

Notice n. 1921/2022

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 *Regulamento de Recrutamento e Contratação do Pessoal Docente de Carreira* [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 June 26th 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 two *Professores Adjuntos* [senior lecturers], in the form of a public service employment contract for an indefinite period, for the disciplinary area of Occupational Therapy, for the School of Health Sciences - 2 places.

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; to participate in the management of the respective higher education institutions and to participate in other tasks allocated by the competent management committees and that fall within the scope of activity of polytechnic higher education teachers.

3.2 - Under the terms of paragraph 4 of article 3 of the ECPDESP, the *Professor Adjunto* [senior lecturer] is responsible for collaborating with the coordinating professors within the scope of a discipline or scientific area and, namely: to manage and teach theoretical, theoretical-practical and practice classes; to guide, direct and monitor internships, seminars and laboratory or field work; to direct, develop and carry out scientific research and experimental development activities, according to the general guidelines previously and superiorly defined within the scope of the respective discipline or scientific area; to cooperate with the other professors of the discipline or scientific area in the coordination of programs, teaching methodologies and general lines of investigation regarding the disciplines in that 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 17 of the ECPDESP, holders of a doctoral degree or specialist title, 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 17 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) Critical Reflection (RC): the candidate must submit a single document, organised and systematised according to the 3 dimensions to be assessed: Technical Scientific and Professional Performance (DTCP), Pedagogical Capacity (CP), and Other Relevant Activities (AR), considering the strategic plan of the Polytechnic Institute of Leiria, the mission of the School of Health and the articulation with the community, with a maximum limit of 10.000 characters not including spaces. When preparing the single document the applicant must refer to the specific evaluation terms for the sub-criterion (RC) defined for each of the 3 dimensions;

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 - The Technical-Scientific and Professional Performance (DTCP) of the candidates, which should be weighted:

a) Academic Degree and/or Titles (GAT);

b) Scientific production, publications, communications and conferences at home and abroad (PC);

c) Orientation of work leading to a bachelor's, master or doctoral degree (OT);

d) Participation in Juries of Academic examinations and/or for awarding the title of specialist (JPA);

e) The participation in Professional Training activities, participation in Scientific Societies and their committees or the organisation of scientific conferences, considered relevant in the area of Occupational Therapy (FPSC);

f) Critical Reflection made by the candidate about the contributions of the qualification obtained for the performance of the function to which they are applying (RC).

7.1.1 - The classification to be awarded in this criterion, which represents 45% of the final classification, for a maximum of 100 points, results from the application of the following formula

$$DTCP=(GAT+PC+OT+JPA+FPSC+RC)$$

The above parameters are assessed as follows:

GAT: on a scale of 0 to 40 points, the academic degree and the title will be evaluated cumulatively, and will be valued as follows:

a) Doctoral degree in the disciplinary area or related area of the one for which the competition is open and specialist title in the field of Therapy and Rehabilitation - Occupational Therapy under the Decree-Law No. 206/2009 of 31 August and Degree in Occupational Therapy - 40 points;

b) Doctoral degree in the disciplinary area or related area of the one for which the competition

is open and Degree in Occupational Therapy - 30 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 - 20 points;

d) Doctoral degree in the disciplinary area or related area of the one for which the competition is open - 5 points.

PC: on a scale of 0 to 25 points, the scientific production, publications, communications and conferences in the country and abroad, in the disciplinary area or related to the competition, in the last ten years, will be valued, being the evaluation 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 funded research project as a team member - 5 points;

c) For each patent registered in the area for which the competition is open - 6 points;

d) For each article published in Scopus journals - 3 points;

e) For each article published in journals indexed in other databases - 1.5 points;

f) For each full abstract published in congress proceedings - 1 point;

g) For each book published at international level - 3 points;

h) For each book published at national level - 1,5 points;

i) For each book chapter published at international level - 1,5 points;

j) For each book chapter published at national level - 0,75 points;

k) For each review in a scientific journal indexed in Scopus - 0,5 points;

l) For each review in scientific journal indexed in other databases - 0,25 points;

m) For each review in editorial board of an international journal - 1 point;

n) For each participation in editorial board of a national magazine - 0,5 points.

