

Notice n. 1398/2022

1 - Pursuant to the Statutes for Higher Polytechnic Teaching Staff Career (ECPDESP), approved by Decree-Law No. 185/81 of July 1st, amended by Decree-Law No. 69/88 of March 3rd, and 207/2009 of August 31st, and by Law No. 7/2010 of May 13th, as well as the Regulation for Hiring and Recruitment of Career Teaching Staff of the Polytechnic Institute of Leiria (Polytechnic of Leiria), published in the *Diário da República*, 2nd series, no. 127 of July 2nd 2010, through Order No. 10 990/2010, becomes public that, by order of the President of the Polytechnic of Leiria, Professor Doctor Rui Filipe Pinto Pedrosa, of May 15th 2022, based on a proposal of the Director of the School of Health Sciences, is open for a period of 30 working days, counting from the date of publication of this notice in the *Diário da República*, a documentary contest to recruit one *Professor Coordenador* [Professor], in the form of a public service employment contract for an indefinite period, for the disciplinary area of Dietetics and Nutrition and related areas, for the School of Health Sciences - 1 place.

2 - Validity period: the present competition is exclusively intended to fill the aforementioned job positions, and will be exhausted with its provision.

3 - Functional content of the category:

3.1 - Under the terms of Article 2-A of ECPDESP, teachers of the polytechnic higher education are expected to provide the teaching service that is attributed to them and follow and guide students; to carry out research, cultural creation or experimental development activities; to participate in tasks of extension, scientific and technological dissemination and economic and social valorization of knowledge and to participate in the management of the respective higher education institutions.

3.2 - Under the terms of paragraph 5 of article 3 of the ECPDESP, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the teaching and research activities within the scope of a discipline or scientific area and, namely Conducting and teaching theoretical, theoretical-practical and practical classes; supervising internships, seminars and laboratory or field work; supervising the pedagogical, scientific and technical activities of the assistant teachers of the respective discipline or scientific area; participating with the other coordinating teachers of his/her scientific area in the coordination of the programmes, teaching methodologies and general research lines concerning the disciplines of that area; and directing, developing and conducting scientific research and experimental development activities within the scope of the respective discipline or scientific area.

4 - Remuneration position (article 35, no. 1, ECPDESP): "The remuneration regime applicable to career teachers and teaching staff hired beyond their career is set out in its own diploma." - Decree-Law No. 408/89 of November 18th, amended by Decree-Law No. 76/96 of June 18th, Decree-Law No. 124/99 of April 20th, and Decree-Law 373/99 of September 18th.

5 - Admission requirements:

5.1 - Under the terms of article 17 of the General Labor Law in Public Functions, approved by Law no. 35/2014 of June 20th, in its current wording, and of article 12-E of ECPDESP, only candidates who, up to the deadline for submission of applications, cumulatively meet the following general requirements, may apply:

- a) Be 18 years of age;
- b) Not be inhibited from exercising public functions or not be prohibited from exercising the functions to which the candidate is applying;
- c) Have physical strength and psychic profile that are indispensable for the exercise of the functions to which the candidate is applying;
- d) Have complied with the mandatory vaccination laws.

5.2 - In compliance with article 19 of the ECPDESP, holders of a doctoral degree or specialist title, obtained more than five years previously, in the area or similar area to that for which the competition is open, can apply for the competition. The title of specialist mentioned in article 19 of the ECPDESP refers to the provision of article 48 of Law 62/2007 of September 10th and Decree-Law no. 206/2009 of August 31st.

5.3 - Candidates with foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation.

6 — Formalization of the application:

6.1 - Applications must be formalized through a request, addressed to the President of the Polytechnic of Leiria, which can be delivered personally at the Central Services of the Polytechnic of Leiria - Office of Expedient and Archive, or sent by mail, registered with acknowledgment receipt, to the following postal address: Politécnico de Leiria, Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the deadline for submission of applications referred to in paragraph 1 of this notice. Applications sent by email will not be accepted.

6.2 - The application must be made on paper, by downloading and filling the form provided on the Polytechnic of Leiria's website (<https://www.ipleiria.pt/recursos-humanos/concursos/>) [where must appear: full name, date of birth, gender, nationality, ID number, postal and electronic address, telephone number, academic degrees, professional category and position the candidate currently holds (if applicable), reference of the competition the candidate is applying for, number of notice, mentioning the number of the *Diário da República* in which it was published, as well as a list of documents accompanying the application], which must be dated, signed and initialed.

