

POLYTECHNIC INSTITUTE OF LEIRIA

Public notice n.º 1204/2021

1 - Under the terms of the Statute of the Career of Teaching Staff of the Polytechnic Higher Education System (ECPDESP), approved by Decree-Law no. 185/81, of 1 July, amended by Decree-Laws no. 69/88, of 3 March, and 207/2009, of 31 August and by Law no. 7/2010, of 13 May, as well as the Regulation for the Recruitment and Contracting of Teaching Staff of the Polytechnic of Leiria. No. 7/2010, of May 13, as well as the Regulations for Recruitment and Contracting of Career Faculty Staff of the Polytechnic of Leiria, published in the Diário da República, 2nd series, No. 127, of July 2, 2010, through Dispatch No. 10 990/2010, hereby makes it known that the Faculty of Education of the Polytechnic of Leiria is in charge of the recruitment and contracting of Career Faculty Staff. No. 10 990/2010, makes public that, by order of the President of the Polytechnic of Leiria, Professor Dr. Rui Filipe Pinto Pedrosa, on the proposal of the Director of the School of Tourism and Technology of the Polytechnic of Leiria, dated May 24, 2021, it is open for a period of 30 working days, the documented competition for the recruitment of a Coordinating Professor, in the modality of work contract in public functions for an undetermined period of time, for the disciplinary area of Tourism - Tourism and Sustainable Development of the School of Tourism and Maritime Technology- 1 position.

2 - Period of validity: the present contest is exclusively aimed at filling the above-mentioned position, being exhausted when it is filled.

3 - Functional content of the category:

3.1 - Under the terms of article 2-A of the ECPDESP, polytechnic higher education teachers are responsible for providing the teaching service assigned to them and for accompanying and guiding students; carrying out research, cultural creation or experimental development activities; participating in extension, scientific and technological dissemination and economic and social valorisation of knowledge tasks and participating in the management of the respective higher education institutions.

3.2 - Under the terms of no. 5 of article 3.º of ECPDESP, the Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of the teaching and research activities within the scope of a discipline or scientific area and, namely managing and teaching theoretical, theoretical-practical and practical classes; supervising internships, seminars and laboratory or field work; supervising the pedagogical, scientific and technical activities of the assistant professors of the respective discipline or scientific area; participating with the other coordinating professors of his/her scientific area in the coordination of the programmes, teaching methodologies and general lines of research concerning the disciplines of that area; and managing, developing and conducting scientific research and experimental development activities within the scope of the respective discipline or scientific area.

4 - Remuneration position (article 35, no. 1 of ECPDESP): "The remuneration regime applicable to career teachers and teaching staff contracted beyond the career is established in a specific diploma. - Decree-Law no. 408/89, 18 November, amended by Decree-Law no. 76/96, 18 June, and Decree-Law no. 124/99, 20 April, and Decree-Law no. 373/99, 18 September.

5 - Admission Requirements

5.1 - Under the terms of article 17 of the General Labour Law in Public Functions, approved by Law no. 35/2014, of 20 June, in its current wording and of article 12 -E of the ECPDESP, only candidates who, by the deadline for submission of application, meet the following general requirements may apply:

- a) To be at least 18 years old;
- b) Not to be disqualified from performing public functions or not to be prohibited from performing the functions to which he is applying;
- c) Has the physical strength and mental profile necessary to perform the functions for which he is applying;
- d) Have fulfilled the compulsory vaccination laws.

5.2 - In compliance with article 19 of the ECPDESP, candidates may apply to the competition if they hold a PhD degree or the title of specialist for more than five years in the area or related area for which the competition is open. The specialist title mentioned in article 19 of the ECPDESP refers to the provisions of article 48 of Law no. 62/2007, of the 10th September, and Decree-Law no. 206/2009, of the 31st August.

5.3-Applicants holding foreign qualifications shall prove the recognition, equivalence or registration of the doctoral degree under the terms of the applicable legislation.

6 - Formalizing the application

6.1 - The application should be submitted in person, upon receipt, or by post, by registered mail with acknowledgement of receipt, to the following postal address of the Polytechnic of Leiria: Rua General Norton de Matos, Apartado 4133, 2411 -901 Leiria, until the deadline for submission of applications referred to in paragraph 1 of the present announcement.

