

1 – Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1<sup>st</sup>, amended by Decree-Laws no. 69/88, dated March 3<sup>rd</sup>, and 207/2009, dated August 31<sup>st</sup>, and by Law no. 7/2010, dated May 13<sup>th</sup>, 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*, 2<sup>nd</sup> series, no. 127, dated July 2<sup>nd</sup> 2010, the Order no. 10990/2010 makes public that, under an order issued in August 16<sup>th</sup> 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 Mechanical Engineering - Moulds and Plastic Project 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 18<sup>th</sup>, amended by Decree-Law no. 76/96, dated June 18<sup>th</sup>, Decree-Law no. 124/99, dated April 20<sup>th</sup>, and Decree-Law no. 373/99, dated September 18<sup>th</sup>.

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, dated June 20<sup>th</sup>, 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. 62/2017, dated September 10<sup>th</sup>, and Decree-Law no. 206/2009, dated August 31<sup>st</sup>.

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;
- 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;
- 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 no. 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);
- b) Peer-reviewed scientific publications, in the competition's area;
- c) Lectured and coordinated curricular units, in the competition's area.
- 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:

$$TSPP = (35\%SP + 20\%PRDP + 15\%ISC + 15\%AEP + 15\%Spot)$$

As follows:

- 1) Scientific production (SP), which assesses the quality and quantity of the scientific production in the competition's area, 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; Publication (as author) of scientific books, 12 points per publication; Chapters in scientific books, 6 points per publication;

Publications in international journals indexed in SCOPUS or Web of Science, in the first or second quartile, 6 points per publication;

Publications in international journals indexed in SCOPUS or Web of Science, in the third or fourth quartile, 4 points per publication;

Communications with peer-reviewed publication in international conferences with proceedings indexed in SCOPUS or Web of Science, 4 points per communication;

Granted patents, 6 points.

2) Participation in R&D projects (PRDP), which assesses the candidate's previous experience in the competition's area, and their potential to participate in a constructive and fruitful way in national and international funded, as follows: Each complete year of each international research and/or development project, with competitive funding, 10 points per each coordinated project and 6 points per each project as team member; Fractions of year are considered in months. The classification for coordination does not add to the classification as team member.

Each complete year of each national research and/or development project, with competitive funding, 8 points per each coordinated project and 4 points per each project as team member; Fractions of year are considered in months. The classification for coordination does not add to the classification as team member.

3) Intervention in the scientific community (ISC), which assesses the candidate's capacity to intervene in the scientific community in the competition's 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 examination of works leading to an academic degree, participation in academic juries, consulting activities, and other activities of recognized merit, as follows:

Participation in the organization of international scientific conferences, as chair or member of the organizing committee, 4 points per event;

Participation in the organization of other scientific events, as chair or member of the organizing committee or scientific/programme commission, 1 point per event;

Editor or co-editor of a national or international journal indexed in SCOPUS or Web of Science, 4 points per participation;

Revision of scientific articles in national or international journals indexed in SCOPUS or Web of Science, 0.75 points per article;

Revision of articles in communications published in the proceedings of international conferences, indexed in SCOPUS or Web of Science, 0.5 points per article;

Communications in congresses, and presentation of talks, as guest, 1 point per participation;

For each supervision (or co-supervision) of successfully defended works leading to an academic degree: i) Each Doctor's degree, 6 points; ii) Each Master's degree (dissertation, project or internship), 3 points;

For each examination of works leading to an academic degree (as long as the participation in the jury is not as supervisor or co-supervisor): Each Doctor's degree, 4 points; Each Master's degree (dissertation, project or internship), 3 points; Each undergraduate degree project or monograph, 1 point;

Participation in juries for granting the specialist's title, 3 points; Public academic examinations in academic staff competitions, 3 points;

Each scientific consulting or other activities of recognized merit, 1 point.

4) Academic extension projects (AEP), which assesses the services provided to the scientific and educational community, as well as to the economic and productive system, and society in general, the promotion of scientific and technological dissemination actions, the organization and teaching of lifelong training actions, including professional training, and the promotion of knowledge valorisation and transfer actions for external entities, 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, as follows:

Participation in services provided to the scientific and educational community, as well as to the economic and productive system, and society in general, which have not been considered in other points, as follows:

Each service provided/project with non-competitive funding, 1 point; If the candidate is responsible for the service, they are granted 1 more point;

Participation in the promotion of scientific and technological dissemination actions, the organization and teaching of lifelong training actions, including professional training, and the promotion of knowledge valorisation and transfer actions for external entities, as follows:

Each participation as responsible for the activity, organization or teaching, 1 point.

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, considering the five-year work and career development plan presented by the candidate, as follows:

After analysing the elements provided by the candidate, the jury shall grant a classification from 0 to 100 points, considering if the contents are clear, up-to-date, and have quality, and their relevance to the mission of the abovementioned entities.