6.3 - Along with the application for admission to the competition, the candidate must present the following documents:

a) Documents proving the fulfillment of the requirements set out in point 5.1 of this notice. Candidates are, however, exempted from presenting them provided that they declare, in the application for admission, under honor, that they satisfy such requirements. The supporting documents for the declared situations will have to be delivered by the candidates who fill the vacancies;

b) Copy of the certificates proving the title of academic degree or the title of specialist, pursuant to point 5.2 of the notice;

c) Documents proving the fulfillment of the conditions set out in point 5.3 of this notice, if applicable;

d) copy of the candidate's *curriculum vitae* (one), duly dated and signed, organized according to the selection and ranking criteria and to the system of evaluation and final classification contained in point 7 of this notice;

e) copy of the documents proving the facts indicated in the curriculum, including other degrees, diplomas or other professional titles;

f) 1 copy of the work and career development plan, aligned with the mission of the the School of Health Sciences, Polytechnic of Leiria, and projected for the next 5 years, that takes into consideration the criteria and domains of the dimensions in which it is evaluated, namely, scientific potential of the Scientific-Pedagogical Project (PotC) and Pedagogical Innovation (IP) of the Scientific-Pedagogical Project.

g) List containing the exact identification of all submitted documents.

6.4 - The documents referred to in point 6.3 of the notice must be delivered in digital format (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files contained in the chosen external media.

6.5 - The documents referred to in the previous point should, as a rule, be in Portable Document Format (PDF), preferably in PDF/A version, except in situations where the document to be presented cannot assume the indicated format. The file name, which must be succinct

and cannot contain any of the following characters: /, \, |,;, *,?, ", (less than), and (greater than).

6.6 - Documents can be presented in Portuguese, Spanish or English. When documents proving the facts indicated in the curriculum or documents mentioned in the curriculum are originally written in another language, a translation into Portuguese, Spanish or English must also be submitted.

6.7 – The failure to submit the proving documents, required and provided for in points 5.1, 5.2 and 5.3 (if applicable) in this notice, or their presentation after the deadline stipulated in paragraph 1 of this notice, determines the exclusion of the application.

6.8 – The candidate's failure to submit the documents related to the submitted curriculum implies the non-valuation of the elements that they should prove.

6.9 - The presentation of false documents determines the immediate exclusion of the candidate from the competition, as well as the communication to the competent entities for the purpose of criminal proceedings.

6.10 - The documents delivered by the candidates will be returned to at their request, one year after the end of this contest, except in the event of a judicial challenge. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and ranking criteria and evaluation and final classification system (established under the terms of articles 11, point 2, paragraph a) and point 18, point 1, paragraphs l) and m) and points 2 and 3 of Order no. 10990/2010):

7.1 - Approval in absolute merit: Candidates are considered approved, in absolute merit, if they cumulatively prove the verification of the following requirements:

a) publication of 4 scientific articles, as first or last author, in a journal indexed Scopus or Web of Science or to have obtained a total of at least 50 citations in the total of publications in Scopus or Web of Science;

b) teaching experience in the area for which the competition is open;

c) obtain at least 50 points in the curricular assessment.

7.2 - Ranking of candidates with absolute merit: Candidates are ranked (relative merit) by applying the following criteria and as indicated:

7.2.1 - Technical, Scientific and Professional Performance (DTCP), in which the following must be weighed:

a) Academic Training and Titles (FAT);

b) Scientific production (PC);

c) Supervision of theses, dissertations and training reports (OTD);

d) Participation in juries of academic examinations (JPA);

e) Financed Research and Development Projects (PIDF);

f) Professional Experience relevant to the disciplinary area of the competition (EP);

g) Scientific potential of the scientific-pedagogical project (PotC). The subcriterion Scientific potential (PotC) evaluates the candidates' capacity to develop a relevant scientific production, aligned with the mission of the School of Health of the Polytechnic Institute of Leiria, namely taking into consideration the work plans and career development presented.

