

Polytechnic of Leiria

Public Notice n.º10/2021

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 August 17th of 2020 by the President of the Polytechnic of Leiria, 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 a Professor Coordenador [professor], who will be given a public service contract of unspecified duration, in the field of Company Law, in the School of Technology and Management, 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(5) of *ECPDESP*, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the academic and research activities in a subject or scientific area, and namely to: conduct and teach theory, theory-practice and practice classes; supervise internships, seminars, and laboratory or field work; supervise the pedagogical, scientific and technical activities of the *Professores Adjuntos* [senior lecturers] of their specific subject or scientific area; cooperate with other *Professores Coordenadores* of the same scientific area in the coordination of programmes, teaching methodologies, and general research guidelines; develop scientific research and experimental development activities in their specific subject or scientific area.

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. 19 of *ECPDESP*, only those who hold a Doctor’s degree or a title of specialist, in the competition’s area or a similar area, obtained at least five years before this competition, may apply. The specialist title indicated in article no. 19 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 are made by filling a request addressed to the President of the Polytechnic of Leiria, and may be delivered in person at the Central Services of the Polytechnic of Leiria - Expedient and Archive Office, or sent by mail (registered letter with return receipt requested) 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. Applications sent by email will not be accepted.

6.2 - Applications are made by presenting a duly dated and signed competition admission request in paper (form available at <http://www.ipleiria.pt/recursos-humanos/concursos/>), 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:

- a) Documents attesting that the candidate meets the requirements referred in no. 5.1 of this Public Notice; these documents are not required, provided that the candidate declares, with a sworn statement, in the admission form that

- they meet those requirements. The documents must however be presented by the selected candidate for this position;
- b) Copy of the certificates attesting academic qualifications or the specialist's title, under no. 5.2 of this Public Notice;
 - c) Documents attesting that the candidate meets the conditions referred in no. 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 the candidate 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, and in the scientific component, also aligned with the mission of the research center "Instituto Jurídico Portucalense – Pólo de Leiria";
 - g) List with the exact identification of all documents provided.

6.4 - The candidate must provide a copy of the documents mentioned in no. 6.3 in a duly identified digital recording device (CD/DVD/PEN), and must make sure the files are readable.

6.5 – The documents indicated in the previous point must be presented in Portable document format (PDF), preferably PDF/A, unless the document to be presented cannot assume that format; The name of the files must be short, and may not include any of the following characters: /, \, |, :, *, ?, ", (less-than), and (greater-than).

6.6 - 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.

6.7 - 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.

6.8 - The non-presentation or illegibility of the documents related to the *curriculum vitae* of the candidate will lead to the exclusion of those aspects.

6.9 - 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.

6.10 - 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 area);
- b) Peer-reviewed scientific publications, in the competition's area;
- c) Lectured and coordinated curricular units, in the procedure's area;
- d) Director or subdirector of a teaching or research organizational unit, or head of department (or similar structures), or course coordination, in the competition's area.

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:

$$TSPP = SP + PRDP + ISC + AEP + SPot$$

As follows:

- 1) Scientific production (SP) assesses the quality and quantity of the scientific production in competition's area, namely books, articles in journals, and communications in conferences, both in number and type of publications, considering the recognition given by the scientific community;
- 2) Participation in R&D projects (PRDP) assesses the candidate's previous experience in the competition's area, and their potential to participate in national and international funded projects, in a constructive and productive way, in national and international funded projects;
- 3) Intervention in the scientific community (ISC) assesses the candidate's capacity to intervene in the scientific community in the competition's area, 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;

4) Academic extension projects (AEP) 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 valorization 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 area;

5) Scientific potential (SPot) assesses candidate's ability to provide relevant scientific production, production in the area for which the competition is open, considering the work and career development plans presented, defined for a time span of 5 years, considering the alignment with the mission of the School of Technology and Management and of the research center "Instituto Jurídico Portucalense - Pólo de Leiria".

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:

$$PS = LA + SGA + CPP + PMP + PI;$$

As follows:

Em que:

- 1) Lecturing activities (LA) assesses the candidate's experience in lecturing and coordinating curricular units in TeSP, undergraduate, Master's degrees, and other training with scientific relevance, in the competition's area, considering, namely, the extension and quality of the lecturing and coordinating;
- 2) Supervision and guidance activities (SGA) assesses students' supervision, tutoring and guidance activities performed by the candidate in the competition's area, namely the supervision of final degree projects, curricular and extracurricular internships, and on-the-job training;
- 3) Coordination of pedagogical projects (CPP) assesses the coordination and incentive of pedagogical projects, in the competition's area (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);
- 4) Pedagogical material production (PMP) 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 area;
- 5) Pedagogical innovation (PI) 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, defined for a time span of 5 years.

