

Polytechnic of Leiria

Public Notice n. 294/2022

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 16th of 2021 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 Management - People Management or Brand Management and Firm Internationalization in the School of Technology and Management of the Polytechnic of Leiria, 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. 5(3) of *ECPDESP*, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the teaching and research activities 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; supervise the pedagogical, scientific and technical activities of the *Professores Adjuntos* [senior lecturers] of their subject or scientific area; participate, with the other *Professores Coordenadores* [professors] of their scientific area in the coordination of the programmes, the teaching methodologies, and the general research guidelines of that area; manage and develop scientific research and experimental development activities in their 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 presenting a requirement addressed to the President of the Polytechnic of Leiria, and may be presented in person at the Headquarters 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 e-mail will not be accepted.

6.2 – Applications' requirements are made by presenting a duly dated and signed competition admission form (available at <https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira-docente/>).

6.3 - Candidates must also send the following documents, properly numbered and identified:

- 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 and the attached assessment table;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitae*, which must include the results of the questionnaires to assess pedagogical performance (when applicable);
- 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; the scientific part shall also consider the mission of the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic of Leiria;
- g) Report proving the existence of pedagogical innovation on classes;
- h) List with the exact identification of all documents submitted.

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 point 6.3 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 and specialization(s));
- b) Peer-reviewed scientific publications, in the competition's area and specialization(s);

- c) Lectured and coordinated curricular units, in the competition's area and specialization(s);
- d) Direction or Subdirection of Teaching and Research Organic Units, Head of Department (or similar structures) or Course Coordinator of degrees granting a higher education degree or a Professional Technical Course (TeSP) diploma.

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:

$$TSPP = (50\%SP + 20\%PRDP + 10\%ISC + 10\%AEP + 10\%Spot)$$

As follows:

- 1) Scientific production (SP), which assesses the quality and quantity of the scientific production in the competition's area and specialization(s), namely books, book chapters, articles in journals, communications in conferences, both in number and type of publications, considering the recognition given by the scientific community, including awards or other distinctions;
- 2) Participation in R&D projects (PRDP), which assesses the candidate's previous experience in the competition's area and specialization(s), and their potential to participate in a constructive and fruitful way in national and international funded projects;
- 3) Intervention in the scientific community (ISC), which assesses the candidate's capacity to intervene in the scientific community in the competition's area and specialization(s), 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 examination of works leading to an academic degree, participation in academic juries, consulting activities, and other activities of recognized merit;
- 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 area and specialization(s);
- 5) Scientific potential (SPot), which assesses the candidate's capabilities to develop a relevant scientific production, aligned with the mission of the School of Technology and Management of the Polytechnic of Leiria, and the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic of Leiria, in the competition's area and specialization(s), considering the five-year work and career development plans presented by the candidate.

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:

$$PS = (25\%LA + 20\%SGA + 20\%CPP + 20\%PMP + 15\%PI)$$

As follows:

- 1) Lecturing activities (LA), which assesses the candidate's experience in lecturing and coordinating curricular units in degrees granting a higher education degree or a Professional Technical Course (TeSP) diploma, and other training with

scientific relevance, in the competition's area and specialization(s), considering the extension and quality of the lecturing and coordination;

2) Supervision and guidance activities (SGA), which assesses students' supervision, tutoring and guidance activities performed by the candidate in the competition's area and specialization(s), namely the supervision of final degree projects, curricular and extracurricular internships, and on-the-job training;

3) Coordination of pedagogical projects (CPP), which assesses the coordination and incentive of pedagogical projects, in the competition's area and specialization(s) (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), 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 area and specialization(s);

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 ability 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 five-year work and career development plan and the report proving the existence of pedagogical innovation on classes presented by the candidate.

