

Polytechnic Institute of Leiria

Public Notice n. 340/2023

1 – Under the terms of *ECPDESP* [statutes of the academic staff career], approved by Decree-Law no. 185/81, dated July 1st, amended by Decree-Laws no. 69/88, dated March 3rd, and 207/2009, dated August 31st, and by Law no. 7/2010, dated May 13th, 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 Institute of Leiria, published in the *Diário da República*, 2nd series, no. 127, dated July 2nd 2010, the Order no. 10990/2010 makes public that, under an order issued in March 18th of 2022 by the President of the Polytechnic Institute of Leiria at the time, Rui Filipe Pinto Pedrosa, in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic Institute 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 Management at the School of Technology and Management of the Polytechnic Institute of Leiria, 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 18th, amended by Decree-Law no. 76/96, dated June 18th, Decree-Law no. 124/99, dated April 20th, and Decree-Law no. 373/99, dated September 18th.

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, dated June 20th, 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 10th, and Decree-Law no. 206/2009, dated August 31st.

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 Institute of Leiria, and may be presented in person at the Headquarters of the Polytechnic Institute of Leiria - Expedient and Archive Office, or sent by mail (registered letter with return receipt requested) to the following address of the Polytechnic Institute 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 in paper, by presenting a duly dated and signed competition admission form (available at <https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira-docente/>).

6.3 - Candidates must also send the following documents, properly numbered and identified:

- a) Documents attesting that the candidate meets the requirements referred in no. 5.1 of this Public Notice; these documents are not required, provided that the candidate declares, with a sworn statement, in the admission form that they meet those requirements. The documents must however be presented by the selected candidate for this position;

- b) Copy of the certificates attesting academic qualifications or the specialist's title, under no. 5.2 of this Public Notice;
- c) Documents attesting that the candidate meets the conditions referred in no. 5.3 (when applicable) of this Public Notice;
- d) 1 copy of the *curriculum vitae*, duly dated and signed, organized in accordance with the selection and seriation criteria, the assessment system, and final classification established in no. 7 of this Public Notice, and the attached assessment table;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitae*, which must include the results of the questionnaires to assess pedagogical performance (when applicable);
- f) 1 copy of the scientific and pedagogical work and career development plan for the next five years, specifying how they may contribute to the progress and development of the competition's area, aligned with the mission of the School of Technology and Management of the Polytechnic Institute of Leiria; the scientific part shall also consider the mission of the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic Institute 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, at least 5 SCOPUS publications or 2 publications in at least 2nd quartile SCOPUS journals;
- 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:

$$TSPP = (55\%SP + 10\%PRDP + 20\%ISC + 5\%AEP + 10\%SPot);$$

As follows:

- 1) Scientific production (SP), which assesses the quality and quantity of the scientific production in the competition's area, namely books, book chapters, articles in journals, communications in conferences, both in number and type of publications, considering the recognition given by the scientific community, including awards or other distinctions.
- 2) Participation in R&D projects (PRDP), which assesses the candidate's previous experience in the competition's area, and their potential to participate in a constructive and fruitful way in national and international funded.
- 3) Intervention in the scientific community (ISC), which assesses the candidate's capacity to intervene in the scientific community in the competition's area, namely the development of organizational and management activities related to

scientific activity, participation as editor or co-editor of journals, participation in the assessment of articles for journals and communications in congresses, presentation of talks as guest, supervision and examination of works leading to an academic degree, participation in academic juries, consulting activities, and other activities of recognized merit;

4) Academic extension projects (AEP), which assesses the services provided to the scientific and educational community, as well as to the economic and productive system, and society in general, the promotion of scientific and technological dissemination actions, the organization and teaching of lifelong training actions, including professional training for other entities, and the promotion of knowledge valorisation and transfer actions, considering their duration and the level of responsibilities of the tasks developed by the candidate, as well as their relevance, in the competition's area;

5) Scientific potential (SPot), which assesses the candidate's capabilities to develop a relevant scientific production, aligned with the mission of the School of Technology and Management of the Polytechnic Institute of Leiria, and the Centre of Applied Research in Management and Economics (CARME) of the Polytechnic Institute 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:

$$PS = (45\%LA + 15\%SGA + 10\%CPP + 20\%PMP + 10\%PI);$$

As follows:

