

Notice No.547/2023

1 — Pursuant to the Career Statute for Polytechnic Higher Education Teaching Personnel (ECPDESP), approved by Decree-Law No. 185/81, of 1 July, amended by Decree-Law No. 69/88, of 3 March and Decree-Law No. 207/2009, of 31 August, and by Law No. 7/2010, of 13 May, as well as by the Regulation for the recruitment and hiring of career teaching staff of the Polytechnic Institute of Leiria (Polytechnic of Leiria), published in the Official Gazette, 2nd series, No. 27, of 2 July 2010, through Order No.10990/2010, it is made public that, by Order, of 29 October 2022, of the President of the Polytechnic Institute of Leiria, under the proposal of the Director of the School of Tourism and Maritime Technology, is open for a period of 30 working days from the date of publication of this notice in the Official Gazette, the competition based on qualifications for the recruitment of a Principal Coordinating Professor, in the form of a employment contract in public functions for an indefinite term, for the subject area of Marketing - Marketing for Tourism Destinations, of School of Tourism and Maritime Technology - 1 place.

2 - Validity period: this competition is exclusively intended to fill the aforementioned job position, ending with its filling.

3 - Functional content of the category:

3.1 - It is, in particular, the responsibility of polytechnic higher education professors, under the terms of article 2-A of the ECPDESP, to provide the teaching service assigned to them and to monitor and guide students; carrying out research, cultural creation or experimental development activities; participate in extension tasks, scientific and technological dissemination and economic and social enhancement of knowledge and participate in the management of the respective higher education institutions.

3.2 - Pursuant to paragraph 1 of article 9-A of the ECPDESP, the Main Coordinating Professor is responsible for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a subject or scientific area and, in particular: conducting and teaching theoretical, theoretical-practical and practical classes; guide internships and conduct seminars and laboratory or field work; supervising the pedagogical, scientific and technical activities of assistant professors in the respective subject or scientific area; to participate with the other coordinating professors in their scientific area in the coordination of programmes, teaching methodologies and general lines of research concerning the subjects in that area; to direct, develop and carry out scientific research and experimental development activities

within the scope of the respective subject or scientific area and to develop intersectoral coordination activities.

4 - Remuneration position (article 35, paragraph 1, ECPDESP): “The remuneration scheme applicable to career professors and teaching staff hired beyond their career is set out in a separate diploma.” – Decree-Law No. 408/89, November 18, amended by Decree-Law No. 76/96, June 18, and Decree-Law No.124/99, April 20 and Decree-Law No. 373/99, September 18.

5 - Admission requirements:

5.1 - Pursuant to article 17 of the General Law on Public Service Work – Law No. 35/2014, of 20 June, and article 12-E of the ECPDESP, only candidates who, by the deadline for submission of application, cumulatively meet the following general requirements:

- a) Must be aged 18;
- b) Not being inhibited from exercising public functions or not being prohibited from exercising the functions for which he or she is applying;
- c) Possess physical robustness and psychological profile indispensable to the exercise of the functions for which he/she is applying;
- d) Have complied with mandatory vaccination laws.

5.2 – Pursuant to paragraph 3 of article 9-A of the ECPDESP, holders of a PhD degree, in the subject area in which the competition is opened, may apply for the competition, obtained more than five years ago, equally holders of the title of aggregate or legally equivalent title.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the PhD degree and the title of aggregate, under the terms of the applicable legislation.

6 - Formalization of the application:

6.1 - The application must be submitted in person, upon delivery of a receipt, or by post, by registered mail with acknowledgment of receipt, to the following postal address of the Polytechnic Institute of Leiria: Rua General Norton de Matos, apartado 4133, 2411-901 Leiria, until the deadline for submitting applications referred to in paragraph 1 of this public notice. Applications sent by e-mail will not be accepted.

6.2 - The application request is made by filling out the form, which must be printed on paper, dated, initialled and signed, available in the Polytechnic of Leiria website:

<https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira docente/>

6.3 — Candidates must accompany their application with the following documents, duly numbered and identified:

- a) Documents proving the fulfilment of the requirements set out in point 5.1 of this public notice, however, candidates are exempt from presenting them, provided that they declare, in the application for admission (form), under oath, that they meet such requirements. Documents proving the declared situations must be delivered by the candidate who fills the vacant post;
- b) Copy of certificates proving ownership of an academic degree, under the terms of point 5.2 of the announcement;
- c) Documents proving compliance with the conditions set out in point 5.3 of this notice, if applicable;
- d) 1 copy of the respective curriculum vitæ, duly dated and signed, organized in accordance with the selection and ranking criteria and the evaluation and final classification system set out in point 7 of this public notice;
- e) 1 copy of the documents proving the facts indicated in the curriculum, which must be organized in accordance with the selection and ranking criteria and the evaluation and final classification system contained in point 7 of this public notice;
- f) Listing in a non-editable format that contains the exact identification of all submitted documents (index or list with the name of each document in the order in which they are presented, in accordance with the selection and ranking criteria and the final evaluation and classification system contained in point 7 of this public notice.