7.2.1.1 - The classification to be awarded in this criterion, which represents 50% of the final classification, for a maximum of 100 points, results from the application of the following formula

$DTCP = (FAT + PC + OTD + JPA + PIDF + EP + PotC)$

The above parameters are assessed as follows:

FAT: the academic degree and the title are valued cumulatively with a maximum value of 15 points, and the valuation is made under the following terms:

a) Doctoral degree in the Nutrition areas and title of specialist in Therapy and Rehabilitation - Nutrition and Dietetics (under the Decree-Law No. 206/2009 of 31 August) and Degree in Nutritional Sciences, Degree in Dietetics or Degree in Dietetics and Nutrition - 15 points;

- b) Doctoral degree in the areas of Nutrition and Degree in Nutritional Sciences, Degree in Dietetics or Degree in Dietetics and Nutrition - 13 points;
- c) Specialist title in the Therapy and Rehabilitation - Nutrition and Dietetics area (under the Decree-Law n.º 206/2009 of 31st August) and PhD degree in a related area and a Licentiate Degree in Nutrition Sciences, a Licentiate Degree in Dietetics or a Licentiate Degree in Dietetics and Nutrition - 10 points;
- d) Specialist title in the area of Therapy and Rehabilitation - Nutrition and Dietetics (under the Decree-Law No. 206/2009 of 31 August) and Degree in Nutritional Sciences, Degree in Dietetics or Degree in Dietetics and Nutrition - 8 points;
- e) PhD in related areas and a Licentiate Degree in Nutritional Sciences, a Licentiate Degree in Dietetics or a Licentiate Degree in Dietetics and Nutrition - 5 points;
- f) PhD in Nutrition or related area - 1 point.

PC: the scientific and technical production of the candidates over the last 10 years will be weighted, based on an overall view of the merit of the scientific and curricular career, which assesses the quality, diversity, coherence and international character of the scientific production indicators listed below. The absolute sum will be weighted in percentages, up to a maximum of 25 points, and will be assessed as follows:

- a) For each scientific article in international scientific journal with review included in SCI - Science Citation Index or Scopus - 3 points;
- b) For each book or monograph published - 3 points;
- c) Book chapters - 2 points;
- d) For each scientific article in a peer-reviewed scientific journal, national or foreign, not included in the SCI - Science Citation Index or Scopus - 1 point;
- e) For each scientific paper in conference, or international scientific meeting published in the respective proceedings - 1 point;
- f) For each scientific paper in conference, or national scientific meeting published in the respective proceedings - 0,5 points;
- g) For each communication in conference, scientific meeting or international seminar - 0,5 points;
- h) For each communication in conference, scientific meeting or national seminar - 0,25 points;
- i) For each article reviewed (referee activity) or assessed for conference or journal - 0,25 points;
- j) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of an indexed scientific journal - 0,5 points;
- k) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of a non-indexed scientific journal - 0,25 points;
- l) Participation as a member of an organizing committee in Technical and Scientific events with relevance in the area of the competition - 0,25 points each participation.

OTD: the orientation of theses, dissertations and internship reports will be evaluated with a maximum value of 15 points, and will be evaluated according to the following terms:

- a) For each supervision or supervision of a thesis leading to a doctoral degree and already completed - 2 points;
- b) For each supervision or supervision of a dissertation leading to a master's degree and already completed - 1 point.

JPA: participation in juries of academic examinations is valued at a maximum of 15 points, and is assessed under the following terms:

- a) For each discussion of a thesis leading to the award of a doctoral degree as a discussant - 2 points;
- b) For each participation in a jury of public examinations for the attribution of the title of specialist under the terms of ECPDESP - 1 point;
- c) For each dissertation/internship report dissertation leading to the award of a master's degree as an examiner - 0,5 points.

PIDF: the value of the research and development projects financed in the last 10 years will be assessed with a maximum value of 15 points, as follows:

- a) For each institutional coordination of a research and development project, with peer review - 4 points;
- b) For each participation as member of a research team in a research and development project, with peer review - 2 points;
- c) For each institutional coordination of a research and development project - 2 points;
- d) For each participation as a member of a research team in a research and development project - 1 point.

EP: professional experience relevant to the disciplinary area of the competition is valued at a maximum of 5 points, 0.5 points being counted for each year of professional experience.

PotC: The candidates' ability to develop a relevant scientific production, aligned with the mission of the School of Health Sciences, of the Polytechnic Institute of Leiria, is valued, namely taking into consideration the work and career development plans presented, with a maximum limit of 10.000 characters (not including spaces), up to a maximum of 10 points [single copy of the work and career development plan, aligned with the mission of School of Health Sciences, of the Polytechnic Institute of Leiria and projected for the next 5 years, that takes into consideration the criteria and domains of the dimensions in which it is evaluated, namely, scientific potential of the Scientific-Pedagogical Project (PotC) and Pedagogical Innovation of the Scientific-Pedagogical Project (IP)].