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) Course coordination and Head of Department structures (CCHD);

2) Other duties in bodies or structures of HEIs (ODHEI);

3) 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:

$$RA = (35\%CCHD + 35\%ODHEI + 30\%ORA)$$

As follows:

1) Course coordination and Head of Department structures (CCHD), which assesses the candidate's participation as course coordinator of degrees granting an academic degree or a Professional Technical Course (TeSP) diploma, head of department and other similar structures, and member of structures to support the scientific and pedagogical management of degrees and departments, considering the duration and complexity of the tasks developed by the candidate;

2) Other duties in bodies or structures of HEIs (ODHEI), which assesses the candidate's participation in other bodies established in the statutes of HEIs, considering the duration and level of responsibilities of the tasks developed by the candidate;

3) Other relevant activities (ORA), which assesses the candidate's participation in other duties or activities, which are considered relevant for the mission of HEIs, namely the participation in training activities and scientific or technical dissemination activities, participation in technical, scientific or pedagogical commissions, member of juries which have not been considered in previous points, i.e. juries to hire non-academic staff, juries of a process to acquire goods and services, contract jobs or similar, participation in management structures of research units registered in the *Fundação para a Ciência e Tecnologia*, evaluator in processes to assess the performance of the academic staff, and responsibility for laboratories, workshops or specific classrooms.

7.2.4 - All subcriteria shall be assessed in a scale of 0 to 100 points and consider the curricular elements indicated in the attached assessment table; The candidate must organize their *curriculum vitae* according to that table.

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

$$FC = (40\%TSPP + 40\%PS + 20\%RA)$$

7.2.6 – Results are presented rounded to one decimal place.

7.2.7 - 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 – José Carlos Rodrigues Gomes, Pro-President of the Polytechnic of Leiria, indicated under the terms of article no. 23(1)(a) of *ECPDESP*, and article no. 10(1)(a) of Order no. 10990/2010.

Permanent members:

João José Quelhas Mesquita Mota, Full Professor, University of Lisbon;

Sílvia Costa Agostinho da Silva, Full Professor, ISCTE – University Institute of Lisbon;

João José de Matos Ferreira, Associate Professor (with *Agregação*), University of Beira Interior;

Carlos Manuel Gomes da Silva, Professor, Polytechnic of Leiria;

Elisabete Fernanda Mendes Duarte, Professor, Polytechnic of Leiria.

Substitute members:

Luís Miguel Pereira Lopes, Associate Professor (with *Agregação*), University of Lisbon;

Blandina da Conceição Rodrigues de Oliveira, Professor, Polytechnic of Leiria.

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*.

9th March, 2022. - President, Rui Filipe Pinto Pedrosa.

ANNEX

Table

TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (TSPP) (40%)		
Subcriteria	Weight	Curricular items to score
1) Scientific production (SP)	50%	Author or co-author of technical and scientific books
		Publication of technical and scientific book chapters
		Publication of articles in indexed international scientific journals, with reference of the associated indexing and metrics
		h-index in Scopus
		Publication of technical and scientific articles in other peer-reviewed journals or chapters in international books
		Publication of technical and scientific articles in other peer-reviewed journals or chapters in national books
		Publication of technical and scientific articles in peer-reviewed proceedings of international congresses
		Publication of technical and scientific articles in peer-reviewed proceedings of national congresses
		Communication in an international conference
		Communication in a national conference
		Awards or other scientific distinctions
2) Participation in R&D projects (PRDP)	20%	Coordination of research projects with external assessment and funding (e.g. FCT; European projects)
		Participation in research projects with external assessment and funding (e.g. FCT; European projects)
		Coordination of other research projects
		Participation in other research projects
3) Intervention in the scientific community (ISC)	10%	Member of the editorial board of scientific journals included in the ISI/Scopus
		Member of the editorial board of other international scientific journals
		Member of the editorial board of other national scientific journals
		Reviewer of scientific journals included in the ISI/Scopus