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

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

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

$$PS = (35\%LA + 30\%SGA + 10\%CPP + 5\%PMP + 20\%PI)$$

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, considering the extension and quality of the lecturing and coordination, as follows:

Experience in lecturing and coordinating curricular units in Doctor's degrees, Master's degrees, undergraduate degrees, TeSP, and other training with scientific relevance, 3 points per each semester lecturing a curricular unit in a Doctor's or Master's degree; 2 points per each semester lecturing a curricular unit in an undergraduate degree; 1.5 point per each semester lecturing a curricular unit in a TeSP; and 1 point per each semester lecturing a curricular unit in a post-graduation; If the candidate is also coordinating that curricular unit, 0.5 points shall be added per semester.

- 2) Supervision and guidance activities (SGA), which 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, as follows:

Supervision, tutoring and guidance activities which have not been considered previously, shall be valued as follows: Each supervision of a final degree project or monograph, a curricular and extracurricular internship, or an on-the-job training, provided that they are successfully defended, 1.5 point.

- 3) Coordination of pedagogical projects (CPP), which 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), as follows:

Participation in a formally constituted team, which is responsible for the creation of new degrees or study programmes of Doctor's degrees, Master's degrees, undergraduate degrees, TeSP, and post-graduations, and its submission to the competent bodies, 2 points; If the candidate coordinates the team (when applicable), 1 point is added to the classification;

Participation in the development or revision/reformulation of curricular units' programmes of Doctor's degrees, Master's degrees, undergraduate degrees, TeSP, and post-graduations, 0.5 points per curricular unit.

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

Publication of educational books (as author or co-author), which have not been considered previously, 10 points per publication;

Theory pedagogical support material for a curricular unit, which is considered sufficiently relevant by the jury, 2 points per each different curricular unit;

Theory-practice or laboratory pedagogical support material for a curricular unit, which is considered sufficiently relevant by the jury, 1 point per each different curricular unit.

- 5) Pedagogical innovation (PI), which assesses the candidate's intervention in the academic 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 presented by the candidate, as follows:

After analysing the elements provided by the candidate, the jury shall grant a classification from 0 to 100 points, considering if the contents are clear, up-to-date, and have quality, and their relevance to the mission of the School.

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:

$$RA = (60\%CCHD+25\%ODHEI+15\%ORA)$$

As follows:

1) Course coordination and Head of Department structures (CCHD), which assesses the candidate's participation as course coordinator of degrees granting a higher education 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, as follows:

Course coordinator of Doctor's degrees, Master's degrees or undergraduate degrees, 6 points per year; Course coordinator of TeSP, 4 points per year. Periods of less than a year are considered proportionally in months.

Head of department or similar structures (which are not organic units), 8 points per year. Periods of less than a year are considered proportionally in months.

Member of structures to support scientific and pedagogical management of Doctor's degrees, Master's degrees or undergraduate degrees, 3 points per year; TeSP, 2 points per year. Periods of less than a year are considered proportionally in months.

Member of other department structures, 1 point per year. Periods of less than a year are considered proportionally in months.

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, as follows:

The participation in other bodies or structures established in the statutes of HEIs, as follows: i) President of a HEI, 12 points per year; ii) Director of an organic unit (Schools, Faculties, or similar), except research units, 10 points per year; iii) President of other bodies, 5 points per year; iv) Member of other bodies, which have not been considered previously, 3 points per year; The classification to be granted for the participation in collegial bodies as President does not add to the classification to be granted for the participation as member of the same bodies, provided the same mandate is concerned.

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 and scientific, technical or artistic 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, as follows:

Participation in training and scientific, technical or artistic dissemination activities, in the competitions' area, which have not been considered in previous points, 0.25 points per participation;

Participation in technical, scientific or pedagogical commissions, in the competitions' area, which have not been considered in previous points, 0.25 points per participation;

Participation as member of a jury to hire academic and non-academic staff, 0.25 points per process;

Participation as member of a jury of a process to acquire goods and services, contract jobs or similar, 0.25 points per participation;

Participation in the management structures of research units registered in the *Fundação para a Ciência e Tecnologia*, 5 points per year;

Participation as evaluator in processes to assess the performance of the academic staff, 0.5 points per process;

Responsibility for laboratories, workshops or specific classrooms, 0.75 points per each responsibility.

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

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

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

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

7.2.7 - 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 20<sup>th</sup> and 70<sup>th</sup> day after the deadline for the applications, and all candidates shall be informed with a five-day notice of the date and place of the public hearings.

9 - Members of the jury:

President – Nuno Miguel Morais Rodrigues, Vice-President of the Polytechnic of Leiria, 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 Paulo Davim Tavares da Silva, Full Professor, University of Aveiro;

Aníbal Jorge de Jesus Valido, Professor, Polytechnic of Setúbal;

Fernando Jorge Lino Alves, Associate Professor, University of Porto;

Maria Leopoldina Mendes Ribeiro de Sousa Alves, Professor, Polytechnic of Leiria;

Fátima Maria Carvalhinhas Barreiros, Professor, Polytechnic of Leiria.

Substitute members:

Luís Filipe Borrego Pires, Professor, Polytechnic of Coimbra;

Nuno Manuel Fernandes Alves, 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*.

18<sup>th</sup> March of 2022. - President, Rui Filipe Pinto Pedrosa.