Public Notice no. 433/2017

1 - In accordance with the Statute of the Career of Teaching Staff of Polytechnic Higher Education (ECPDESP), approved by Decree-Law nº. 185/81, of July 1, modified by Decree-Law n.º 69/88, of 3 of March 31, and 207/2009, of August 31 and Law n.º 7/2010, of May 13, as well as of the Regulation of Recruitment and Employment of Career Teaching Staff of the Polytechnic Institute of Leiria, published in the Republic, 2nd series, n.º 127, of July 2, 2010, through Order n.º 10 990/2010, it becomes public that, by order of November 23, 2016, the President of the Institute Polytechnic of Leiria, on the proposal of the Director of the School of Tourism and Maritime Technology, the documentary competition for the recruitment of a Coordinator Professor is open for a period of 30 working days, from the date of publication of this public notice in the *Diário da República*, in the form of a contract of employment in public functions for an indefinite period of time for the subject area of Marketing - Marketing and Management of Tourist Destinations, at the School of Tourism and Maritime Technology – 1 position.

2 – Validity period: the present competition is exclusively destined 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 - Under the terms of n.º 5 of article 3 of the ECPDESP, the Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a scientific subject or area, namely: to govern and to teach theoretical classes, theoretical-practical and practical classes; mentoring internships and conducting seminars and laboratory or field work; supervise the pedagogical, scientific and technical activities of the assistant professors of the respective subject or scientific area; participate with the other coordinating professors of

their scientific area in the coordination of the programs, teaching methodologies and general lines of research related to the subjects of this area and to direct, develop and carry out activities of scientific research and experimental development within the respective subject or scientific 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, November 18, amended by Decree-Law n.º 76/96, June 18, and Decree-Law n.º 124/99, of April 20 and Decree-Law n.º 373/99, 18 of September.

5 - Admission requirements:

5.1 – Under the terms of article 17 of Law nº. 35/2014, of June 20 and of article 12-E of the ECPDESP, only candidates who, by the deadline, meet all of the following requirements:

a) Have completed 18 years of age;

b) Not be inhibited from the exercise of public functions or not be prohibited for the exercise of the functions to which he / she is applying;

c) To have physical robustness and psychic profile indispensable 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 19 of the ECPDESP, can apply to the competition those who hold a PhD degree or title of specialist, obtained for more than five years, in the area or related area of the competition.

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 Institute of Leiria (http://www.ipleiria.pt/recursos-humanos/concursos/), addressed to the President of the Polytechnic Institute of Leiria, dated, signed and initialed [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, duly 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 honor, 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 and 5.3 (if applicable) of this public notice;

d) 2 copies 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) 2 copies of the documents proving the facts indicated in the curriculum.

6.4 – Of the documents referred in points d) and e) one of the items mentioned must be delivered in paper form and another copy must be submitted in a format that cannot be edited (pdf) in digital format (CD / DVD / PEN), properly identified.

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 – The non-presentation of the documents proving the requirements required in 5.1, 5.2 and 5.3 (if applicable) in this public notice, or their submission after the deadline stipulated in paragraph nº 1 of this public notice determines the exclusion of the application.

6.7 - Failure to submit documents related to the curriculum submitted by the candidate implies the non-assessment of the elements that they should prove.

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

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 competition proceeding has been subject to judicial obstruction. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and ranking criteria and final evaluation and classification system (established in terms of articles 11º, 2, al. a) and 18º, nº. 1, als. l) and m) and n.º s 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 jury of academic examinations (JPA);

e) Participation in examining committee (jury) of thesis leading to academic degree (AT);

f) Professional experience relevant 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 + JPA + AT + EP);

The above parameters are evaluated as follows:

Research and development projects - PID: values the active participation in research and development projects, with a maximum value of 5 points, the valuation being carried out in the following terms:

a) For each institutional coordination of research and development project - 3 points;

b) For each active participation (other than coordination) in research and development project - 2 points.

It is considered that there is institutional coordination of projects when the candidate represents the institution in the referred project.