6.2 - The application form is made on paper, by filling in the form available at the internet site of the Polytechnic of Leiria (<https://www.ipleiria.pt/recursos-humanos/concursos/>), which should be duly dated, initialed and signed.

6.3 - The candidate should accompany his application form with the following documents, duly numbered and identified

- a) Photocopy of the academic and professional qualification certificate or other document legally recognised for that purpose;
- b) Declaration, under oath, to be provided in the form mentioned in item 6.2 of the present announcement, as to the situation in which he/she is in relation to each one of paragraphs a), b), c) and d) of item 5.1 of the announcement
- c) Documents proving that the candidate is in the legal conditions referred to in item 5.2 of this announcement
- d) A copy of the curriculum vitae, duly dated and signed, which must be structured and presented in accordance with the selection and seriation criteria and the evaluation and final classification system mentioned in item 7 of this announcement
- e) 1 Copy of the supporting documents of the facts indicated in the curriculum, adopting the same referencing system of each element, indicated in the previous paragraph

f) List in a non-editable format containing the exact identification of all documents submitted (index or list with the name of each document in the order in which they are presented, adopting, in the applicable cases, the same referencing system of each element, indicated in the previous sub-paragraphs);

6.4 - The documents mentioned in item 6.3 of the announcement must be delivered in a digital support (CD, DVD or pen drive) duly identified, and the candidate must ensure the readability of the files contained in the chosen support.

6.5 - The documents referred to in the previous item shall, as a general rule, be in Portable Document Format (PDF), preferably in PDF/A version, except for situations in which the document to be submitted cannot assume the indicated format; the name of the files, which should be succinct, cannot contain any of the following characters: /, \, |, :, *, ?, ", (smaller than), and (greater than).

6.6 - Documents may be submitted in Portuguese, Spanish or English. When supporting documents are presented that prove the facts stated in the curriculum vitae or work stated in the curriculum vitae originally written in another language, a translation into Portuguese, Spanish or English should be simultaneously presented.

6.7 - Failure to present the supporting documents of the requirements set out in points 5.1, 5.2 and 5.3 of this announcement, or presenting them after the deadline stipulated in paragraph 1 of this announcement, will result in the exclusion of the application.

6.8 - The non-submission of documents related to the curriculum or their submission after the deadline stipulated in paragraph 1 of this announcement implies the non-valuation of the elements they should prove.

6.9 - The presentation of a false document determines the immediate exclusion from the competition and the reporting to the competent authority for criminal proceedings.

6.10 - The documents handed in by candidates shall be returned to them at their request one year after the end of the present competition, except in the case where the present competition procedure has been subject to judicial review. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and seriation criteria and evaluation system and final classification (established under the terms of articles 11, no. 2, paragraph a) and 18, no. 1, paragraphs l) and m) and paragraphs 2 and 3 of Order no. 10990/2010):

7.1 - Technical-scientific and professional performance (DTCP), in which the following criteria are weighted:

a) The research and development projects (PID);

b) Scientific production, publications, communications and conferences (PC)

c) Supervision of theses leading to an academic degree (OT);

d) Participation in juries of academic examinations and the discussion of theses leading to an academic degree (AT);

e) Professional experience with relevance in the disciplinary area of the competition, or a related area (EP).

7.1.1 - The classification to be awarded in this criterion, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula $DTCP=(PID+PC+OT+AT+EP)$, being the aforementioned criteria evaluated according to the attached scoring grid.

7.2 - Teaching ability of candidates (PC), in which the following criteria are weighted

(a) Mastery of the subject areas, disciplines or curricular units taught and/or coordinated in the area for which the competition is open (LUC);

b) Participation in the preparation of programmes, manuals and support materials for teaching activities (PDP);

c) The coordination and supervision of internship or final course project (EFC).

7.2.1 - The classification to be awarded in this criterion, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula $CP = (LUC+PDP+EFC)$ being the above mentioned criteria assessed according to the attached scoring grid.

7.3 - Other activities relevant for the mission of the higher education institution that have been developed by the candidates (RA), in which the following criteria are weighted

a) The exercise of directive positions and in management bodies, participation in institution bodies and other bodies or structures (CDG);

b) The coordination or development of projects and/or activities considered as strategic for the institution, provided that they fall within the area in which the competition is open (EP);

c) The coordination of courses, departments and scientific and pedagogical committees (CC).

