

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 on November 28th 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 Technology and Management 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 Mechanical Engineering - Production Management and Optimisation or Industrial Simulation and Optimisation, 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. 62/2017, 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 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;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitae*;
- f) 1 copy of the scientific and pedagogical work and career development plan for the next five 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;
- g) List with the exact identification of all documents provided, in a non-editable format (index or list with the name of each file in their order of presentation).

6.4 - The candidate must provide a copy of the documents mentioned in d) to f) 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 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, 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 vitae* of the candidate 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 – Approval with absolute merit: 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 areas);
- b) Peer-reviewed scientific publications, in the competition's areas;
- c) Lectured curricular units or professional trainings (for employed professionals), in the competition's areas.

7.2 – Seriation of candidates approved with absolute merit (relative merit): Seriation (relative merit) of candidates is made by applying the following criteria, in the terms indicated:

7.2.1- Technical and scientific and professional performance (TSPP), in which the following must be considered:

- 1) Scientific production (SP);
- 2) Participation in R&D projects (PRDP);
- 3) Intervention in the scientific community (ISC);
- 4) Academic extension projects (AEP);
- 5) Scientific potential (SPot);

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

$$TSPP = 30\% SP + 20\% PRDP + 15\% ISC + 15\% AEP + 20\% SPot;$$

Where:

1) Scientific production (SP), which assesses the quality and quantity of the scientific production in the competition's areas, namely books, articles in journals, communications in conferences, both in number and type of publications, considering the recognition given by the scientific community, is evaluated as follows:

Publication (as author) of scientific books in the disciplinary areas in which the competition is opened, 5 points per publication;

Chapters in scientific books, in the areas where the competition is open, 3 points per publication;

Publications in international journals indexed in the SCOPUS or Web of Science databases, which belong to the first or second quartiles in 2018 in the SCImago Journal Rank (SJR), in the areas where the competition is open, 3 points per publication;

Publications in international journals indexed in the SCOPUS or Web of Science databases, which belong to the third or fourth quartiles in 2018 in the SCImago Journal Rank (SJR), in the areas where the competition is open, 2 points per publication;

Communications with peer review publication at international conferences whose minutes are indexed in the same systems, in the areas where the competition is open, 2 points per communication.

2) Participation in R&D projects (PRDP), which assesses the candidate's previous experience in the competition's areas, and their potential to participate in national and international funded projects, in a constructive and productive way, in national and international funded projects, is evaluated as follows:

For each complete year, of each research and / or international development project, in the scientific areas in which the competition is open, with competitive financing, 5 points are awarded for each project it coordinates and 3 points for each project in which it participates as a member of the team, with fractions of a year counted in number of months. The score for the coordination does not add to the score as a team member;

For each complete year of each research and / or national development project, in the areas in which the tender is open, with competitive financing, 4 points are awarded for each project that coordinates and 2 points for each project in which it participates as a member of the team, with fractions of a year counted in number of months. The score for the coordination does not add to the score as a team member.

3) Intervention in the scientific community (ISC), which assesses the candidate's capacity to intervene in the scientific community in the competition's areas, namely the development of organizational and management activities related to scientific activity, participation as editor or co-editor of journals, participation in the assessment of articles for journals and communications in congresses, presentation of talks as guest, supervision and participation in juries of works leading to academic qualifications, participation in academic juries, consulting activities, and other activities of recognized merit, is evaluated as follows:

Participation in the organization of an international scientific conference, as president or member of the organizing committee, in the disciplinary areas in which the competition is opened, 3 points per event;

Participation in the organization of other events of a scientific nature, as president or member of the organizing committee or program committee / scientific committee, in the disciplinary areas in which the competition is opened, 1 point per event;

Editor or co-editor of national or international journals indexed in SCOPUS or Web of Science systems, in the disciplinary areas in which the competition is open, 4 points for participation;

Reviewer of scientific articles in national and international journals indexed in the SCOPUS or Web of Science systems, in the disciplinary areas where the competition is opened, 0.5 points for each article;

Reviewer of articles in communications with publication in international conferences whose minutes are indexed in the SCOPUS or Web of Science systems, in the areas in which the contest is opened, 0.2 points for each article;

Communications at congresses and presentation of lectures as guests, in the disciplinary areas where the competition is open, 1 point per participation;

For each supervision of works leading to the achievement of an academic degree, if they are successfully presented, the following points are awarded: doctoral guidance, 5 points; master's degree (dissertation, project or internship), 3 points;

For each participation as main examiner of works leading to an academic degree, the following points are awarded: doctorate, 4 points; master's degree (dissertation, project or internship), 2 points; project or monograph leading to an undergraduate degree, 1 point.

