, Professor of the School of Education and Social Sciences of the Polytechnic of Leiria;

Joaquim Manuel Ventura Faias, recognized specialist in the competition's area;

Maria Guadalupe Comparada Almeida, recognized specialist in the competition's area.

Substitute member:

Leonor da Conceição Gonçalves Miranda, recognized specialist in the competition's area.

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*.

20th January of 2020--- - President of the Polytechnic of Leiria, Rui Filipe Pinto Pedrosa.