7.3.1 - The classification to be awarded in this criterion, which represents 20% of the final classification, for a maximum of 100 points, results from the application of the following formula $AR=(CDG+PE+CC)$, being the aforementioned criteria evaluated according to the attached scoring grid.

7.4 - The final classification (CF), on a scale of 0 to 100 points, will be obtained by applying the following formula $CF = (0,40 DTCP + 0,40 CP + 0,20 AR)$, being considered not approved the candidates who obtain a final classification below 50 points and approved in absolute merit the candidates who obtain a final classification equal or higher than 50 points. All results will be rounded and presented to one decimal place.

7.5 - In the reasoned assessment, the jury shall also take into consideration the provisions of article 26 of Dispatch no. 10 990/2010, if the candidates meet the conditions referred to in that article.

7.6 - In case of a tie between candidates, after obtaining the final classification, the following tie-breaking criteria will be applied successively (until it is revealed necessary)

a) Best total score obtained in the criterion - technical-scientific and professional performance of the candidates (DTCP);

b) In case there is a tie, the best total score obtained in the criterion - other activities relevant for the mission of the higher education institution that have been carried out by the candidates (AR).

In applying the above mentioned criteria the maximum limits resulting from the application of the final classification formula will not be considered.

8 - Public hearing: the Jury may determine the holding of public hearings, which shall be attended under the terms of article 28, no. 4, of Dispatch no. 10990/2010. If it is necessary to hold these public hearings, they shall take place between the 20th and 70th days following the deadline for delivering candidacies, and all candidates shall be informed, at least five days in advance, of the date and place where these public hearings will take place.

9 - Composition of the jury

President of the Jury - Ana Lúcia Marto Sargento, Vice-President of the Polytechnic Institute of Leiria, appointed under the terms of article 23, n.º 1, a) of ECPDESP.

Effective members:

Doctor Álvaro, de Borba Cruz Lopes Dias, Full Professor, Lusófona University;

Doctor João Paulo da Conceição Silva Jorge, Coordinating Professor, Polytechnic Institute of Leiria;

Doctor Francisco Teixeira Pinto Dias, Coordinating Professor, Polytechnic Institute of Leiria;

Doctor Nuno Alexandre Pereira Abranja, Coordinating Professor, ISCE - Higher Institute of Educational Sciences

Doctor Cristina Maria de Jesus Barroco Novais; Coordinating Professor, Polytechnic Institute of Viseu;

Substitute members:

Doctor Joaquim Gonçalves Antunes, Coordinating Professor, Polytechnic Institute of Viseu;

Doctor Ana Paula Morais Pires Figueira, Coordinating Professor, Polytechnic Institute of Beja.

10 - In compliance with paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in the access to employment and professional progress, scrupulously taking measures to avoid any form of discrimination.

11 - The present competition will also be published in BEP (Public Employment Pool), on the website of the Science and Technology Foundation, in Portuguese and English and on the website of the Polytechnic of Leiria, in Portuguese and English, under the terms of article 29-B of ECPDESP.

October 21st of 2021 - The President, Rui Filipe Pinto Pedrosa

ANEXO

GRELHA DE PONTUAÇÃO

1 - Technical, scientific and professional performance (DTCP) - 40% of the final classification

