

POLYTECHNIC INSTITUTE OF LEIRIA

Public Notice n.º 1158/2021

Summary: Recruitment of a coordinating professor for the subject area of Marketing and Management - Marketing and Management in Tourism at the School of Tourism and Maritime Technology

1 - Under the terms of the Statute of the Career of Teaching Staff of Higher Polytechnic Education (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, approved by Decree-Law no. 7/2009, of 13 May, and by Decree-Law no. 7/2009, of 13 May, approved by Decree-Law no. 8/2009, of 11 August, and by Decree-Law no. 8/2009, of 11 August, approved by Decree-Law no. 8/2009, of 11 August. 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 Marketing and Management - Marketing and Management in Tourism of the School of Tourism and Technology of the Polytechnic of Leiria - 1 position.

2 - Period of validity: the present competition is exclusively aimed at filling the above mentioned position, and will be 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 valorization 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, as 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 applications, 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 provision of article 48 of Law no. 62/2007, of September 10th and Decree-Law no. 206/2009, of August 31st.

5.3 - Applicants holding foreign qualifications should 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 shall be submitted on paper, by filling in the form available at the Polytechnic of Leiria's website (<https://www.ipleiria.pt/recursos-humanos/concursos/>), which shall be duly dated, initialled 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, and must be organised in accordance with the selection and seriation criteria and the evaluation and final classification system mentioned in point 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 sub-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 tests 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 - Pedagogical capacity of candidates (CP), 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 (AR), 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 (PE);

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 $RA =(CDG+PE+CC)$, 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) If the tie subsists, the best total score obtained in the criterion - other activities relevant for the mission of the higher education institution that have been developed by the candidates (AR).

8 - Public hearing: the Jury may determine the holding of public hearings, which will 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:

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

Joaquim Gonçalves Antunes, Coordinating Professor at the Instituto Politécnico de Viseu;

Ana Paula Morais Pires Figueira, Coordinating Professor at the Polytechnic Institute of Beja;

Luís Filipe Marinho Lima Santos, Coordinating Professor of the Escola Superior de Turismo e Tecnologia do Mar do Politécnico de Leiria;

Ana Sofia da Costa Viana, Coordinating Professor of the School of Tourism and Technology of the Sea of the Polytechnic of Leiria.

Substitute members:

Nuno Alexandre Pereira Abranja, Coordinating Professor at ISCE - Instituto Superior de Ciências Educativas;

Cristina Maria de Jesus Barroco Novais; Coordinating Professor at the Instituto Politécnico de Viseu.

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 - This contest will also be advertised on the BEP (Bolsa de Emprego Público), on the website of the Fundação para a Ciência e a Tecnologia, 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.

September 30th of 2021. - President, Rui Filipe Pinto Pedrosa.

ANNEX

POINTS GRID

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

| Criteria | Curriculum vitae 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 <u>Maximum: 10 points</u> | i) For each institutional coordination of research and development projects funded and approved in competitive calls promoted by external entities (e.g. FCT, Horizonte 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, Horizonte 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 disciplinary area or similar area of the competition is valued <u>Maximum: 30 points</u> | i) For each scientific article in international scientific journal with review included in SSCI - Social Sciences Citation Index - Web of Science 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 point |
| | 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) Por cada artigo revisto (atividade de referee) ou avaliado para conferência ou revista científica | 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 magazines or journals | 0,25 points |
| c) OT: the supervision of dissertations or thesis leading to an academic degree will be evaluated <u>Maximum: 30 points</u> | 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 concluded | 3 points |
| d) AT: the participation and role played 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 to the competition is valued <u>Maximum: 25 points</u> | 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 |
| | iii) For each dissertation, project or internship report dissertation that leads to the award of a master's degree | 1 point |
| e) EP: professional experience in the disciplinary, or related, area of the competition is valued | i) For each year of professional experience (outside the academic context) relevant to the disciplinary area, or related, of the competition | 1,25 points |

Maximum: 5 points

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

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

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: the exercise of functions in management positions and participation in management bodies, in higher education institutions or their organic units is valued <u>Maximum: 45 points</u> | 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 ii) For each year, and different organ, of mandate as member of a management body in higher education institutions or their organic units | 7 points 2,5 points |
| b) EP: the involvement in projects and/or activities of knowledge transfer, scientific dissemination, mobility or other activities considered strategic by the institution will be evaluated <u>Maximum: 10 points</u> | i) For each project and/or organised activity of international scope (organisation of congresses, conferences and seminars, institutional representation in international networks by appointment) ii) For each international mobility teaching assignment in the disciplinary or related area of the competition iii) For each national project and/or organised activity (participation in work committees, organisation of congresses, conferences, lectures, seminars and institutional representation in national networks by appointment) | 2 points 1 point 1 point |
| c) CC: the exercise of mandates in the coordination of courses, departments or other structures supporting the institution's activities and mandates in scientific-pedagogical committees are valued <u>Maximum: 45 points</u> | i) For each year of office held as coordinator of a department or Doctoral course ii) For each year of office held as coordinator of a Bachelor's or Master's degree course iii) For each year in office as TESP course coordinator iv) For each year of office as a member of a scientific-pedagogical committee of TESP, Bachelor's, master's or doctoral degree programmes | 6 points 4 points 2 points 1 point |