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

6.5 - The documents referred to in the previous point must, as a rule, be in Portable Document Format (PDF), preferably in the PDF/A version, except for situations in which the document to be presented cannot assume the indicated format; the file name, which must be succinct, cannot contain any of the following characters: /, \, |, :, \*, ?, ", (less than), and (greater than).

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

6.7 - Failure to present the documents proving the mandatory requirements and provided for in points 5.1, 5.2 and 5.3 (if applicable) of this public notice or their presentation after the deadline stipulated in paragraph 1 of this public notice determines the exclusion of the application.

6.8 - The non-submission of documents related to the curriculum or their presentation after

the deadline stipulated in paragraph 1 of this public notice implies the non-valuation of the elements that should prove.

6.9 - The presentation of a false document determines the immediate exclusion from the competition and the participation to the competent entity for the purposes of criminal proceedings.

6.10 - The documents delivered by the candidates will be returned to them at their request, one year after the end of this tender, except in the case of the present tender procedure having been subject to judicial challenge. In this situation, the return of the requested documents can only occur after the execution of a final court decision.

7 - Selection and ranking criteria and evaluation system and final classification (established under the terms of article 11(2), (a), article 18(1), (l) and (m), and article 18(2) and (3) of Order No. 10 990/2010):

7.1 - Candidates' technical-scientific and professional performance (DTCP), in which the following are weighted:

- a) Research and development projects (PID);
- b) Scientific production, publications, communications and conferences (PC);
- c) The supervision of theses leading to an academic degree (OT);
- d) Participation in juries of public exams and discussion of theses leading to an academic degree (JAT);
- e) Relevant professional experience in the subject area of the contest (EP);

7.1.1 - The classification to be attributed in this criterion, which represents 45% of the final classification, for a maximum of 100 points, results from the application of the following formula:  $DTCP=(PID+PC+OT+JAT+EP)$ , with the aforementioned criteria evaluated according to the attached scoring grid

7.2 - Pedagogical capacity of candidates (CP), in which the following are weighted:

- a) Teaching performance evaluation (ADD);
- b) Mastery of subject areas, subjects or curricular units taught and/or coordinated in the area for which the competition is open (LUC);
- c) Participation in the preparation of programs, manuals and support materials for teaching activities (PAL);
- d) Internship supervision or final course project (SEP);

7.2.1 - The classification to be attributed in this criterion, which represents 35% of the final classification, for a maximum of 100 points and results from the application of the following formula:  $CP=(ADD+LUC+PAL+SEP)$ , with the aforementioned criteria evaluated according to the attached scoring grid.

7.3 - Other activities relevant to the mission of the higher education institution that have been carried out by the candidates (AR), in which the following are weighted:

- a) The exercise of management positions in management bodies (CD);
- b) The exercise of mandates in other bodies or structures of the institution (OEI);
- c) Coordination or development of projects and/or activities considered strategic for the institution, provided they fall within the area in which the competition is open (PE)
- d) Coordination of courses and scientific and pedagogical departments and commissions (CC).

7.3.1 - The classification to be attributed in this criterion, which represents 20% of the final classification, for a maximum of 100 points, results from the application of the following formula:  $AR=(CD+OEI+PE+CC)$ , with the aforementioned criteria evaluated according to the attached scoring grid.

7.4 - The final classification (CF), on a scale of 0 to 100 points, will be obtained by the following formula:  $CF = (0.45 DTCP + 0.35 CP + 0.20 AR)$ , considering approved in absolute merit candidates who obtain a final classification equal to or greater than 50 points. All results will be rounded and displayed to one decimal place.

7.5 - In the reasoned assessment, the Jury must also take into account the provisions of article 26 of Order No. 10 990/2010, if the candidates meet the conditions referred therein.

7.6 - In the event of a tie between the candidates, after obtaining the final classification, the following tiebreaker criteria will be applied successively:

1st - Best total score obtained in the criterion — other activities relevant to the mission of the higher education institution that have been developed by the candidates (AR); -----

2nd - If the tie persists, the best total score obtained in the criterion — the technical-scientific and professional performance of the candidates (DTCP).

