

Polytechnic of Leiria

Public Notice n. 627/2022

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 October 12<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 Adjunto* [senior lecturer], who will be given a public service contract of unspecified duration, in the field of Electrical and Electronic Engineering - Telecommunications, 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* – 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.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-humYears/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*;
- 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 Instituto de Telecomunicações – branch 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 the previous point 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:

$$TSPP = (30\%SP + 20\%PRDP + 15\%ISC + 10\%AEP + 25\%SPot);$$

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 (academic or other);

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, and the promotion of knowledge valorisation and transfer actions for other 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;

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 Instituto de Telecomunicações – branch 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:

$$PS = (35\%LA + 25\%SGA + 10\%CPP + 15\%PMP + 15\%PI);$$

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, 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 new 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 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 (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:

$$RA = (20\%CCHD + 20\%ODHEI + 60\%ORA);$$

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 (by truncation). In the valuable curricular elements where the reference unit is the year, periods of less than one year are accounted for proportionally in number of months.

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 – 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:

Nuno Miguel Gonçalves Borges de Carvalho, Full Professor, University of Aveiro;

João Nuno Pimentel da Silva Matos, Associate Professor, University of Aveiro;

Filipe Duarte dos Santos Cardoso, Professor, Polytechnic of Setúbal;

Sérgio Manuel Maciel de Faria, Full Professor, Polytechnic of Leiria;

Rafael Ferreira da Silva Caldeirinha, Professor (with *Agregação*), Polytechnic of Leiria.

Substitute members:

Luís Augusto Bica Gomes de Oliveira, Professor (with *Agregação*), NOVA University of Lisbon;

Pedro António Amado de Assunção, Full 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*.

May 6<sup>th</sup> of 2022. - President, Rui Filipe Pinto Pedrosa.

## ANNEX

### Assessment table

TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (TSPP) (40%)				
Subcriteria	Weight	Curricular items to score	Points	Reference unit
1) Scientific production (SP) (max. 100 points)	30%	Author or co-author of technical and scientific books	up to 12	Book
		Author or co-author of chapter of technical and scientific books	up to 4	Chapter
		Editor or co-editor of technical and scientific book, including proceedings	up to 4	Edition
		Publication of articles in international scientific journal (1st quartile)	up to 8	Article
		Publication of articles in international scientific journal (2nd quartile)	up to 6	Article
		Publication of technical and scientific articles in other peer-reviewed journals	up to 2	Article
		Publication of technical and scientific articles in peer-reviewed proceedings of international congresses	1	Article
		Publication of technical and scientific articles in peer-reviewed proceedings of national congresses	1	Article
		Registered patents	up to 8	Patent
		Awards or other international and national technical and scientific distinctions	up to 10	Award
2) Participation in R&D projects (PRDP) (max. 100 points)	20%	(Co)Responsible for externally funded international project	up to 60	Project
		(Co)Responsible for externally funded national project	up to 30	Project
		Responsible for other projects approved by the institution	up to 10	Project
		Participation in externally funded international project	up to 30	Project
		Participation in externally funded national project	up to 15	Project
		Participation in other projects approved by the institution	up to 5	Project
3) Intervention in the scientific community (ISC) (max. 100 points)	15%	Member of scientific units/groups funded by the FCT	up to 6	Year
		Editor or co-editor of national or international journals	up to 20	Journal
		Revision of articles in international or national journals	3	Article
		Revision of articles in international or national congresses	1	Article
		Member of scientific committees of international or national technical and scientific congresses/seminars	up to 18	Committee