- 1) Lecturing activities (LA), which assesses the candidate's experience in lecturing and coordinating curricular units in degrees granting a degree or a Professional Technical Course (TeSP) diploma, and other training with scientific relevance, in the competition's area, considering the extension and quality of the lecturing and coordination.
- 2) Supervision and guidance activities (SGA), which assesses students' supervision, tutoring and guidance activities performed by the candidate in the competition's area, namely the supervision of final degree projects, curricular and extracurricular internships, and on-the-job training.
- 3) Coordination of pedagogical projects (CPP), which assesses the coordination and incentive of pedagogical projects, in the competition's area (i.e. development of curricular units' programmes, creation and coordination of degrees or study programmes...) or the revision and improvement of existing projects (i.e. revision of existing curricular units' programmes, participation on the reorganization of existing degrees or study programmes).
- 4) Pedagogical material production (PMP), which assesses the quality and quantity of the pedagogical material produced by the candidate, as well as the relevance and impact of pedagogical publications, awards and other pedagogical honours, in the competition's area.
- 5) Pedagogical innovation (PI), which assesses the candidate's intervention in the community, namely organizational and management tasks related to pedagogical activity and knowledge dissemination, and also, in general, all activities that reveal the candidate's ability to have a relevant performance in the future in terms of pedagogical innovation, aligned with the mission of the School of Technology and Management of the Polytechnic Institute of Leiria, considering the five-year work and career development plan presented by the candidate.

7.2.3 - Other relevant activities to the mission of the higher education institution, which have been developed by the candidate (RA), in which the following must be considered:

- 1) Course coordination and Head of Department structures (CCHD);
- 2) Other duties in bodies or structures of HEIs (ODHEI);
- 3) Other relevant activities (ORA);

7.2.3.1 - The classification to be awarded for this criterion represents 20% of the final classification, and is obtained by using the following formula:

$$RA = (40\%CCHD + 40\%ODHEI + 20\%ORA);$$

As follows:

- 1) Course coordination and Head of Department structures (CCHD), which assesses the candidate's participation as course coordinator of degrees granting a 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 departments, considering the duration and complexity of the tasks developed by the.
- 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 – All subcriteria assessed in the selection and seriation criteria are graded according to the assessment table in annex 1, which indicates the classifications to be granted to the curricular elements of each subcriteria. All subcriteria are assessed in a numerical scale from 0 to 100 points; when a candidate has more than 100 points in a subcriterion, the candidate with the highest score shall be given 100 points, and the remaining candidates shall have a proportionally calculated classification.

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.

7.2.8 – In case of tie: Once the final classification is obtained, if the candidates have equal classifications, the best final classification obtained shall be considered, as a tiebreaker, by applying the Final classification formula, based on the real classification of the subcriteria (thus, not considering the maximum classification limits and the relative classification).

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 20th and 70th 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 – Marisa Catarina da Conceição Dinis, Professor of the Polytechnic Institute of Leiria, appointed under the terms of article no. 23(1)(a) of *ECPDESP*, and article 10(1)(a) of Order no. 10 990/2010.

Permanent members:

António Carrizo Moreira, Associate Professor (with *Agregação*) of the University of Aveiro;

Patrícia Pereira da Silva, Associate Professor (with *Agregação*) of the University of Coimbra;

Pedro Miguel de Jesus Calado Dominginhos, Professor of the Polytechnic Institute of Setúbal;

Manuel Aníbal Silva Portugal Vasconcelos Ferreira, Professor of the Polytechnic Institute of Leiria;

Susana Cristina Serrano Fernandes Rodrigues, Professor of the Polytechnic Institute of Leiria.

Substitute members:

Carlos Manuel Gomes da Silva, Professor of the Polytechnic Institute of Leiria;

Orlando Manuel da Costa Gomes, Full Professor of the Polytechnic Institute of Lisboa

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 Institute of Leiria, also in Portuguese and English, under the terms of article no. 29-B of *ECPDESP*.