7.2.2 - Pedagogical Capacity (CP), of the candidates, in which should be weighed:

- a) Mastering the subject areas, disciplines or Curricular Units Taught (LUC);
- b) Participation in the preparation of Programmes, manuals and support materials for teaching activities (PDP);
- c) The exercise of Other Pedagogical Activities (OAP);
- d) Pedagogical Innovation (IP) of the Scientific-Pedagogical Project. Pedagogical Innovation (IP) evaluates the candidates' intervention in the academic community, namely in organizational, management and innovation activities related to the pedagogical function, in alignment with the mission of the School of Health of the Polytechnic Institute of Leiria, namely taking into consideration the work plan and career development presented.

7.2.2.1 - The classification to be awarded in this criterion, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula

$$CP=(LUC+PDP+OAP+IP)$$

The above parameters are assessed as follows:

LUC: the mastery of the disciplinary areas, subjects or curricular units taught, in the area for which the competition is open, will be valued with a maximum value of 50 points, being the valuation made under the following terms:

- a) For each year of pedagogical professional experience in higher education, in the disciplinary area, or related, of the competition, counted as full-time equivalent (ETI) - 0,5 points;
- b) For each curricular unit, coordinated and taught by the candidate, per year - 2 points;
- c) For each course unit or subject in which the candidate collaborated with the person responsible for it, in its teaching, per year - 1 point.

PDP: the maximum value of 20 points will be attributed to the participation in the preparation of programmes, manuals and support materials for teaching activities, in the area for which the competition is open, and will be evaluated according to the following terms:

- a) Responsible for the development of curricular unit programmes - 1 point per unit;
- b) Member of the group responsible for creating new courses leading to an academic degree - 2 points for each course;
- c) Member of the group responsible for creating new courses not leading to an academic degree or diplomas - 1 point for each course;
- d) Production or co-production of documents and other didactic materials, validated by the

competent body. The candidate must attach a copy proving authorship or co-authorship; when this is not materially possible, a detailed description of the document or material should be provided. Basic informative elements such as worksheets, tutorials, presentations/screens to support the class and assessment instruments of the UC, as well as re-editions of the same material or document will not be considered. The decision on the acceptance of the submitted teaching material will be taken by the jury - 2 points.

OAP: the exercise of other pedagogic activities is valued with a maximum of 20 points, in the area for which the competition is open, being valued under the following terms:

- a) For each pedagogical professional experience, in higher education abroad, in the disciplinary area of the competition - 3 points;
- b) For each participation in juries of admission to higher education, for special competitions - 1 point;
- c) For each 7 hours of training action taught in courses that do not confer the degree - 0,5 points.

IP: The Pedagogical Innovation (IP) of the scientific-pedagogical project will be evaluated with a maximum value of 10 points, in the area for which the competition is open, and will be valued as follows:

Evaluation/assessment of the candidates' intervention in the academic community, namely in organisational, management and innovation activities related to the pedagogical function, in alignment with the mission of the Escola Superior de Saúde do Instituto Politécnico de Leiria, namely taking into consideration the work and career development plan presented, with a maximum of 10000 characters (not including spaces) [unique copy of the work and career development plan, aligned with the mission of the School of Health of the Polytechnic Institute of Leiria and projected for the next 5 years, that takes into consideration the criteria and domains of the dimensions in which it is assessed, namely, scientific potential of the Scientific-Pedagogical Project (PotC) and pedagogical innovation of the Scientific-Pedagogical Project (IP)].

7.2.3 - Other activities relevant (AR) to the mission of the Higher Education Institution that have been developed by the candidates, in which they should be weighted:

- a) Exercising mandates in other Bodies of the Institution (OI);
- b) Holding mandates or functions in functional units in higher education institutions or their organic units or adjunct structures (OFI);
- c) Participation in non-academic juries (PJ);
- d) Other Relevant Activities (OAR) - The subcriterion other relevant activities (OAR) evaluates professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters.

7.2.3.1 - The classification to be awarded in this criterion, which represents 10% of the final classification, for a maximum of 100 points, results from the application of the following formula

$$AR=(OI+OFI+PJ+OAR)$$

The above parameters are assessed as follows:

OI: the exercise of mandates in bodies of the Higher Education Institution is valued, with a maximum value of 30 points, and is assessed under the following terms:

- a) For each year of term of office as chairman/director - 5 points;
- b) For each year of term of office as Chairman of the Technical and Scientific Council - 5 points;
- c) For each year of term of office as vice-president/sub-director - 2 points;
- d) For each year of term of office as pedagogical council chairperson - 2 points;
- e) For each year of term of office as president of assembly/council of representatives - 2 points.