8 - Public hearing: the Jury may determine the holding of public hearings, which will be attended under the terms of article 28(4), of Order No. 10 990/2010. If there is a need to hold public hearings, they will take place between the 20th and 70th day following the deadline for submitting applications, with all candidates being informed, at least five days in advance, of the date and place to be held. that these public hearings will take place.

9 - Composition of the Jury (appointed pursuant to articles 9 and 10 of Order No. 10 990/2010):

President – PhD Pedro António Amado de Assunção, Principal Coordinating Professor, appointed under the terms of article 23(1), (a), of the ECPDESP.

Effective members:

PhD João Albino Matos da Silva, Professor Emeritus of the University of Algarve; -----

PhD Efigénio da Luz Rebelo, Full Professor at the University of Algarve;

PhD Jorge Manuel Rodrigues Umbelino, Main Coordinating Professor at the Estoril Higher Institute for Tourism and Hotel Studies;

PhD Alfonso Vargas-Sánchez, Emeritus Professor at the University of Huelva, Spain;

PhD Pedro Manuel Miranda Nunes, Main Coordinating Professor, Polytechnic Institute of Cávado and Ave.

Substitute Members:

PhD Miguel Nuno Vieira de Carvalho Abreu Varela, Full Professor, ISG - Business & Economics School;

PhD José Manuel Hernandez, Full Professor, University of Extremadura, Spain.

10 - In compliance with paragraph (h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunity between men and women in access to employment and professional progression, scrupulously providing in order to avoid any and all forms of discrimination.

11 - This competition will also be advertised on the BEP (Public Employment Pool), on the website of the Foundation for Science and Technology IP, in Portuguese and English, and on the website of the Polytechnic Institute, in Portuguese and English, pursuant to article 29-B of the ECPDESP.

March 28th, 2023. - The President, Carlos Manuel da Silva Rabadão.

## ATTACHMENT

### SCORE GRID

#### 1 — Technical-scientific and professional performance (DTCP) – 45% of the final classification

Criteria	Curriculum items to evaluate	Punctuation
a) PID – coordination and collaboration in research and development projects is valued	i) For each institutional coordination of research and development project	2 points
	ii) For each collaboration, as a team member, in a research and development project	1 point
	iii) For each participation in provision of R&D services (PSER)	1 point
	<u>Maximum: 10 points</u>	
b) (PC): scientific production is valued and its sharing with the scientific community, in the subject or related area of the competition	i) For each scientific article published in an international scientific journal with a review included in the SCI — Science Citation Index or Scopus	3 points
	ii) For every book published	2 points
	iii) For each book chapter published	1 point
	iv) For each scientific article published in a peer-	1 point

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reviewed scientific journal, national or foreign, not included in the SCI — Science Citation Index or Scopus

v)	For each scientific article in a conference or international scientific meeting published in the respective minutes	1 point
vi)	For each scientific article in a conference or national scientific meeting published in the respective minutes	0.5 points
vii)	For each paper presented at a conference, scientific meeting or international seminar	0.5 points
viii)	For each paper presented at a conference, scientific meeting or national seminar	0.25 points
ix)	For each article reviewed (referee activity) or evaluated for a conference or scientific journal	0.25 points
x)	For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of a scientific journal	1 point

Maximum: 30 points

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c) (OT): supervision or co-supervision of dissertations or theses leading to the attribution of an academic degree is valued

i)	For each supervision or co-supervision of a thesis leading to the attribution of a PhD degree and already concluded	4 points
ii)	For each supervision or co-supervision of a thesis leading to the attribution of a PhD degree in progress	2 points
iii)	For each post-PhD program supervision or co-supervision	4 points
iv)	For each supervision or co-supervision of dissertation, project or internship report leading to the attribution of a master's degree and already concluded	1 point

Maximum: 30 points

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d) (JAT): participation and the role played in juries of public tests or in juries of evaluation of dissertations or theses leading to the attribution of an academic degree, in the subject or related area of the competition, are valued

v)	For each supervision or co-supervision of dissertation, project or internship report leading to the attribution of a master's degree in progress	0.5 points
i)	For each participation in public examination juries for the recruitment of coordinator/adjunct professor or for corresponding categories in University Higher Education	3 points
ii)	For each participation in a jury of public tests for the attribution of the title of specialist under the terms of ECPDESP	3 points
iii)	For each participation as a jury member of a documentary competition for the recruitment of assistant/adjunct professor/coordinating professor or for the corresponding categories in University Higher Education	2 points

