

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 on 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 two *Professores Adjuntos* [senior lecturers], who will be given a public service contract of unspecified duration, in the field of Accountancy, in the School of Technology and Management, will be open for a period of thirty working days, starting from the date of publication of this Public Notice in the *Diário da República* – 2 places.

2 - Effectiveness: This competition is exclusively for filling the abovementioned place, and will finish when the admission is complete.

3 - Functional content of the category:

3.1 - According to article no. 2-A of *ECPDESP*, polytechnic higher education lecturers are responsible for providing the academic service that is assigned to them, and to guide and supervise students; to develop research, cultural creation or experimental development activities; to participate in development, scientific and technological dissemination, and economic and social knowledge valorisation tasks; and to participate in the management of their higher education institutions.

3.2 - Under the terms of article no.3(4) of *ECPDESP*, the *Professor Adjunto* [senior lecturer] is responsible for cooperating with the *Professores Coordenadores* [professors] 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; manage, and develop scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; cooperate with other lecturers of the subject or scientific area in the coordination of the programme, teaching methodologies, and general research guidelines.

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. 17 of *ECPDESP*, only those who hold a Doctor’s degree or a title of specialist, in the competition’s area or a similar area, may apply. The specialist title indicated in article no. 17 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 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) 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 global *curriculum vitae* that the jury considers to have scientific, and pedagogical merit, with the development of other activities considered relevant for the mission of the higher education institution, in the competition's area;
- b) Peer-reviewed scientific publications, in the competition's area;
- c) Lectured curricular units or professional training (for employed professionals), in the competition's area.

7.2 – Seriation of candidates approved with absolute merit (relative merit): Seriation (relative merit) of candidates is made by applying the following criteria, in the terms indicated:

7.2.1- Technical and scientific and professional performance (TSPP), in which the following must be considered:

- 1) Scientific production (SP);
- 2) Participation in R&D projects (PRDP);
- 3) Intervention in the scientific community (ISC);
- 4) Academic extension projects (AEP);

5) Scientific potential (SPot).

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

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

As follows:

- 1) Scientific production (SP), which assesses the quality and quantity of the scientific production in the competition's area, 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 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, 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;
- 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, 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:

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

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;
- 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;
- 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);
- 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;
- 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 very 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.

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 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 other structures of 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 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.

7.2.4 The previously identified subcriteria assessed in the selection and seriation criteria are assessed according to the assessment table on annex I, which sets out the scores that can be granted to the curricular items in each; the maximum score is of 100 points.

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 - 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 – Ana Lúcia Marto Sargento, 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:

Zélia Maria da Silva Serrasqueiro Teixeira, Full Professor, University of Beira Interior;  
Graça Maria do Carmo Azevedo, Professor (with *Agregação*), University of Aveiro;  
Bruno José Machado de Almeida, Professor (with *Agregação*), Polytechnic of Coimbra;  
Elisabete Fernanda Mendes Duarte, Professor, Polytechnic of Leiria;  
Teresa Cristina Pereira Eugénio, Professor, Polytechnic of Leiria.

Substitute members:

Rui Manuel da Costa Robalo, Professor, Polytechnic of Santarém;  
Manuel Aníbal Silva Portugal e Vasconcelos Ferreira, 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*.

2<sup>nd</sup> April 2022. - President, Rui Filipe Pinto Pedrosa.

ANNEX

Assessment table

TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (TSPP) (40%)				
Subcriteria	Score (maximum)	Weight	Curricular items to score	Points/ reference unit
1) Scientific production (SP)	100	50%	Author or co-author of technical and scientific books	7.5 per book
			Publication of articles in international scientific journals, indexed in ISI or a similar database	10 per article
			Publication of technical and scientific articles in other peer-reviewed journals or chapters in international books or edition of international books	7.5 per article or book chapter
			Publication of technical and scientific articles in other peer-reviewed journals or chapters in national books or edition of national books	5 per article or book chapter
			Publication of technical and scientific articles in peer-reviewed proceedings of international congresses	3.5 per publication
			Publication of technical and scientific articles in peer-reviewed proceedings of national congresses	2 per article
			Communication in international conferences - without publication in the proceedings	1 per communication
			Communication in national conferences - without publication in the proceedings	0.5 per communication
			Best Paper Award	7.5 per award
2) Participation in R&D projects (PRDP)	100	20%	Coordination of research projects with external assessment and funding (e.g. FCT; European projects)	35 per project
			Participation in research projects with external assessment and funding (e.g. FCT; European projects)	20 per project
3) Intervention in the scientific community (ISC)	100	10%	Member of the editorial board of international scientific journals	20 per participation
			Member of the editorial board of national scientific journals	10 per participation
			Reviewer of international scientific journals	7.5 per revision
			Reviewer of national scientific journals	5 per revision
			Guest editor of special editions of international scientific journals	7.5 per edition
			Guest editor of special editions of national scientific journals	5 per edition
			Reviewer of international scientific conferences	5 per revision
			Reviewer of national scientific conferences	3.5 per revision
			Key note speaker in international conferences	15 per participation
			Key note speaker in national conferences	12.5 per participation
			Chair/Co-chair/Program Chair of international technical and scientific congresses	12.5 per event
			Track Chair/Country Chair of international technical and scientific congresses	10 per event
			Member of scientific committees of international technical and scientific congresses	10 per event
			Member of scientific committees of national technical and scientific congresses	7.5 per event
			Member of organizing committees of international technical and scientific congresses/seminars	7.5 per event
			Member of organizing committees of national technical and scientific congresses/seminars	5 per event
			Supervision/co-supervision of Doctors' degree thesis (completed)	20 per supervision/co-supervision
			Supervision of Master degrees' dissertations/projects/internships (completed)	5 per supervision
			Co-supervision of Master degrees' dissertations (completed)	2.5 per co-supervision
Member of the jury of an international Doctor's degree thesis	15 per participation			
Member of the jury of a national Doctor's degree thesis	10 per participation			

