

Notice n. 1641/2022

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 outgoing 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 Occupational Therapy and related areas, namely digital resources in cognitive rehabilitation, multimedia and accessibility in special education, hand therapy and animal-assisted therapy, 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, which 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); and scientific research and experimental development within the respective discipline or scientific area.

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 - Pass in absolute merit: Candidates who cumulatively prove that they meet the following requirements are considered to have passed in absolute merit:

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 - Sorting of the successful candidates in absolute merit: The candidates are sorted by applying the following criteria and in the terms indicated:

7.2.1 - Technical, Scientific and Professional Performance (DTCP) of the candidates, 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: on a scale of 0 to 30 points, the academic degree and title will be evaluated cumulatively, and will be valued as follows:

- a) Doctoral degree in disciplinary or related area of the competition and specialist title in the area of therapy and rehabilitation - occupational therapy under Decree-Law No. 206/2009 of 31 August - 30 points;
- b) Doctoral degree in disciplinary or related area of the competition and graduation in occupational therapy - 20 points;
- c) Specialist title in the area of therapy and rehabilitation - occupational therapy under the Decree-Law No. 206/2009 of 31 August and degree in occupational therapy - 15 points;
- d) Doctoral degree in disciplinary or related area of the competition or specialist title in the area of therapy and rehabilitation - occupational therapy under the Decree-Law No. 206/2009 of 31 August - 5 points.

PC: on a scale of 0 to 30 points, the scientific production, publications, communications and conferences in the country and abroad, in the disciplinary area or related area of the competition, in the last ten years, is valued, being the valuation made under the following terms:

- a) For each patent registered in the area for which the competition is open - 6 points;
- b) For each article published in Scopus or web of science journals - 3 points;
- c) For each article published in journals indexed in other databases - 1,5 points;
- d) For each full abstract published in congress proceedings - 1 point;
- e) For each book published at international level - 3 points;
- f) For each book published at national level - 1,5 points;
- g) For each book chapter published at international level - 1,5 points;
- h) For each book chapter published at national level - 0,75 points;
- i) For each review in scientific journal indexed in Scopus or web of science - 0,5 points;
- j) For each review in scientific journal indexed in other databases - 0,25 points;
- k) For each review in editorial board of an international journal - 1 point;
- l) For each participation in editorial board of a national journal - 0,5 points.

OTD: on a scale of 0 to 10 points, the work leading to an academic degree in the last ten years is valued, and the valuation is made under the following terms:

- a) For each guidance of doctoral theses completed - 5 points;
- b) For each Master's dissertation/internship report/project work supervision completed - 2 points;
- c) For each monograph/internship report/end of course work completed - 0,25 points.

JPA: on a scale of 0 to 10 points, participation in juries of academic examinations and/or for awarding the title of specialist in the last ten years is valued, with the assessment being made under the following terms:

- a) For each participation as arguer in a doctoral thesis jury - 2 points;
- b) For each participation as an examiner in a Master's dissertation/internship report/project work jury - 1 point;
- c) For each participation as a member of a jury for awarding a specialist title - 1 point;
- d) For each participation as a jury member in monographs/internship reports/degree final project - 0,25 points.

PIDF: on a scale from 0 to 10 points, research and development projects funded by external entities are valued, if duly proven, and the valuation is made under the following terms:

- a) For each participation in a research project funded as principal investigator - 10 points;
- b) For each participation in a research project funded as team member - 5 points.

EP: on a scale of 0 to 5 points, professional experience is valued, if duly proven:

- a) non-teaching, with relevance in the disciplinary area of the competition, being counted 0,5 points for each year of professional experience;
- b) teaching and in exclusivity regime, with relevance in the disciplinary area of the competition, being counted 0,5 points for each year of professional experience.

PotC: on a scale of 0 to 15 points, the candidates' ability to develop a relevant scientific production, aligned with the mission of the of the School of Health of the Polytechnic Institute

of Leiria, namely taking into account the work plans and career development projected for the next 5 years, with a maximum limit of 10000 characters (not including spaces) [single copy of the work plan and career development, aligned with the mission of the School of Health of the Polytechnic Institute of Leiria and projected for the next 5 years, taking into consideration the criteria and domains of the dimensions in which it is assessed, namely, scientific potential (PotC) of the Scientific-Pedagogical Project and Pedagogical Innovation (IP) of the Scientific-Pedagogical Project].