February 18th of 2023. - President of the Polytechnic Institute of Leiria, Carlos Manuel da Silva Rabadão.

ANNEX

Table

TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (TSPP)
(40%)

Subcriteria	Points (maximum) ⁽¹⁾	Weight	Curricular items to score	Points/ Reference unit
1) Scientific production (SP)	100	55%	Author or co-author of technical and scientific books and book chapters in international editor (blind referee).	Up to 7.5 points per book Up to 2 points per book chapter
			Author or co-author of technical and scientific books and book chapters in national editor.	Up to 5 points per book Up to 1 point per book chapter
			Editor or co-editor of international technical and scientific work.	Up to 5 points per edition
			Editor or co-editor of national technical and scientific work.	Up to 3 points per edition
			Publication of articles in SCOPUS or Web of Science (JCR) indexed international scientific journals, with reference of the journal's quartile and impact factor.	Up to 10 points per publication
			Publication of technical and scientific articles in other peer-reviewed journals, with reference of the journal's quartile and impact factor.	Up to 2 points per publication
			Communication with publication of technical and scientific articles in peer-reviewed proceedings of international congresses.	Up to 1 per publication [maximum 10 points]

			Communication with publication of technical and scientific articles in peer-reviewed proceedings of national congresses or events.	Up to 1 (publication) [maximum 5 points]
			Oral communication/poster in scientific meetings (national and international), without publication.	Up to 1 point per communication/poster [maximum 5 points]
			Scientific awards — namely <i>best paper award and best reviewer</i> .	Up to 3 points per award
2) Participation in R&D projects (PRDP)	100	10%	Coordination of research projects in Management, with international and national funding (completed/ongoing), with assessment and external funding (FCT; European projects; Compete; ANI; Gulbenkian).	Up to 20 points per project
			Coordination of other funded research projects in Management (completed/ongoing).	Up to 5 per project
			Participation in research projects in Management, with international and national funding (completed/ongoing), with assessment and external funding (FCT; European projects; Compete; ANI; Gulbenkian).	Up to 5 per project
			Participation in other research projects in Management (completed/ongoing).	Up to 3 per project
3) Intervention in the scientific community (ISC)	100	20%	Member of the editorial/or scientific board of international scientific journals.	Up to 3 points per journal
			Member of the editorial/or scientific board of national scientific journals.	Up to 2 points per journal
			Evaluation of articles in international scientific journals.	0.2 per article
			Evaluation of articles in national scientific journals.	0.1 per article
			Evaluation of articles in international scientific events.	0.15 per article
			Evaluation of articles in national scientific events.	0.1 per article
			Invited speaker in international scientific events.	2 per event
			Invited speaker in national scientific events.	1 per event
			Effective member of funded research units, with a minimum classification of Good.	Up to 5 points per research unit
			Collaborator of funded research units, with a minimum classification of Good.	Up to 2 points per research unit
			Member of organizing and scientific committees of national and international scientific events (Chair/Co-Chair/Program Chair/Track Chair/Country Chair).	Up to 3 points per event
			Supervision/co-supervision of Doctors' degree thesis (completed).	9 points per supervision
			Supervision/co-supervision of Master's degrees' dissertations/projects/internships (completed).	3 points per supervision
			Examiner of a Doctors' degree thesis.	3 points per examination
			Examiner of a Master's degrees' dissertation.	1 point per examination
			Member of the jury of examinations leading to the title of specialist.	2 points per participation
4) Academic extension projects (AEP)	100	5%	Service rendering activities, studies/projects or opinions to outside entities (completed).	4 points per service/study/opinion
			Professional experience in relevant activities outsider the academic environment.	1 point per each full year
			Trainer of training actions (indicating the number of hours).	Up to 3 points per training
			Holder of a patent/utility model/design	7 points
			Other activities considered relevant by the jury.	Up to 5 points per activity
5) Scientific potential (SPot)	100	10%	Work and career development plan (WCDP) presented by the candidate.	0-100
			Member of international research networks.	10 points per network
			Other activities considered relevant by the jury.	5 points per activity