For each participation: in juries of PhD examinations, not as supervisor nor as main examiner, 2 points; in juries of specialist's title, 2 points; in juries of pedagogical aptitude exams, 2 points.

For each scientific consultancy activity or other activities of recognized merit, 1 point.

4) Academic extension projects (AEP), which assesses the services provided to the scientific and educational community, as well as to the economic and productive system, and society in general, the promotion of scientific and technological dissemination actions, the organization and teaching of lifelong training actions, including professional training for other entities, and the promotion of knowledge valorisation and transfer actions, considering their duration and the level of responsibilities of the tasks developed by the candidate, as well as their relevance, in the competition's areas, is evaluated as follows:

Participation in services provided to the scientific and educational community, to the economic-productive fabric and to society in general, not counted elsewhere, in the scientific areas in which the competition is opened, is valued in the following terms: For each complete year of each provision of services is awarded 2 points; for each service provision for which you are responsible, an increase of 2 points will be considered.

Participation in the promotion of scientific and technological dissemination actions, the organization and teaching of lifelong education actions, including professional training, and the promotion of actions for valuing and transferring knowledge, directed outside, will be valued in the following terms: For each participation as responsible for the action, organization or teaching, 1 point is awarded.

5) Scientific potential (SPot), which assesses candidate's ability to provide relevant scientific production, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, namely regarding the presented work and career development plans, is evaluated as follows:

The jury shall grant a classification in a scale from 0 to 100 points, after an individualized analysis of the documents presented by the candidate, taking into consideration if their content is clear, has quality and is up-to-date, considering its relevance to the mission of the institution.

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

- 1) Lecturing activities (LA);
- 2) Supervision and guidance activities (SGA);
- 3) Coordination of pedagogical projects (CPP);
- 4) Pedagogical material production (PMP);
- 5) Pedagogical innovation (PI);

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

$$PS = 35\% LA + 25\% SGA + 10\% CPP + 10\% PMP + 20\% PI;$$

Where:

1) Lecturing activities (LA), which assesses the candidate's experience in lecturing and coordinating curricular units in TeSP, undergraduate, Master's and Doctor's degrees, and other training with scientific relevance, in the competition's areas, considering, namely, the extension and quality of the lecturing, is evaluated as follows:

The experience of teaching and coordinating curricular units in Doctoral, Master, Undergraduate, TeSP and other training courses with scientific relevance, in the areas for which the competition is open, is valued at 2 points for each year of teaching a curricular unit in a doctoral or master's program, 1.5 points for undergraduate courses, 1 point for TeSP courses and 0.5 points for graduate courses; in the cases in which, in addition to teaching, the curricular unit coordination is added, to the previous points 0.5 points per teaching year will be added.

2) Supervision and guidance activities (SGA), which assesses students' supervision, tutoring and guidance activities performed by the candidate in the competition's areas, namely the supervision of final degree projects, curricular and extracurricular internships, and on-the-job training, is evaluated as follows:

Orientation, tutoring and student monitoring activities, in the disciplinary areas in which the competition is opened, not previously accounted for, are valued in the following terms: for each project orientation or end of course monograph, for each curricular or extracurricular internship orientation and on-the-job training, 1 point, if successfully presented.

3) Coordination of pedagogical projects (CPP), which assesses the coordination and incentive of pedagogical projects, in the competition's areas (i.e. development of curricular units' programmes, creation and coordination of degrees or study programmes...) or the revision and improvement of existing projects (i.e. revision of existing curricular units' programmes, participation on the reorganization of existing degrees or study programmes), is evaluated as follows:

The participation in a formally constituted team and responsible for the creation of new courses or programs for the study of doctorates, masters, undergraduate, TeSP and postgraduate courses, with the competent authorities, in the areas in which the competition is opened, will be valued in 2 points; the coordination of this team, when applicable, is additionally valued at 1 point;

Participation in the preparation or revision / adaptation of programs for doctoral programs, master's degrees, undergraduate courses, TeSP and postgraduate courses, in the disciplinary areas in which the competition is open, is valued at 0.5 point for each course unit.

4) Pedagogical material production (PMP), which assesses the quality and quantity of the pedagogical material produced by the candidate, as well as the relevance and impact of pedagogical publications, awards and other pedagogical honours, in the competition's areas, is evaluated as follows:

Publication of textbooks, not previously counted, 5 points per publication;

Theoretical pedagogical support material for a given course unit considered sufficiently relevant by the jury, 2 points per distinct course unit;

Theoretical-practical or laboratory pedagogical support material for a given course unit considered sufficiently relevant by the jury, 1 point per separate course unit.