7.2.2 - The Pedagogical Capacity (PC) of the candidates, which should be weighted:

- 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 of the Scientific-Pedagogical Project (IP). The Pedagogical Innovation sub-criterion evaluates 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 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: on a scale of 0 to 50 points, the teaching activity through the teaching and coordination of curricular units, in the last ten years, in the area for which the competition is open, will be valued, being the valuation made under the following terms:

- a) Responsibility for curricular units - 4 points for each unit;
- b) Teaching of curricular unit (not responsible) - 2 points for each unit;
- c) For each project coordination with impact in the teaching/learning process - 2 points.

PDP: on a scale of 0 to 20 points, the participation in the preparation of programmes, manuals and support materials for teaching activities will be valued with regard to its quality and quantity, in the last ten years, in the area for which the competition is open, the valuation will be made under the following terms:

- a) Member of the group responsible for creating new courses leading to academic degrees or diplomas - 2 points for each course;
- b) Member of the group responsible for creating new courses that do not lead to academic degrees or diplomas - 1 point for each course;
- c) Responsible for the development of curricular unit programmes - 1 point per unit;
- d) Pedagogical material published (ISBN; doi) - 2 points for each.

OAP: on a scale of 0 to 20 points, the performance of other pedagogical activities in the last ten years is valued, being the valuation made under the following terms:

- a) Experience as a trainer in the area of Occupational Therapy in training courses with a minimum of 18 hours - 1 point for each 18 hours of training;
- b) Supervision of curricular internships under a degree in Occupational Therapy - 0,5 points per student.

IP: on a scale of 0 to 10 points the candidates' intervention in the academic community, namely in organisational, management and innovation activities related to the pedagogic function, in alignment with the mission of the School of Health of the Polytechnic Institute of Leiria, is assessed/evaluated, 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 to the mission of the Higher Education Institution that have been developed by the candidates (AR), 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 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: on a scale of 0 to 35 points, the exercise of mandates in other Bodies of the Institution is valued, being the valuation made under the following terms:

- a) exercise of positions in direction of IES or UO and presidency of scientific or pedagogical body in higher education institution: as president/director - 7 points for each year;
- b) exercising management positions in IES or UO and presidency of scientific or pedagogical body in higher education institution: as vice-president/sub-director/secretary - 6 points for each year.

OFI: on a scale of 0 to 35 points, the exercise of mandates or functions in functional units in Higher Education Institutions or their organic units or adjunct structures is valued, as follows:

- Participation in bodies or departments, commissions, among others, formally constituted in a higher education institution - 5 points for each year.

PJ: On a scale of 0 to 15 points, the participation in non-academic juries is valued, as follows:

- Participation in non-academic juries - 3 points for each jury.

OAR: on a scale of 0 to 15 points, participation in professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters will be valued - 3 points for each.

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 $CF=(0,50DTCP+0,40CP+0,10AR)$. 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 (DTCP) of the candidates, 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 Coordenador* [Professor] - School of Health Sciences, 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:

António José Pereira da Silva Marques, *Professor Coordenador com Agregação* [Professor] -

School of Health, Polytechnic Institute of Porto (P. PORTO);

Rui Marques Vieira, *Professor Associado com Agregação* [Associate Professor] - University of Aveiro;

Élia Maria Carvalho Pinheiro da Silva Pinto, *Professora Coordenadora* [Professor] - School of Health, Alcoitão;

Paula Cristina da Costa Portugal Cardoso, *Professora Coordenadora* [Professor] - School of Health, Polytechnic Institute of Porto (P. PORTO);

Maria António Ferreira de Castro, *Professora Coordenadora* [Professor] - School of Health Sciences, Polytechnic of Leiria.

Alternate Members:

Nuno Albertino Barbosa Ferreira da Rocha, *Professor Coordenador* [Professor] - School of Health, Polytechnic Institute of Porto (P. PORTO);

Alexandra Isabel Cardador de Queirós, *Professora Coordenadora* [Professor] - University of Aveiro.

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.

October, 19, 2022 - The President, Carlos Manuel da Silva Rabadão.