		Reviewer of other international scientific journals
		Reviewer of other national scientific journals
		Reviewer of international scientific conferences
		Reviewer of national scientific conferences
		Key note speaker in international conferences
		Key note speaker in national conferences
		Chair/Co-chair/Program Chair of international technical and scientific congresses
		Track Chair/Country Chair of international technical and scientific congresses
		Member of scientific committees of international technical and scientific congresses
		Member of scientific committees of national technical and scientific congresses
		Member of organizing committees of international technical and scientific congresses/seminars
		Member of organizing committees of national technical and scientific congresses/seminars
		Supervision/co-supervision of Doctors' degree thesis (completed)
		Supervision/co-supervision of Master degrees' dissertations/projects/internships (completed)
		Member of the jury of a Doctor's degree thesis
		Examiner of a Master degrees' dissertation
		Member of juries of examinations to assess pedagogical and technical and scientific expertise, academic staff competitions, or examinations leading to the title of specialist
		Professional consulting activities
		Other merit activities recognized by the jury
4) Academic extension projects (AEP)	10%	Responsibility for completed service rendering activities (>20,000 euros)
		Responsibility for completed service rendering activities (<= 20,000 euros)
		Participation in service rendering activities
		Promotion of scientific and technological dissemination actions
		Organization of lifelong learning actions
		Lecturing of lifelong learning actions
5) Scientific potential (SPot)	10%	Work and career development plan (WCDP) presented by the candidate for the competition's area, aligned with the mission of ESTG and the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic of Leiria

**PEDAGOGICAL SKILLS (PS)
(40%)**

Subcriteria	Weight	Curricular items to score
1) Lecturing activities (LA)	25%	Quantity and quality of the teaching activities, with at least one duly documented classification between 90-100% in one pedagogical questionnaire, according to the assessment table of the higher education institution where it was obtained
		Quantity and quality of the teaching activities, with at least one duly documented classification lower than 90% and higher than 50% in one pedagogical questionnaire, according to the assessment table of the higher education institution where it was obtained
		Chair/Coordination of post-graduate studies and Master degrees' curricular units
		Chair/Coordination of undergraduate degrees curricular units
		Chair/Coordination of TeSP curricular units
		Professional teaching experience in post-graduate studies and Master degrees
		Professional teaching experience in undergraduate degrees
		Professional teaching experience in TeSP
		Participation in international mobility programmes (e.g. Erasmus)
2) Guidance and supervision activities (GSA)	20%	Supervision of undergraduate degrees' and TeSP internships, projects or final degree works
		Examination of undergraduate degrees' and TeSP internships, projects or final degree works
		Supervision of undergraduate degrees' and TeSP extracurricular internships
		Supervision of on-the-job training

3) Coordination of pedagogical projects (CPP)	20%	Participation in the creation of new post-graduate studies, Master and undergraduate degrees, and TeSP
		Participation in the revision of post-graduate studies, Master and undergraduate degrees, and TeSP
		Organization of international pedagogical events
		Participation in the organization of international pedagogical events
		Organization of national pedagogical events
		Participation in the organization of national pedagogical events
4) Pedagogical material production (PMP)	20%	Development of textbooks to support teaching, which cover at least 75% of the curricular unit's programme (theory and theory-practice classes, maximum 1 material per curricular unit)
		Development of other printed documents to support teaching, which cover at least 75% of the curricular unit's programme (theory and theory-practice classes, maximum 1 material per curricular unit)
		Development of exercise books, software, laboratory guidelines, etc., which cover at least 75% of the curricular unit's programme (practice and laboratory classes, maximum 2 materials per curricular unit)
5) Pedagogical innovation (PI)	15%	Report proving the existence of pedagogical innovation on classes
		Work and career development plan (WCDP) presented by the candidate

**OTHER RELEVANT ACTIVITIES TO THE MISSION OF THE HIGHER EDUCATION INSTITUTION, WHICH HAVE BEEN DEVELOPED BY THE CANDIDATE (RA)
(20%)**

Subcriteria	Weight	Curricular items to score
1) Course coordination and Head of Department structures (CCHD)	35%	Coordinator/Head of Department/Section
		Course coordinator of TeSP, undergraduate and Master degrees
		Member of a scientific/pedagogical commission of TeSP, undergraduate and Master degrees
		Member of a Departmental Council/Section
2 - Other duties in bodies or structures of HEIs (ODHEI)	35%	President/Director of HEIs
		Vice-President/Subdirector of HEIs
		Other duties in bodies or structures of HEIs
3) Other relevant activities (ORA)	30%	Participation in training activities and scientific, technical or artistic dissemination activities
		Member of a jury to hire non-academic staff
		Member of juries of processes to acquire goods and services, contract jobs or similar
		Coordination of research units registered in the FCT
		Member of scientific units/groups
		Evaluator in processes to assess the performance of the academic staff
		Responsibility for laboratories, workshops or specific classrooms
		Other activities considered relevant by the jury