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:

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

$$OAR = (CD + CC + OE + AR);$$

As follows:

- 1) Head of department (HD) 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;
- 2) Course coordination (CC) 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;

3) Participation in bodies or structures established in the statutes of HEIs (PB) 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;

4) Other relevant activities (ORA) 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.

7.2.4 - The criteria and subcriteria, identified above, are scored according to the evaluation grid presented in the annex to this notice, which sets out the maximum scores attributable to each of them. Regarding the curricular items to be scored in each of the sub-criteria, the jury may increase the score to be attributed up to a maximum of 100% of the score stated in the table, considering the relevance and quality of the elements presented; there is no increase in the items in the table where a score range is set.

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

$$FC = 40\% \text{ TSPP} + 40\% \text{ PS} + 20\% \text{ RA}$$

7.2.6 - 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.

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: Ana Lúcia Marto Sargento, 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:

Fernando Carballo Cáscon, Dean of the Faculty of Law, Full Professor, University of Salamanca;

Paulo de Tarso Domingues, Associate Professor, Faculty of Law, University of Porto;

Rosa Maria de Sousa Martins Rocha, Professor, School of Technology and Management of Felgueiras, Polytechnic of Porto;

Fernando Martín Diz, Full Professor, Faculty of Law, University of Salamanca;

Eugénio Pereira Lucas, Professor, School of Technology and Management, Polytechnic of Leiria.

Substitute members:

Irene Maria Portela, Professor, School of Management, Polytechnic Institute of Cávado and Ave;

José de Campos Amorim, Professor, Porto Accounting and Business School, Polytechnic of Porto.

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.

(This Public Notice has been approved under the terms of Dispatch no. 6104/2018, dated May 21st, published in the Diário da República, 2nd Series, no. 118, in June 21st of 2018.)

December 19th of 2020 - President of the Polytechnic of Leiria, Rui Filipe Pinto Pedrosa.

ANNEX

Evaluation grid

CRITERIA (weighting)	SUBCRITERIA (maximum score)	CURRICULAR ITEMS TO BE VALUED	SCORE	REFERENCE UNIT
1 – TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (weighting 40%)	1.1 - Scientific production (SP) (maximum score 30 points)	a) Book published under authorship or co-authorship	1	Curricular item
		b) Chapter of a book published under authorship / co-authorship	1	Curricular item
		c) Article published in an international journal with peer review, authored / co-authored, and in minutes / proceedings, with peer review	1	Curricular item

