

Public Notice n.º 604/2018

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 Multimedia/Visual Arts, 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 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 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, in the competition's area (SP);
- c) Scientific autonomy (SA).

7.1.1 - The classification to be awarded for this criterion represents 30% of the final classification, and is obtained by using the following formula:

$$TSPP = 0.15PRDP + 0.55*SP + 0.3SA$$

The parameters should be evaluated as follows:

a) PRDP:

Coordination of projects, in the competition's area – 10 points per project;

Participation in projects, in the competition's area – 7 points per project.

b) SP:

Indexed articles or books and book chapters - 10 points each;

Participation, as author, in art exhibitions, in the competition's area – 10 points per exhibition;

Awards, in the competition's area – 8 points per award;

Other articles – 5 points each;

Communications in scientific events – 3 points each.

c) SA:

Supervision/co-supervision of undergraduate degrees and TeSP projects (projects, final degree monographs, or similar activities to complete a degree, which have a mandatory final presentation and discussion) – 5 points per completed work;

Supervision/co-supervision of Master degrees' dissertations or other similar works – 8 points per completed work;

Supervision/co-supervision of Doctor degrees' thesis – 12 points per completed work;

Participation in juries to assess undergraduate degrees and TeSP projects (projects, final degree monographs, or similar activities to complete a degree, which have a mandatory final presentation and discussion) – 5 points per jury;

Participation in juries to assess Master degrees' dissertations or other similar works, provided they were not the work's supervisor/co-supervisor – 8 points per jury;

Participation in juries of higher education academic staff competitions, both for polytechnics and universities – 10 points per jury;

Participation in juries to assess Doctor degrees' thesis, provided they were not the work's supervisor/co-supervisor – 12 points per jury;

Member of research units registered in the FCT – 5 points per year.

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

a) Academic activities, in the competition's area (AA);

b) Participation in the development or revision/adaptation of subjects' programmes, in the competition's area (PSP);

- c) Production of pedagogical material, in the competition's area (PPM);
- d) Development of scientific and pedagogical activities (SPA).

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:

$$CP = 0.3AA + 0.3PSP + 0.2PPM + 0.2SPA$$

The parameters should be evaluated as follows:

a) AA:

Coordinated subjects in higher education degrees – 10 points per subject/semester;

Lectured subjects in higher education degrees – 5 points per subject/semester.

b) PSP:

Responsible for the process of accreditation of a new degree or a modification in an existing degree – 20 points per process;

Coordination of a subject's programme development/adaptation – 10 points per programme/semester.

c) PPM:

Development of notes, prints (paper or digital), exercise books, software, and laboratory practices handbooks, or other didactic material – 10 points per work.

d) SPA:

Supervision of curricular internships – 10 points each;

Participation in international mobility programmes – 15 points per programme;

Organization of study trips/open classes, duly authorized by the competent bodies – 10 points per visit or class.

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 management bodies (PMB);

b) Participation in other bodies (POB).

7.3.1 - The classification to be awarded for this criterion represents 30% of the final classification, and is obtained by using the following formula:

$$OAR = 0.6PMB + 0.4POB;$$

The parameters should be evaluated as follows:

a) PMB:

Course coordination of undergraduate, Master and Doctor's degrees – 25 points per year and degree;

Member of other higher education institutions' management bodies/structures (General Council, Academic Council, Representatives Board, Technical and Scientific Board, Pedagogical Board, Direction, Head of Department) – 20 points per body and year;

Member of a Scientific Commission, Pedagogical Commission, or Scientific and Pedagogical Commission of a TeSP, undergraduate, Master or Doctor's degree – 15 points per commission and per year.

b) POB:

Participation as member of the organizing committee of congresses, seminars, conferences, exhibitions or other related activities – 15 points per committee;

Participation in work groups designated by competent bodies/structures – 15 points per work group;

Participation in technical, scientific or pedagogical commissions – 15 points per commission;

Coordination of laboratories, workshops, or dedicated classrooms – 10 points per laboratory and per year;

Participation in projects and / or knowledge transfer activities (service rendering or similar activities), which are considered strategic to the institution – 10 points per item;

Other activities to promote the institution or its degrees, when duly confirmed by the direction bodies – 5 point per activity.

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 – Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula: $FC = (0.30 \text{ TSPP} + 0.40 \text{ PS} + 0.30 \text{ RA})$. 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) Highest number of coordinated undergraduate and Master degrees, in the competition's area; 2) Highest number of coordinated subjects in undergraduate, postgraduate and Master degrees, in the competition's area; 3) Highest number of lectured subjects in undergraduate, postgraduate and Master degrees, in the competition's area; 4) Highest number of participations in the development or revision/adaptation of subjects' programmes in

undergraduate, postgraduate and Master degrees, in the competition's area or a similar area; 5) Highest production of pedagogical materials to support the lectured subjects, in the competition's area or a similar area; 6) Highest number of participations in the organization of technical and scientific and pedagogical activities, in the competition's area or a similar area.

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, *Professor Adjunto* [senior lecturer] of the Polytechnic Institute of Leiria, appointed according to article no. 23 (1-a) of ECPDESP

Permanent members:

João Manuel Pereira Barroso, Assistant Professor (with *Agregação*) of the of the School of Science and Technology of the University of Trás-os-Montes and Alto Douro;

Manuel José Cabral dos Santos Reis, Assistant Professor (with *Agregação*) of the of the School of Science and Technology of the University of Trás-os-Montes and Alto Douro;

Patrícia Cristina e Silva Figueira Gouveia, Assistant Professor of the Faculty of Fine Arts of the University of Lisbon;

António de Sousa Dias Macedo, Assistant Professor of the Faculty of Fine Arts of the University of Lisbon;

Carlos Manuel da Silva Rabadão, Professor of the School of Technology and Management of the Polytechnic Institute of Leiria.

Substitute members:

Vítor Manuel de Jesus Filipe, Assistant Professor (with *Agregação*) of the School of Science and Technology of the University of Trás-os-Montes and Alto Douro;

António Manuel de Jesus Pereira, 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*.

May, 6th of 2018. - The President, Rui Filipe Pinto Pedrosa.