Scientific production, publications, communications and conferences (PC): the scientific production and its sharing with the scientific community are valued, with a maximum value of 35 points, the valuation being carried out in the following terms:

a) For each scientific article in an international scientific journal with revision included in the SCI - Science Citation Index - 5 points;

b) For each published monograph or book chapter - 5 points;

c) For each scientific article in a scientific journal with national or foreign revision, not included in the SCI - Science Citation Index - 3 points;

d) For each scientific paper in conference, or international scientific meeting published in the respective minutes - 3 points;

e) For each scientific paper in conference, or national scientific meeting published

in the respective minutes - 2 points;

f) For each conference communication, scientific meeting or international seminar - 2 points;

g) For each conference communication, scientific meeting or national seminar - 1 point;

h) For each revised article (referee activity) or evaluated for conference or magazine - 1 point;

i) For each presence in the Editorial Board, Scientific Board or Advisory Editorial Board of a scientific journal - 1 point;

j) For each article, related to the contest area, published in non-scientific journals or journals - 1 point.

The orientation of thesis (OT): it is valued the supervision or co-supervision of dissertations or thesis leading to the attribution of academic degree, with a maximum value of 20 points, being the valuation carried out in the following terms:

a) For each supervision or co-supervision of thesis leading to the attribution of doctor's degree and already completed - 5 points;

b) For each supervision or co-supervision of thesis leading to the award of doctor's degree in progress - 4 points;

c) For each supervision or co-supervision of thesis leading to the attribution of master´s degree and already completed - 3 points;

d) For each supervision or co-supervision of thesis leading to the attribution of master´s degree in progress - 2 points.

Participation in jury of academic examinations (JPA): the participation and the role played in jury of academic examinations, with a maximum value of 15 points, is valued in the following terms:

a) For each participation in the jury of public examinations for the recruitment of coordinating professor or for the corresponding category of University Education - 6 points;

b) For each participation in the jury of public examinations for the recruitment of assistant professor or for the corresponding category of University Education - 5

points;

c) For each participation in the jury of public examinations to award the title of specialist under the ECPDESP - 5 points;

d) For each participation in a jury of a documentary competition for the recruitment of a specialist, an assistant or adjunct professor or for the corresponding categories of University Education - 4 points;

e) For each participation in a selection board for the recruitment of technical staff and management personnel for the corresponding categories of public administration - 3 points.

The participation in examining committees (jury) of thesis leading to academic degree (AT): the participation and the role played in jury of evaluation of dissertations or thesis leading to the attribution of academic degree, with a maximum value of 20 points, are valued, in the following terms:

a) For each examining committee of thesis leading to the attribution of PhD degree as external examiner- 3 points;

b) For each examining committee of thesis leading to the attribution of PhD degree as internal examiner - 2 points;

c) For each examining committee of thesis leading to the attribution of master's degree as external examiner - 2 points;

d) For each examining committee of thesis leading to the attribution of master´s degree as internal examiner - 1 point;

e) For each examining committee (jury) regarding projects or curricular internship reports leading to undergraduate degrees - 1 point.

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 5 points, the valuation being carried out in the following terms:

For each year of relevant professional experience in the disciplinary area, or related, of the competition - 2 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) The coordination or supervision of final curricular internships of degrees (EFC);

d) The exercise of other pedagogical activities (OAP).

7.2.1 - The classification to be assigned in this criterion, which represents 40% 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:

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 50 points, being valued in the following terms:

a) For each curricular unit or distinct subject of masters, coordinated and / or fully taught by the candidate - 5 points;

b) For each curricular unit or distinct subject of degree, coordinated and / or fully taught by the candidate - 4 points;

c) For each curricular unit or subject in which the candidate collaborated with the person responsible for it, in his / her teaching - 2 points;

d) For each orientation or supervision of project / final student of undergraduate degree course - 1 point.

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:

a) For each curricular unit or subject in which the candidate has developed manuals to support theoretical or theoretical-practical classes (common *sebenta*) - 5 points;

b) For each curricular unit or discipline in which the candidate has developed support materials and / or support for theoretical or theoretical-practical classes - 2 points.

Coordination or supervision of final internship of the course (EFC): the coordination or supervision of the final internship of an undergraduate degree course with a maximum of 5 points is valued, and the valuation is carried out in the following terms:

For each coordination or supervision of internship/student - 2 points.