		d) Article published in a national magazine with peer review, authored / co-authored, and in minutes / proceedings, with peer review	0.50	Curricular item
		e) Articles / communications in international conferences	0.50	Curricular item
		f) Articles / communications in national conferences	0.25	Curricular item
	1.2 – Participation in R&D projects (PRDP) (maximum score 10 points)	a) Participation in fully completed nationally funded projects	3	Curricular item
		b) Participation in fully completed internationally funded projects	5	Curricular item
		c) Participation in funded national projects in progress	3	Curricular item
		d) Participation in internationally funded projects in progress	5	Curricular item
		e) Potential for the participation in funded projects of national and international nature, considering the evaluation of the work plans and career development presented	0-10	n/a
	1.3 – Intervention in the scientific community (ISC) (maximum score 20 points)	a) Organization of international scientific events (congresses, seminars, workshops, applied training, short courses)	1	Curricular item
		b) Organization of national scientific events (congresses, seminars, workshops, applied training, short courses)	0.5	Curricular item
		c) Editor / co-editor of international magazines or minutes	1	Curricular item
		d) Editor / co-editor of national magazines or minutes	0.5	Curricular item
		e) Member of the Scientific Arbitration Committee / Member of the Editorial Board / Reviewer - International Journals	0.5	Curricular item
		f) Member of the Scientific Arbitration Committee / Member of the Editorial Board / Reviewer - National journals	0.25	Curricular item
		g) Review of articles for international magazines and / or congresses	0.5	Curricular item
		h) Review of articles for national magazines and / or congresses	0.25	Curricular item
		i) Presentation of lectures as a guest, outside national territory	1	Curricular item
		j) Presentation of lectures as a guest, in national territory	0.5	Curricular item
		k) Orientation of dissertations, project work and internships within the scope of master's study cycles	1.5	Curricular item
		l) Supervision of doctoral theses	2.5	Curricular item
		m) Discussment of dissertations, project work and internships within the scope of master's study cycles	1	Curricular item
		n) Discussment of doctoral theses	two	Curricular item
		o) Participation in other academic juries, including discussment to the title of specialist	two	Curricular item
	1.4 - Academic extension projects (AEP) (maximum score 10 points)	a) Services provision	two	Curricular item
		b) Promotion of scientific and technological dissemination actions	1	Curricular item
		c) Organization and / or teaching of lifelong education actions (Postgraduate courses, applied training, short courses)	2.5	Curricular item
	1.5 – Scientific potential (SPot) (maximum score 30 points)	Ability to develop a relevant scientific production, in the area for which the competition is open, considering the work plans and career development presented, defined for a time span of 5 years, taking into account the alignment with the mission of the School of Technology and Management and the Research Center “Instituto Jurídico Portucalense - Pólo de Leiria”	0-30	n/a
2 – PEDAGOGICAL ABILITY (weighting 40%)	2.1 – Lecturing activities (LA) (maximum score 35 points)	a) Teaching and coordination time in curricular units for TeSP, Undergraduate, Master, and PhD courses in the area in which the competition is open	3	Different course taught to different courses
		b) Curricular units coordinations in TeSP, Undergraduate, Master, and PhD courses, in the area where the competition is open	3	Ensured regency
	2.2 – Supervision and guidance activities (SGA) (maximum score 10 points)	Guidance, tutoring and monitoring of students in the area for which the competition is open, namely in terms of the orientation of end-of-course projects, curricular and extracurricular internships, and training in the workplace	1	Curricular item
	2.3 - Coordination of pedagogical projects (CPP) (maximum score 25 points)	a) Creation of curricular unit programs, in the area in which the competition is open	3	Curricular item
		b) Participation in the creation or reorganization of TeSP, Undergraduate, Masters, PhD, and Postgraduate courses and other advanced training in the area in which the competition is open	5	Curricular item
	2.4 – Pedagogical material production (PMP) (maximum score 10 points)	a) Textbook / Collection of Practical Cases per course unit	3	Curricular item
		b)Power Point presentation / Other Relevant Material used in a course	2	Curricular item
	2.5 - Pedagogical innovation (PI)	a) Organizational and management tasks related to pedagogical activity (organization of pedagogical innovation events)	2	Curricular item

	(maximum score 20 points)	b) Ability to perform relevant tasks in terms of pedagogical innovation, in line with the mission of the School of Technology and Management of the Polytechnic Institute of Leiria, considering the work plans and career development presented	0-16	n/a
3 - OTHER RELEVANT ACTIVITIES TO THE MISSION OF THE HIGHER EDUCATION INSTITUTION (weighting 20%)	3.1 – Head of department (HD) (maximum score 10 points)	Coordination of department and structures with equivalent functions	5	Years of mandate
	3.2 - Course coordination (CC) (maximum score 15 points)	Course Coordination (TeSP, Undergraduate, Master, PhD)	5	Years of mandate
	3.3 - Participation in bodies or structures established in the statutes of HEIs (PB) (maximum score 55 points)	a) Rector and President of IES and President or Director of Organizational Units (OU)	12	Years of mandate
		b) Exercise of other functions in bodies or structures of the HEI (eg Vice-Rector, Vice-presidency of the HEI and OU Directorate)	10	Years of mandate
		c) Presidents of collegiate bodies of IES / OU	10	Years of mandate
		d) Member of the IES / OU General Council, Senate or Academic Council	5	Years of mandate
		d) Member of other IES / OU collegiate bodies	3	Years of mandate
		e) Member of Scientific Commissions, Pedagogical Commissions and Scientific-Pedagogical Commissions of TeSP, undergraduate and master's and doctoral courses	two	Years of mandate
	3.4 - Other relevant activities (ORA) (maximum score 20 points)	a) Jury member for recruitment of teaching and non-teaching staff	1.5	Curricular item
		b) Rapporteur on performance evaluation processes of teaching staff (trial period or integrated into the career)	1.5	Curricular item
		c) Rapporteur on performance evaluation processes of teaching staff (not integrated in the career)	1	Curricular item
		d) Jury member for the procedure for the acquisition of materials and services	1	Curricular item
		e) Exercise of management functions in research units registered with the FCT	1	Years of mandate
		f) Responsible for specific laboratories, workshops or classrooms	1	Years of mandate