Criteria	Curriculum items to be assessed	Points
a) PID - the coordination and collaboration in research and development projects in the disciplinary area or related to the competition is valued Maximum: 10 points	i) For each institutional coordination of research and development projects funded and approved in competitive calls promoted by external entities (e.g. FCT, Horizon 2020, PT2020, or similar)	2,5 points
	ii) For each collaboration, as a team member, in a research and development project funded and approved in competitive calls promoted by external entities (e.g. FCT, Horizon 2020, PT2020, or similar)	2 points
	iii) For each collaboration, as a team member, in R&D services (PSER)	1,5 points
b) PC - the scientific production and its sharing with the scientific community in the area of the competition or related area is valued Maximum: 30 points	i) For each scientific article in an international scientific journal with a review included in the SCI - Science Citation Index or Scopus	3 points
	ii) For each book published	2 points
	iii) For each book chapter published	1 point
	iv) For each scientific article in a peer-reviewed scientific journal, national or foreign, not included in the SSCI - Social Sciences Citation Index - Web of Science or Scopus	1 point
	v) For each scientific paper in conference or international scientific meeting published in the respective proceedings	1 points
	vi) For each scientific paper in national scientific conference or meeting published in the proceedings	0,5 points
	vii) For each communication in international scientific conference, meeting or seminar	0,5 points
	viii) For each communication in national conference, scientific meeting or seminar	0,25 points
	ix) For each article reviewed (referee activity) or evaluated for conference or scientific journal	0,25 points
	x) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of a scientific magazine	1 point
	xi) For each article, related to the area of the competition, published in non-scientific journals or magazines	0,25 points
c) OT: the supervision of dissertations or thesis leading to an academic degree is valued Maximum: 30 points	i) For each supervision or supervision of a thesis leading to a doctoral degree and already concluded	5 points
	ii) For each supervision or supervision of a PhD thesis in progress	2,5 points
	iii) For each supervision or supervision of a dissertation leading to a master degree and already completed	3 points
	iv) For each supervision or co-supervision of a dissertation leading to a master degree and in progress	1 point
d) AT: participation and role in juries of public examinations or in juries of evaluation of dissertations or theses leading to the awarding of an academic degree in the disciplinary area or related	i) For each dissertation leading to the award of a doctoral degree	3 points
	ii) For each participation in a jury of public examinations for the attribution of the title of specialist under the terms of the ECPDESP	2 points

to the competition is valued	iii) For each dissertation, project or training report dissertation that leads to the award of a master's degree	1 point
Maximum: 25 points		

e) EP: professional experience in the disciplinary area, or related, of the competition is valued	i) For each year of relevant professional experience in the disciplinary area, or related, of the competition	1 point
Maximum: 5 points		

2 - Pedagogical capacity of candidates (CP) - 40% of the final classification

Criteria	Curriculum items to be assessed	Points
a) LUC: mastery of subject areas and responsibility in the teaching of curricular units or subjects will be assessed	i) For each year of pedagogical professional experience in higher education, in the disciplinary area, or related, of the competition	2 points
	ii) For each different curricular unit or subject taught by the applicant	2 points
Maximum: 50 points		
b) PDP: the production of pedagogic documents is valued	i) For each curricular unit or subject where the applicant was responsible for preparing the syllabus of the curricular unit	2 points
	ii) For each curricular unit or subject in which the applicant has developed support and/or support materials for theoretical, theoretical-practical or practical lessons	2 points
Maximum: 35 points		
c) EFC: the coordination, guidance or supervision of internships and/or final course projects is valued	i) For each student supervised in a final course project	1 point
	ii) For each student coordinated, oriented or supervised in a final course internship	1 point
Maximum: 15 points		

3 - Other activities relevant to the HEI's mission developed by the candidates (AR) - 20% of the final classification

Criteria	Curriculum items to be assessed	Points
a) CDG: Management positions and participation in management bodies in higher education institutions or their organic units	i) For each year of exercise in executive functions in management positions or as president of management bodies in higher education institutions or their organic units	7 points
	ii) For each year, and different organ, of mandate as member of a management body in higher education institutions or their organic units	2,5 points
Maximum: 45 points		
b) PE: the involvement in projects and/or activities of knowledge transfer, scientific dissemination, mobility or other activities considered strategic by the institution will be evaluated	i) For each project and/or organised activity of international scope (organisation of congresses, conferences and seminars, institutional representation)	2 points
	ii) For each international mobility teaching assignment in the disciplinary or related area of the competition	1 point
	iii) For each national project and/or organised activity (participation in work committees, organisation of congresses, conferences, lectures and seminars)	1 point
Maximum: 10 points		
c) CC: the exercise of mandates in the coordination of courses, departments or other structures supporting the institution's activities and mandates	i) For each year of office held as coordinator of a department or Doctoral course	6 points
	ii) For each year of office held as coordinator of a Bachelor's or Master's degree course	4 points

in scientific-pedagogical committees are valued	iii) For each year in office as TESP course coordinator	2 points
Maximum: 45 points	iv) For each year of office as a member of a scientific-pedagogical committee of TESP, bachelor`s, master's or doctoral degree programmes	1 point

POINTS GRID