OT: on a scale of 0 to 10 points, the guidance of works leading to the awarding of an academic degree in the last ten years will be valued, with the assessment being made under the following terms:

a) For each supervision of doctoral thesis completed - 5 points;

b) For each Master's dissertation/internship report/project work supervision completed - 3 points;

c) For each supervision of monographs/end of degree course work, in the scope of a research curricular unit, completed - 0,5 points.

JPA: on a scale of 0 to 5 points, the participation in juries of academic examinations and/or for awarding the title of specialist over the last ten years will be valued, with the assessment being made under the following terms:

a) For each participation as a panel member 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 - 0.75 points;

d) For each participation as a jury member in monographs/internship reports/end of degree course work, within the scope of the research curricular unit - 0,25 points.

FPSC: on a scale of 0 to 10 points, will be valued the participation in professional training activities, participation in scientific societies and their committees or the organization of scientific conferences, considered relevant in the area for which the competition is open, in the last ten years, being valued under the following terms:

a) For each professional specialization training with evaluation and success in the area of occupational therapy - 0,75 points;

b) For each invited paper in international scientific meetings - 1 point;

c) For each invited paper in a national scientific meeting - 0,5 points;

d) For each free paper in international scientific meeting - 0,5 points;

e) For each free paper in a national scientific meeting - 0,25 points;

f) For each participation as moderator/mentor in a conference - 0,25 points;

g) For each participation as a member of the scientific/organising committee of an international scientific meeting - 1 point;

h) For each participation as a member of the scientific/organising committee of a national scientific meeting - 0,5 points.

RC: on a scale from 0 to 10 points, the critical reflection made by the candidate about the contributions of the qualification obtained, for the performance of the function to which he/she is applying [1st domain of critical reflection], considering the strategic plan of the Polytechnic Institute of Leiria, the mission of the School of Health and the articulation with the community, with a maximum limit of 10.000 characters not including spaces (single document, integrating the approach of the 3 domains).

7.2 - Pedagogical Capacity (CP) of candidates, which should be weighted:

- a) The Coordination of Pedagogical Projects (CPP);
- b) Production of Pedagogical Material (MP);
- c) Teaching Activity (AL);
- d) Experience as a Trainer for each 18 hours of activity in the Occupational Therapy area (EF);
- e) Supervision of curricular internships within the scope of a bachelor's or master's degree in Occupational Therapy (SE);
- f) Professional Practice in the area of Occupational Therapy to enhance the candidate's experience (EP);
- g) Critical Reflection made by the candidate on the contributions of the pedagogical activities referred to in the previous items for the performance of the function they are applying (RC).

7.2.1 - The classification to be awarded in this criterion, which represents 45% of the final classification, for a maximum of 100 points, results from the application of the following formula

$$CP = (CPP + MP + AL + EF + SE + EP + RC)$$

The above parameters are assessed as follows:

CPP: on a scale of 0 to 10 points, will be valued the coordination and promotion of new pedagogic projects (e.g. development of new programmes of curricular units, creation and coordination of new courses or study programmes, etc.) or reform and improvement of already existing projects (e.g. reformulation of programmes of existing curricular units, participation in the reorganization of existing courses or study programmes), in the area for which the competition is open, in the last ten years, being valued under the following terms:

- a) Responsible for the development of curricular unit programmes - 1 point per curricular unit up to 4 ECTS (included); 1,5 points per curricular unit with more than 4 ECTS;
- b) Member of the group responsible for creating new courses leading to an academic degree - 3 points for each course;
- c) Member of the group responsible for creating new courses that do not lead to academic degree or diplomas - 2 points for each course.

MP: on a scale of 0 to 5 points, the production of pedagogical material is valued, with regard to its quality and quantity, in the last ten years, in the area for which the competition is open, and is valued under the following terms:

Published pedagogical material, validated by the competent body - 2 points for each.