		Member of organizing committees of international or national technical and scientific congresses/seminars	up to 18	Committee
		Presentation of talks, as guest	up to 20	Talk
		Supervision/co-supervision of Doctors' degree thesis (completed)	24	Thesis
		Supervision/co-supervision of Doctors' degree thesis (ongoing)	18	Thesis
		Supervision/co-supervision of Master degrees' dissertations/projects/internships (completed)	12	D/P/I
		Examination of Doctor's degree thesis	12	Thesis
		Examination of public examination jury for the specialist's title	10	Examination
		Examination of Master degrees' dissertations/projects/internships	9	D/P/I
		Member of the jury of a Doctor's degree	6	Jury
		Member of the jury of a public examination for the specialist's title	5	Jury
		Member of the jury of a Master degrees' dissertation/project/internship	4	Jury
		Consulting or other activities of recognized merit	up to 10	Activity
4) Academic extension projects (AEP) (max. 100 points)	10%	Services, studies/projects or technical opinions to external entities; Other activities of recognized merit	up to 20	Activity
		Promotion of scientific and technological dissemination actions	up to 10	Action
		Organization and teaching of lifelong learning actions, including professional training	up to 10	Action
		Promotion of knowledge valorisation and transfer actions for external entities	up to 10	Action
5) Scientific potential (SPot) (max. 100 points)	25%	Individual analysis of the elements provided by the candidate, considering if the contents are clear, up-to-date, and have quality, and their relevance to the mission of the institution	up to 100	N/A

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

Subcriteria	Weight	Curricular items to score	Points	Reference unit
1) Lecturing activities (LA) (max. 100 points)	35%	Actual teaching experience in higher education (polytechnics and universities)	up to 10	Year
		Responsibility for curricular units in the competition's area	up to 10	Curricular unit/year
		Number of different curricular units lectured in the competition's area	up to 5	Different curricular unit
2) Guidance and supervision activities (GSA) (max. 100 points)	25%	Supervision of final degree projects (undergraduate degree)	up to 20	Project
		Supervision of undergraduate degrees or TeSP curricular and extracurricular internships	up to 10	Supervision

		Supervision of on-the-job training	up to 5	Supervision
3) Coordination of pedagogical projects (CPP) (max. 100 points)	10%	Coordination of 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, in the competition's area	up to 50	Coordination
		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, in the competition's area	up to 20	Participation
		Participation in the development or revision/adaptation of undergraduate, Master, and post-graduate degrees subjects' programmes, in the competition's area	up to 50	Participation
4) Pedagogical material production (PMP) (max. 100 points)	15%	Each subject in which the candidate developed material to support the theory, practice or theory-practice contents, covering at least 50% of the subject's programme	up to 25	Curricular unit
5) Pedagogical innovation (PI) (max. 100 points)	15%	Individual analysis of the elements provided by the candidate, considering if the contents are clear, up-to-date, and have quality, and their relevance to the mission of the institution	up to 100	N/A

**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	Points	Reference unit
1) Course coordination and Head of Department structures (CCHD) (max. 100 points)	20%	Head of department or similar structures (which are not organic units)	8	Year
		Member of a scientific/pedagogical commission of TeSP, undergraduate and Master degrees	3	Year
		Member of a Departmental Council/Section	2	Year
		Course coordinator of Doctor's, Master or undergraduate degrees	6	Year
		Course coordination of a TeSP	4	Year
2 - Other duties in bodies or structures of HEIs (ODHEI) (max. 100 points)	20%	Director of an institution	25	Year
		Director of an organic unit (which are not research units)	25	Year
		President of other bodies 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.	20	Year
		Member of other bodies which have not been considered previously	15	Year

3) Other relevant activities (ORA) (max. 100 points)	60%	Participation as evaluator in processes to assess the performance of the academic staff	5	Process
		Participation as member of a jury to hire non-academic staff	5	Process
		Participation as member of a jury in processes to acquire goods and services, contract jobs or similar	5	Jury
		Participation in the management structures of research units registered in the Fundação para a Ciência e Tecnologia.	15	Year
		Responsibility for laboratories, workshops or specific classrooms	5	Responsibility /Year
		Participation in the organization of technical and scientific, and pedagogical events, in the competition's area	15	Participation
		Promotion of activities extended to the community, such as dissemination of R&D activities and courses for external entities	15	Activity
		Internationalization of their activities and mobility in the competition's area	15	Activity