

Public Notice no. 277/2018

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 Institute 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 November 15th of 2017 by the President of the Polytechnic Institute of Leiria, in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic Institute of Leiria, a competition for the recruitment of a *Professor Adjunto* [senior lecturer], who will be given a public service contract of unspecified duration, in the field of Industrial Engineering and Management, in the School of Technology and Management of the Polytechnic Institute 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.”

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 are considered specialist in the competition's area or a similar area, may apply. The specialist title indicated in article 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 Institute 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 Institute 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 (if 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 (the name of each file), 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), 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 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 (if 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) Participation in R&D projects (PRDP);

- b) Scientific production, publications, and communications in national and international conferences, in the competition's area (SP);
- c) Supervision of works leading to academic qualifications (SW);
- d) Participation in academic examinations juries (AEJ);
- e) Participation in research units, scientific societies and their commissions (RU).

7.1.1 – The classification to be awarded for this criterion represents 40% of the final classification, and is obtained by using the following formula:

$$\text{TSP} = 0.2 \text{ PRDP} + 0.3 \text{ SP} + 0.2 \text{ SW} + 0.15 \text{ AEJ} + 0.15 \text{ RU}$$

The parameters should be evaluated as follows:

a) PRDP:

Main researcher in an externally funded project or responsible for a line of research in a Research Centre accredited by FCT – 6 points per year;

Participation in an externally funded project or a line of research in a Research Centre accredited by FCT – 3 points per year.

b) SP:

Indexed articles or books and book chapters – 8 points each;

Other articles – 4 points each;

Communications in scientific events – 3 points each;

Granted patents – 8 points each;

National technical and scientific awards – 4 points each;

International technical and scientific awards – 8 points each.

c) SW:

Completed Master degree dissertations supervision – 4 points each;

Completed PhD dissertations supervision – 8 points each.

d) AEJ:

Participation in Master degree juries (except supervisors) – 3 points each;

Participation in PhD (except supervisors) or specialist title juries – 6 points each.

e) RU:

Participation in a research unit – 2 points per year;

Participation as member of the scientific committee of an international scientific conference, in the competition's area – 5 points each;

Participation as member of the scientific committee of a national scientific conference, in the competition's area – 2 points each;

Participation as member of an international scientific society, in the competition's area – 3 points each;

Participation as member of a national scientific society, in the competition's area – 1 point each.

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

- a) Period as a higher education lecturer (PL);
- b) Lectured subjects in undergraduate, Master, and post-graduate degrees, in the competition's area (LS);
- c) Participation in the development or revision/adaptation of undergraduate, Master, and post-graduate degrees subjects' programmes, in the competition's area (PSP);
- d) Production of pedagogical material (PPM).

7.2.1 - The classification to be awarded for this criterion represents 40% of the final classification, and is obtained by using the following formula:

$$e) PS = 0.30 PL + 0.30 LS + 0.20 PSP + 0.20 PPM$$

The parameters should be evaluated as follows:

a) PL: 4 points per year.

b) LS:

Lectured subjects, in the competition's area – 4 points per subject/year;

Coordinated subjects, in the competition's area – 4 points per subject/year;

Completed supervision of internships and final projects of undergraduate degrees and TeSP – 2 points each.

c) PSP:

Participation in the commission responsible for the process of accreditation of a degree – 5 points each;

Coordination of a subject's programme revision/adaptation – 2 points each.

d) PPM:

Each subject in which the candidate developed material to support the theory, practice or theory-practice contents, covering at least half of the subject's programme – 5 points per subject.

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 the organization of technical and scientific, and pedagogical events, in the competition's area (TSPE);

b) Participation in management bodies and other technical and scientific, pedagogical or professional bodies, commissions and work groups (PMB);

c) Organization of academic or extracurricular activities with the economic agents, in the competition's area, namely in production management (OAEA).

7.3.1 - The classification to be awarded for this criterion represents 20% of the final classification, and is obtained by using the following formula:

$$RA = 0.20 \text{ TSPE} + 0.60 \text{ PMB} + 0.2 \text{ OAEA}$$

The parameters should be evaluated as follows:

a) TSPE:

Participation as member of the organizing committee of an international scientific conference, in the competition's area – 5 points each;

Participation as member of the organizing committee of a national scientific conference, in the competition's area – 2 points each.

b) PMB:

Executive duties in the direction of the institution or its units – 8 points per mandate;

President of other management bodies of the institution or its units – 6 points per mandate;

Member of other management bodies of the institution or its units – 3 points per mandate;

Participation in course coordination, departments or other structures to support the institution's activities (i.e. laboratories) – 4 points per mandate;

Participation in projects and/or knowledge transfer activities, which are considered strategic to the institution – 3 points each;

Other activities to promote the institution or its degrees, when duly confirmed by the direction bodies – 1 point each.

c) OAEA: 4 points each.

7.4 – All parameters assessed in the selection and seriation criteria have a maximum score of 100 points.

7.5 - All results are presented rounded to one decimal place.

7.6 - 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.

7.7 – 7.7 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula: $FC = (0.40 \text{ TSPP} + 0.40 \text{ PS} + 0.20 \text{ RA})$. 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.

7.8 - In case of tie, after the final classification is calculated, the jury will successively use the following criteria: 1) Best result of TSPP + PS; 2) Best result of PS; 3) Best result of TSPP; 4) Best result of RA.

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 (appointed under the terms of articles no. 9 and 10 of Order no. 10 990/2010), and Order no. 5010/2014, published in the *Diário da República*, 2nd series, no. 69, dated April 8th):

President: João Paulo dos Santos Marques, Vice-President of the Polytechnic Institute of Leiria
Permanent members:

Ana Maria Cunha Ribeiro dos Santos Ponces Camanho, Assistant Professor (with *Agregação*) of the Faculty of Engineering of the University of Porto;

Carlos Manuel dos Santos Ferreira, Assistant Professor (with *Agregação*) of the Department of Economics, Management and Industrial Engineering and Tourism of the University of Aveiro;

José Manuel Torres Farinha, *Professor Coordenador Principal* [full professor] of the Coimbra Institute of Engineering of the Polytechnic Institute of Coimbra;

Maria Leopoldina Mendes Ribeiro de Sousa Alves, Professor of the School of Technology and Management of the Polytechnic Institute of Leiria;

Fátima Maria Carvalhinhas Barreiros, Professor of the School of Technology and Management of the Polytechnic Institute of Leiria.

Substitute members:

Ana Paula Ferreira Dias Barbosa Póvoa, Professor of the *Instituto Superior Técnico* of the University of Lisbon;

Carlos Fernando Couceiro de Sousa Neves, Professor of the School of Technology and Management of the Polytechnic Institute 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 Institute of Leiria, also in Portuguese and English, under the terms of article no.29-B of *ECPDESP*.

23rd February of 2018. - The President, Nuno André Oliveira Mangas Pereira.