AL: on a scale of 0 to 40 points, the teaching activity through the teaching and coordination of curricular units, in the area for which the competition is open, will be valued, being the valuation made under the following terms:

- a) Course unit coordinator - 3 points per course unit up to 4 ECTS (included); 5 points per course unit with more than 4 ECTS;
- 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.

EF: on a scale of 0 to 5 points, the experience as a trainer is valued for each 18 hours of activity, as follows:

Experience as trainer in occupational therapy - 1 point for each 18 hours of training.

SE: on a scale of 0 to 25 points, the supervision of curricular internships within the scope of a bachelor's or master's degree, in the area for which the competition is open, will be valued,

and the valuation will be made under the following terms:

a) Supervision of curricular internships in the scope of Master's degree in occupational therapy - 1 point per student;

b) Supervision of undergraduate traineeships in occupational therapy - 0,5 points per student.
EP: on a scale of 0 to 5 points, professional experience in the area of occupational therapy is valued, being valued as follows:

Functions performed in professional environment in the area of occupational therapy - 0,5 points for each year.

RC: on a scale of 0 to 10 points, the critical reflection made by the candidate on the contributions of the pedagogical activities referred to in the previous items, for the performance of the function to which he/she is applying [2nd domain of critical reflection], considering the strategic plan of the Polytechnic Institute of Leiria, the mission of the School of Health and the articulation with the community, with a maximum limit of 10.000 characters not including spaces (single document, integrating the approach to the 3 domains).

7.3 - Other Activities Relevant (AR) to the mission of the Higher Education Institution that has been developed by the candidates, in which they should be weighted:

a) Holding Positions as Directors and on management committees and participating in committees or structures (CD);

b) Participation in Projects or activities of a practical nature, of extension to the community or scientific dissemination, within the area in which the position is open (PP);

c) Critical Reflection made by the candidate on the contributions of the activities mentioned in the previous items for the performance of the function they are applying (RC).

7.3.1 - 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

$$AR=(CD+PP+RC)$$

The above parameters are assessed as follows:

CD: on a scale of 0 to 45 points, the performance of management positions and participation in bodies or structures in the area of occupational therapy is valued, being valued under the following terms:

a) holding management positions and in management bodies and participation in bodies or departments, commissions, among others, formally constituted in an institution of higher education - 4 points for each year;

b) holding management positions and in management bodies and participation in bodies or departments, commissions, among others, formally constituted in a context of professional practice in the area of occupational therapy - 2 points for each year.

PP: on a scale of 0 to 45 points, participation in projects or activities of a practical nature or for scientific dissemination, within the area in which the competition is open and not included in previous sub-paragraphs will be valued - 2 points for each.

RC: on a scale from 0 to 10 points, the critical reflection made by the candidate on the contributions of the activities referred to in the previous items, for the performance of the function to which he/she is applying [3rd domain of critical reflection], considering the strategic plan of the Polytechnic Institute of Leiria, the mission of the School of Health and the articulation with the community, with a maximum limit of 10.000 characters not including spaces (single document, integrating the approach of the 3 domains).

7.4 - 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.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula $CF=(0.45DTCP+0.45CP+0.10AR)$, considering approved, in absolute merit, the candidates who receive a final classification equal to or greater than 50 points and not approved the candidates who obtain a final classification lower than that score. All results will be rounded and presented to one decimal place.

7.6 - If the final classification is equal, the best overall score obtained in the criterion - Pedagogical Capacity (CP) of candidates will be considered. If there is equality, the best overall score obtained in the weighting factor - Teaching Activity (AL) - Teaching and Coordination of Curricular units will be considered. 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 Institute 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. 10990/2010.

Effective members:

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

Joaquim Manuel Ventura Faias, Expert of Recognised Merit;

Susana Cristina Costa Pestana, Expert of Recognised Merit;

Isabel Maria Damas Brás Dias Ferreira, Expert of Recognised Merit;

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

Leiria, december 15th, 2022 - The President, Carlos Manuel da Silva Rabadão