5) Pedagogical innovation (PI), which assesses the candidate's intervention in the community, namely organizational and management tasks related to pedagogical activity and knowledge dissemination, and also, in general, all activities that reveal the candidate's capacity to have a relevant performance in the future in terms of pedagogical innovation, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, considering the work and career development plan presented by the candidate, is evaluated as follows.

The jury shall grant a classification in a scale from 0 to 100 points, after an individualized analysis of the documents presented by the candidate, taking into consideration if their content is clear, has quality and is up-to-date, considering its relevance to the mission of the institution.

7.2.3 - 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:

- 1) Head of department (HD);
- 2) Course coordination (CC);
- 3) Participation in bodies or structures established in the statutes of HEIs (PB);
- 4) Other relevant activities (ORA);

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

$RA = 25\% HD + 35\% CC + 20\% PB + 20\% ORA$;

Where:

1) Head of department (HD), which assesses the performance of department coordination and of other structures with equivalent duties, taking into account in particular the duration and complexity of the functions that were performed, is evaluated as follows:

The coordination of departments or structures with equivalent roles (as long as they are not organic units) is valued at 8 points for each year of coordination.

2) Course coordination (CC), which assesses the performance of duties in coordinating courses granting an academic degree or diploma of higher education, taking into account in particular the duration and complexity of the functions that were performed, is evaluated as follows:

The coordination of a doctoral, master's or undergraduate course is valued at 6 points per year of coordination; TeSP course coordination is valued with 4 points per year of coordination. Periods shorter than one year are accounted proportionally to the number of months of coordination.

3) Participation in bodies or structures established in the statutes of HEIs (PB), which assesses the performance of duties in bodies defined in the statutes of Higher Education Institutions, taking into account in particular the duration and level of responsibility of the functions that were performed, is evaluated as follows:

Participation in bodies or structures established in the statutes of higher education institutions is valued in the following terms: direction board of the institution, 12 points per year of exercise; direction of organic unit (eg. Schools, Faculties or the like), except research units, 10 points per year of exercise; presidency of other bodies, 5 points per year of exercise; participation as a member in other bodies not counted in the previous points, 3 points per year of exercise; the score to be attributed by the presidency of collegiate bodies does not accumulate with the score to be attributed for participation as a member of the respective bodies when it concerns the same mandate.

4) Other relevant activities (ORA), which assesses the performance of other duties or activities considered to be relevant for the pursuit of the mission of higher education institution, namely rapporteur in the performance evaluation of teaching staff procedure, jury member in non-teaching staff recruitment procedure, jury member in acquisition of goods and services procedures, contracts and similar procedures, participation in bodies or structures of research units registered with the Foundation for Science and Technology (FCT), and management responsibilities in specific laboratories, workshops or classrooms, is evaluated as follows:

Participation as a rapporteur in the teaching staff performance evaluation process, 0.5 points for each process;

Participation as a member of juries for recruiting non-teaching staff, 0.25 points for each process;

Participation as a jury member in procedures for the acquisition of goods and services, contracts and the like, 0.25 points for each participation;

The performance of management duties in structures of research units registered with the Foundation for Science and Technology, 5 points per year of exercise.

Responsibility position at specific laboratories, workshops or classrooms, 1 point for each responsibility position.

7.2.4 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula:

$FC = 40\% TSPP + 40\% PS + 20\% RA$.

7.2.5 - All criteria shall be assessed in a scale of 0 to 100 points; when a candidate has more than 100 points in a subcriterion, the candidate with the highest score shall be given 100 points, and the remaining candidates shall have a proportionally calculated classification.

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

7.2.7 - In case of tie, after the final classification is calculated, the jury will use the following criteria:

a) Best classification in Technical and scientific and professional performance (TSPP);

b) Best classification in Pedagogical skills (PS).

7.2.8 - 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.

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 – Nuno Miguel Morais Rodrigues, Vice-President of the Polytechnic of Leiria, appointed under the terms of article no. 23(1)(a) of ECPDESP, and article no. 10(1)(a) of Order no. 10 990/2010.

Permanent members:

José Manuel Torres Farinha, Full Professor of Polytechnic of Coimbra, ISEC - Coimbra Institute of Engineering;

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

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

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

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

Substitute members:

Ana Paula Barbosa Póvoa, Full Professor of University of Lisboa, Instituto Superior Técnico;

Carlos Fernando Couceiro de Sousa Neves, Professor of Polytechnic of Leiria, School of Technology and Management.

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*.

May 11th 2020. - President, Rui Filipe Pinto Pedrosa.