OFI: the exercise of mandates or functions in functional units in higher education institutions or their organic units or adjunct structures, with a maximum value of 30 points, is valued in the following manner:

- a) For each year in office as coordinator of a study cycle - 3 points;
- b) For each year of term of office as coordinator of a department - 3 points;
- c) For each year and different body of term of office served as a member in other bodies of the institution or organic units of the institution - 1 point;
- d) For each year of service in other organic structures of the institution, such as quality and assessment committees, coordination and membership of international relations offices, research groups, scientific and pedagogical committees of study cycles, or their correspondents - 1 point.

PJ: participation in non-academic juries, with a maximum value of 20 points, will be valued as follows:

- a) For each participation in juries of the teaching career in higher education - 2 points;
- b) For each participation in juries of technical and/or administrative careers - 2 points;
- c) For each participation in other juries (post-graduate, international students, local higher education entrance examinations) - 1 point.

OAR: professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters are valued/assessed, with a maximum value of 20 points, as follows:

- a) Non-technical publications - 1 point;
- b) Other dissemination activities in the health area aimed at the citizen - 1 point;
- c) Participation in governing bodies of scientific societies and professional organisations - 2 points for each year;
- d) Participation in governing bodies of cultural or civic associations and charitable institutions - 0.5 points per year.

7.3 - In the informed assessment, the Jury must also take into consideration the provisions of article 26 of Order no. 10990/2010, if the candidates are in the conditions referred to therein.

7.4 – The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula $CF=(0,5DTCP+0,40CP+0,10AR)$. All results will be rounded and presented to one decimal place.

7.5 - If the final classification is equal, the best overall score obtained in the criterion Technical-Scientific and Professional Performance of the candidates (DTCP) will be considered, and the maximum limits resulting from using the final classification formula will not be considered in applying these criteria.

8 - Public hearing: the Jury may determine the holding of public hearings, which will be attended under the terms of article 28, no. 4, of Dispatch no. 10990/2010. Should there be the need for public hearings, they will take place between the 20th and 70th day following the deadline for submission of applications, being all candidates informed, at least five days in advance, of the date and place in which these public hearings will take place.

9 - Composition of the Jury:

President - José Carlos Rodrigues Gomes, Professor - School of Health Sciences, Polytechnic of Leiria; Pro-President of the Polytechnic of Leiria, appointed under the terms of paragraph a), of no. 1 of article 23 of ECPDESP and paragraph a) of no. 1 of article 10 of Order no. 10 990/2010.

Effective members:

Maria Pedro Sucena Guarino, *Professora Coordenadora* [Professor] - School of Health Sciences, Polytechnic of Leiria;

Fernando José Cebola Lidon, *Professor Catedrático* [Associate Professor] - NOVA School of Science and Technology, Nova University of Lisbon;

Olívia Maria de Castro Pinho, *Professora Catedrática* [Associate Professor] - Faculty of Nutrition and Food Sciences, University of Porto;

Paula Manuela de Castro Cardoso Pereira - *Professora Associada sem Agregação* [Associate Professor] - Egas Moniz University Institute;

Lino Jorge de Jesus Mendes, *Professor Coordenador* [Professor] - Lisbon School of Health Technology.

Alternate Members:

Marisa Paula de Andrade Baeta Guerreiro Cebola, *Professora Coordenadora* [Professor] - Lisbon School of Health Technology;

Ana Maria Pereira Gomes, *Professora Associada* [Associate Professor] - Universidade Católica Portuguesa.

10 - In compliance with paragraph h) of article 9 of the Portuguese Republic Constitution, the Public Administration, as an employer, actively promotes a policy of opportunity equality between men and women with regards to access to employment and professional progression, avoiding scrupulously any form of discrimination.

11 - This competition will also be advertised on BEP's (Public Employment Exchange) digital platform, on the Foundation for Science and Technology IP's website (in Portuguese and English), and on the Polytechnic of Leiria's website (in Portuguese and English), under the terms of article 29-B of the ECPDESP.

September, 19, 2022 - The President, Rui Filipe Pinto Pedrosa.