			Examiner of Master degrees' dissertations	7.5 per participation
			Participation in juries of international higher education academic staff competitions (polytechnic or university)	7.5 per participation
			Professional consulting activities	10 per participation
			Other merit activities recognized by the jury (e.g. scientific organization awards)	7.5 per participation
4) Academic extension projects (AEP)	100	10%	Services, studies/projects or technical opinions to external entities (completed)	15 per service
			Professional experience in relevant activities outside the academic environment	5 per year of prof. exp.
			Other activities considered relevant by the jury	10 per activity
5) Scientific potential (SPot)	100	10%	Work and career development plan (WCDP) presented by the candidate	90 – Very Relevant WCDP 75 - Relevant WCDP 50 - Adequate WCDP
			Member of international research networks	20 per network
			Member of national research networks	10 per network
			Other activities considered relevant by the jury	15 per activity

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

Subcriteria	Score (maximum)	Weight	Curricular items to score	Points/ reference unit
1) Lecturing activities (LA)	100	20%	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	7.5 per 5 years of teaching
			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	5 per 5 years of teaching
			Chair/Coordination of curricular units	3 per curricular unit
			Lectured curricular units	5 per curricular unit
			Participation in international mobility (Erasmus or similar)	2.5 per mobility
2) Guidance and supervision activities (GSA)	100	30%	Supervision of undergraduate degrees' internships, projects or final degree works or on-the-job training	10 per work
			Examination of undergraduate degrees' internships, projects or final degree works	2.5 per work
3) Coordination of pedagogical projects (CPP)	100	20%	Creation of new post-graduate, Master, and undergraduate degrees, and TeSP	25 per degree
			Organization of international pedagogical events	15 per event
			Participation in the organization of international pedagogical events	10 per event
			Organization of national pedagogical events	7.5 per event
4) Pedagogical material production (PMP)	100	20%	Development of textbooks and support books to support teaching (theory and theory-practice classes, maximum 1 material per curricular unit)	10 per textbook/book
			Development of other printed documents to support teaching (theory and theory-practice classes, maximum 1 material per curricular unit)	7.5 per textbook/book
			Development of exercise books, software, laboratory guidelines, etc., to support teaching (practice and laboratory classes, maximum 2 materials per curricular unit)	5 per textbook/book
5) Pedagogical innovation (PI)	100	10%	Work and career development plan (WCDP) presented by the candidate	100 – Very Relevant WCDP 75 - Relevant WCDP 50 - Adequate WCDP

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

Subcriteria	Score (maximum)	Weight	Curricular items to score	Points/ reference unit
1) Course coordination and Head of Department structures (CCHD)	100	35%	President/Coordinator/Head of Department/Section	20 per year
			Member of a Departmental Council/Section	15 per year
			Course coordinator of TeSP, undergraduate and Master degrees	15 per year
			Member of a scientific/pedagogical commission of TeSP, undergraduate and Master degrees	10 per year
	100	35%	President/Director of an HEI/Organic Unit	100 per year

2) Other duties in bodies or structures of HEIs (ODHEI)			Vice-President/Subdirector of an HEI/Organic Unit	60 per year
			Other duties in bodies or structures of HEIs	15 per year
3) Other relevant activities (ORA)	100	30%	Participation in training activities and scientific, technical or artistic dissemination activities	5 per activity
			Member of a jury to hire non-academic staff	5 per participation
			Member of juries of processes to acquire goods and services, contract jobs or similar	5 per process
			Coordination of research units registered in the FCT	20 per year
			Member of scientific units/groups	7.5 per year
			Evaluator in processes to assess the performance of the academic staff	2 per process
			Responsibility for laboratories, workshops or specific classrooms	7.5 per year
			Other activities considered relevant by the jury	5 per activity