The exercise of other pedagogical activities (OAP): the pedagogical experience exercised in other levels and types of teaching is valued, with a maximum of 15 points, the valuation being carried out in the following terms:

a) For each year of professional experience, in regular teaching, other than the higher education - 3 points;

b) For every 50 hours of professional training courses taught - 2 points.

7.3 - OTHER ACTIVITIES RELEVANT TO THE MISSION OF THE INSTITUTION OF HIGHER EDUCATION WHICH HAVE BEEN DEVELOPED BY CANDIDATES (AR), in which the following items are considered:

a) The exercise of management positions (CD);

b) The exercise of mandates in other organs of the Institution (OI);

c) The exercise of mandates or functions in functional units in public higher education institutions or their organizational units or supporting structures (OFI);

d) The coordination or development of projects and / or activities considered as strategic for the institution (PE).

7.3.1 - 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:

AR = (CD + OI + OFI + PE)

The sub-criteria are as follows:

The exercise of management positions - CD: it is valued the exercise of executive functions in management positions of public higher education institutions or their organic units, with a maximum value of 50 points, being the valuation carried out in the following

terms:

For each year of executive duties in management positions of public higher education institutions or their organizational units - 10 points.

The exercise of mandates in other bodies of the Institution (OI): it is valued the exercise of mandates in other bodies of the Institution of Higher Education, with a maximum value of 30 points, and the valuation is made in the following terms:

a) For each year and a different body, with a term of office as President in other management bodies of the institution or organizational units of the institution - 5 points;

b) For each year and different body, of mandate fulfilled like member in other bodies of the institution or organic units of the institution - 3 points.

The exercise of mandates or functions in functional units in public higher education institutions or their organizational units or supporting structures (OFI): it is valued the exercise of mandates or functions in leading a course coordination, departments or other structures to support the activities of the institution, with a maximum value of 15 points, the valuation being made in the following terms:

a) For each year completed exercise as coordinator of course or department - 3 points;

b) For each year of exercise completed in other organizational structures of the institution, such as quality commissions and evaluation, research groups, scientific and pedagogical commissions, or their correspondents - 2 points.

The coordination or development of projects and / or activities considered as strategic for the institution - PE: it is valued the involvement in projects and / or activities of transfer of knowledge considered strategic by the institution, with a maximum value of 5 points, being the valuation done with the following terms:

For each project and / or organized activity (such as, organization of congresses, conferences, seminars) - 1 point.

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 = (0,30DTCP + 0,40CP + 0,30AR), considering that candidates who have obtained a final classification of less than 50 points are not approved and approved in absolute merit the candidates who have a final mark equal or higher than 50 points. All results are rounded and displayed with one decimal place.

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

a) Best overall score obtained in the criterion - other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR);

b) Subsisting the tie, after application the previous al. a), the best total score obtained in the criterion - the technical-scientific and professional performance of the candidates (DTCP).

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 after 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 (appointed in the terms of articles 9 and 10 of Official Order n.º 10 990/2010 and Official Order n.º 5010/2014, DR 2nd series, n.º 69 of 8 April):

President:

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

Effective members:

Carlos Manuel Martins da Costa, Full Professor at the University of Aveiro;

Jorge Manuel Rodrigues Umbelino, Principal Coordinating Professor of the Superior School of Hospitality and Tourism of Estoril;

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

Susana Cristina Serrano Fernandes Rodrigues, Coordinating Professor of the Polytechnic Institute of Leiria;

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

Substitute members:

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

Fernando Pereira Antunes Perna, Coordinating Professor of the University of Algarve;

10 - Pursuant to Article 9, al. h) of the Constitution of the Portuguese Republic, the Public Administration, as an employing entity, actively promotes a policy of equality of opportunity between men and women in access to employment and professional advancement, providing scrupulously and avoiding any form of discrimination.

11 - The present competition will also be advertised on BEP (Public Employment Exchange), on the Internet site of the Foundation for Science and Technology IP, in the Portuguese and English languages and on the website of the Polytechnic Institute, in the Portuguese and English languages, in accordance with article 29.º-B of the ECPDESP.

Leiria, April 6th of 2017. The President, Nuno André Oliveira Mangas Pereira.