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

Subcriteria	Points (maximum) ⁽¹⁾	Weight	Curricular items to score	Points/ Reference unit
1) Lecturing activities (LA)	100	45%	Quantity and quality of the teaching activities, with at least one duly documented classification between 90-100% in one pedagogical questionnaire, according to the assessment table of the higher education institution where it was obtained.	1.5 points per each teaching year
			Quantity and quality of the teaching activities, with at least one duly documented classification lower than 90% and higher than 50% in one pedagogical questionnaire, according to the assessment table of the higher education institution where it was obtained.	1 point per each teaching year

			Professional teaching experience in TeSP, undergraduate, Master's, Doctor's and post-graduate degrees.	1 point per each teaching year
			Chair/Coordination of curricular units, in the competition's area.	3 points per each curricular unit
			Number of different lectured curricular units, in the competition's area.	1 point per curricular unit
			International mobility (Erasmus, visiting professor, post-doc).	5 points per mobility
2) Guidance and supervision activities (GSA)	100	15%	Supervision/co-supervision of curricular internship, project or final work of degrees granting a degree or diploma (except Master's and Doctor's degrees).	5 points por supervision/co-supervision
			Supervision/co-supervision of post-doc.	20 points por supervision/co-supervision
3) Coordination of pedagogical projects (CPP)	100	10%	Creation of reformulation of Doctor's, Master's and undergraduate degrees.	10 points per each new degree 5 points per each reformulated degree
			Creation of reformulation of TeSP and post-graduate degrees.	7.5 points per each new degree 3.75 points per each reformulated degree
			Reformulation of existing curricular unit programmes.	1.5 points per each reformulation
4) Pedagogical material production (PMP)	100	20%	Development of handbooks and textbooks to support teaching in management, with ISBN.	20 points per handbook/book
			Development of other printed or digital documents to support teaching in management, which cover at least 50% of the curricular unit's programme.	Up to 5 points per document
5) Pedagogical innovation (PI)	100	10%	Work and career development plan (WCDP) presented by the candidate.	0-100
			Organization of pedagogical events (national or international).	Up to 3 points per event
			Participation, with a communication, in pedagogical events (national or international).	1.5 points per event
			Pedagogical award.	Up to 5 points per each award

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

Subcriteria	Points (maximum) ⁽¹⁾	Weight	Curricular items to score	Points/ Reference unit
1) Course coordination and Head of Department structures (CCHD)	100	40%	President/Coordinator/Head of Department/Section.	7.5 points per each full year
			Member of the Departmental Council/Section.	5 points per each full year
			Course coordinator of TeSP, undergraduate and Master's degrees.	6.5 points per each full year
			Member of a scientific/pedagogical commission of TeSP, undergraduate and Master's degrees.	3 points per full year
2) Other duties in bodies or structures of HEIs (ODHEI)	100	40%	Director or President of an Organic Unit.	10 points per full year
			Subdirector or Vice-president of an Organic Unit.	9 points per full year
			President of other bodies established in the statutes of HEIs (vg. Representatives board, representative assembly, technical and scientific board, pedagogical board).	8 points per full year
			Member of bodies established in the statutes of HEIs	6 points per full year
3) Other relevant activities (ORA)	100	20%	Participation in training activities.	1 point per training
			Participation in work commissions (i.e. M23, A3ES).	1 point per participation
			Participation in technical, scientific or pedagogical commissions, which have not been considered in previous points.	1 point per participation
			Member of juries to hire non-academic staff, which have not been considered in previous points.	5 points per participation
			Member of juries of processes to acquire goods and services, contract jobs or similar, which have not been considered in previous points.	5 points per participation
			Coordination of management structures of research units registered in the FCT, which have not been considered in previous points.	2.5 points per full year
			Evaluator in processes to assess the performance of the academic staff, which have not been considered in previous points.	2 points per process
			Responsibility for laboratories, workshops or classrooms, which have not been considered in previous points.	1 point per full year
			Coordination, execution and development of projects or activities considered relevant by the jury.	2 points per project

⁽¹⁾ All subcriteria are assessed in a numerical scale from 0 to 100 points; when a candidate has more than 100 points in a subcriterion, the candidate with the highest score shall be given 100 points, and the remaining candidates shall have a proportionally calculated classification.