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	iv) For each participation in a competition based on qualifications jury for the recruitment of technical staff and management personnel for the corresponding categories of public administration	1 point
<u>Maximum: 25 points</u>	v) For each argument of a thesis leading to the attribution of a PhD degree	3 points
	vi) For each dissertation argument, project or internship report leading to the attribution of a master's degree	1 point
e) (EP): professional experience in the subject area of the contest is valued	i) For each year of professional teaching experience in higher education, relevant in the subject area of the competition	1 point
	ii) For each year of non-teaching professional experience, relevant in the subject area of the competition	0.5 points
	iii) For each award or distinction received with relevance in the subject area of the competition	0.5 points

Maximum: 5 points

## 2 — Pedagogical capacity of candidates (CP) – 35% of the final classification

Criteria	Curriculum items to evaluate	Punctuation
a) (ADD): the evaluation obtained in the teaching performance evaluation cycles is valued	i) For each year of teaching evaluation evaluated with the classification of excellent	1 point
	ii) For each year of teaching evaluation evaluated with a classification lower than excellent, and not negative	0.2 points
<u>Maximum: 10 points</u>		
b) (LUC): mastery of subject areas and responsibility in teaching curricular units or subjects is valued	i) For each curricular unit or different discipline of the master's or PhD degree, taught and under the responsibility/coordination of the candidate	2 points
	ii) For each curricular unit or discipline distinct from the degree or other courses, taught and responsibility/coordinated by the candidate	1.5 points
<u>Maximum: 40 points</u>	iii) For each curricular unit or subject in which the candidate collaborated with the person responsible for it, in its teaching	1 point
c) (PAL): the elaboration of curricular unit or subject programs and the production of manuals or worksheets to support the teaching activity are valued	i) For each curricular unit or discipline in which the candidate was responsible for preparing the programme.	1 point
	ii) For each curricular unit or discipline in which the candidate developed support materials to support theoretical, theoretical-practical or practical classes (commonly manual or workbook)	1.5 points



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Maximum: 30 points

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d) (SEP): guidance or supervision of internships and/or final course projects is valued	i) For each student mentored or supervised in a final course project or internship	0.5 points
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Maximum: 20 points

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**3 – Other activities relevant to the mission of the HEI developed by the candidates (AR) – 20% of the final classification**

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<b>Criteria</b>	<b>Curriculum items to evaluate</b>	<b>Punctuation</b>
a) (CD): the exercise of functions in management positions in higher education institutions or their organic units is valued	i) For each year of exercising managerial functions as President/Dean or Director of Organic Unit in Higher Education Institution	5 points
	ii) For each year of exercise of managerial functions as Vice-President/Vice-Dean or Deputy Director of Organic Unit in Higher Education Institution	3 points
	iii) For each year of exercise of directive functions as President in other Management Bodies (CG, CTC, CP or CR), or corresponding correspondence to the University system	2 points

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Maximum: 45 points

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b) (OEI): the exercise of mandates in bodies or structures of the institution of higher education institutions or their organic units is valued	i) For each year of term completed as a member, in a different body or structure, in higher education institutions or their organizational units.	1 point
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Maximum: 20 points

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c) (PE): involvement in projects and/or activities of knowledge transfer, scientific dissemination, mobility, or other activities considered strategic by the institution is valued	i) For each project and/or coordinated/organized activity at an international level (organization of congresses, conferences and seminars, institutional representation in institution projects)	1 point
	ii) For each project and/or activity coordinated/organized nationwide (organization of congresses, conferences, lectures and seminars, participation in working committees, institutional representation in institution projects)	0.5 points
	iii) For each teaching mobility mission or international institutional representation.	0.5 points
	iv) For each other activity carried out within the area in which the tender is opened	0.5 points

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Maximum: 10 points

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c) (CC): the exercise of mandates in the coordination of courses, departments or other support structures for the institution's activities and mandates fulfilled in the scientific-pedagogical commissions are valued.	i)	For each year of mandate completed as department or PhD course coordinator	3 points
	ii)	For each year of mandate completed as coordinator of a research unit or structure in higher education institutions or their organic units	2 points
	iii)	For each year of mandate completed as coordinator of a Bachelor's or Master's course	2 points
	iv)	For each year of term completed as TESP course coordinator	1.5 points
	v)	For each year of mandate completed as a member of the scientific-pedagogical commission of TESP, Bachelor's, Master's or PhD courses	1 point

Maximum: 25 points

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