

Polytechnic Institute of Leiria

Public Notice n. 1137/2023

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, and Decree-Law no. 112/2021, dated December 14th, which approves the system of internal competitions for promotion to intermediate and top categories of teaching careers in higher education and scientific research careers, makes public that, under an order issued in December 19th of 2022, by the President of the Polytechnic Institute of Leiria, Carlos Manuel da Silva Rabadão, in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic Institute of Leiria, an internal competition for promotion to *Professor Coordenador* [professor], who will be given a public service contract of unspecified duration, in the field of Finance – Capital Markets, 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. 5(3) of *ECPDESP*, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the teaching and research activities 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; supervise the pedagogical, scientific and technical activities of the *Professores Adjuntos* [senior lecturers] of their subject or scientific area; participate, with the other *Professores Coordenadores* [professors] of their scientific area in the coordination of the programmes, the teaching methodologies, and the general research guidelines of that area; manage and develop scientific research and experimental development activities in their scientific area.

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. 19 of *ECPDESP*, and article no. 3(2) of Decree-Law no. 112/2021, dated December 14th, candidates must also:

- a) Hold a Doctor’s degree or a title of specialist, in the competition’s area or a similar area, obtained at least five years before this competition. The specialist title indicated in article no. 19 of *ECPDESP* refers to the one specified in article no. 48 of Law no. 62/20017, dated September 10th, and Decree-Law no. 206/2009, dated August 31st;
- b) Be a professor with a public service contract of unspecified duration at the Polytechnic Institute of Leiria, even if the trial period has not been completed, and belong to the staff map in which the competition is opened.

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. This formality must be fulfilled by the application deadline.

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 – O Applications' requirements are made 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) Declaration attesting that the candidate holds a public service contract of unspecified duration at the Polytechnic Institute of Leiria, as established in 5.2 (b) of this Public Notice;
- d) Documents attesting that the candidate meets the conditions referred in no. 5.3 (when applicable) of this Public Notice;
- e) 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;
- f) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitae*;
- g) 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;
- h) 1 copy of the report on the relevance and impact of the involvement in the developed pedagogical projects, to assess the Coordination of pedagogical projects (CPP);
- i) 1 copy of the report proving the existence of pedagogical innovation on classes, to assess Pedagogical innovation (PI);
- j) 1 copy of the report about the relevance of the performed duties and developed activities while in office, to assess Course coordination and Head of Department structures (CCHD) and Other duties in bodies or structures of HEIs (ODHEI);
- k) List with the exact identification of all documents submitted.

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 if 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 the qualitative and quantitative, scientific performance, pedagogical skills, and performance in other activities which are relevant for the mission of the higher education institution, as established in article 3(4) of requirements Decree-Law no. 112/2021, dated December 14th:

7.1.1 – Scientific performance – Candidates must meet at least two of the following requirements:

- a) Participation in research congresses with the presentation of a communication, publication, and peer review: 6 or more;
- b) Author or co-author of article in peer-reviewed journal: 3 or more;
- c) Member of the scientific committee of a scientific journal, congress, seminar: 8 or more;
- d) Revision of scientific articles submitted to congress, conference, journals, books, book chapters: 20 or more;
- e) Participation in funded R&D projects: 2 or more;
- f) Supervision or co-supervision of Doctor's degree thesis or Master's degree dissertations or similar works established by the law (completed): 3 or more;

g) Author or co-author of scientific book with ISBN, except books which are the gathering of already published articles: 1 or more;

h) Author or co-author of book chapter, except books which are the gathering of already published articles: 2 or more.

7.1.2 – Pedagogical skills:

Lectured and coordinated curricular units, in the competition's area: 1 or more.

7.1.3 – Performance in other activities which are relevant for the mission of the HEI: Candidates must fill at least one of the following requirements:

a) Direction or Subdirection of Teaching and Research Organic Units;

b) Head of department (or similar structures);

c) Coordination of a degree granting a degree or a Professional Technical Course diploma.

7.2 – 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:

$$TSPP = (35\%SP + 5\%PRDP + 35\%ISC + 20\%AEP + 5\%SPot)$$

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) No 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 projects;

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, 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:

$$PS = (20\%LA + 10\%SGA + 30\%CPP + 20\%PMP + 20\%PI)$$

As follows:

1) Lecturing activities (LA), which assesses the candidate's experience in lecturing and coordinating curricular units in degrees granting a higher education 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.

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 an academic 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 candidate;

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 activities and scientific or technical 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 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula:

$$FC = (40\%TSPP + 40\%PS + 20\%RA).$$

7.2.5 - All subcriteria shall be assessed in a scale of 0 to 100 points and consider the curricular elements indicated in the attached assessment table.

7.2.6 - 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 following tiebreakers shall apply sequentially: 1) Best classification obtained in the subcriterion Scientific potential (SPot); 2) Best classification obtained in the subcriterion Pedagogical Innovation (PI).

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 – Carlos Alexandre Bento Capela, Full Professor of the School of Technology and Management of the Polytechnic Institute of Leiria, appointed under the terms of article no. 23(1)(a) of ECPDESP, and article(1)(a) of Order no. 10 10990/2010.

Permanent members:

Jacinto António Setúbal Vidigal da Silva, Associate Professor (with *Agregação*) of the University of Évora;

João Paulo da Torre Vieito, Professor (with *Agregação*) of the Polytechnic Institute of Viana do Castelo;

Maria Fernanda Ludovina Inácio Matias, Professor (with *Agregação*) of the University of Algarve;

Elisabete Mendes Duarte, Professor of the Polytechnic Institute of Leiria;

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

Substitute members:

Maria Elisabete Duarte Neves, Professor of the Polytechnic Institute of Coimbra;

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*.

May 31st of 2023. - President, Carlos Manuel da Silva Rabadão.

ANNEX

Assessment grid

TECHNICAL AND SCIENTIFIC AND PROFESSIONAL PERFORMANCE (TSPP) (40%)			
Subcriteria	Score (maximum)	(weight)	Curricular items to score
1) Scientific production (SP)	100	35%	Author or co-author of technical and scientific book and book chapters
			Publication of articles in peer-reviewed scientific journal
			Publication of technical and scientific articles in peer-reviewed proceedings of congresses
			Communications in conferences, congresses, seminars
			Awards or other scientific distinctions
2) Participation in R&D projects (PRDP)	100	5%	Coordination of research projects
			Participation in research projects
3) Intervention in the scientific community (ISC)	100	35%	Member of the editorial board of scientific journals
			Reviewer of scientific journals
			Key note speaker in conferences
			Member of scientific committees of technical and scientific congresses/seminars
			Supervision/co-supervision of Doctors' degree thesis (completed)
			Supervision/co-supervision of Master degrees' dissertations/projects/internships (completed)
			Examination of Doctor's degree thesis
			Examination of Master degrees' dissertations
			Member of juries of academic examinations
			Professional consulting activities
			Other merit activities recognized by the jury
4) Academic extension projects (AEP)	100	20%	Responsibility for service rendering activities
			Participation in service rendering activities
			Promotion of scientific and technological dissemination actions
			Lecturing of lifelong learning actions
5) Scientific potential (SPot)	100	5%	Work and career development plan (WCDP) presented by the candidate for the competition's area, aligned with the mission of ESTG of IPL

PEDAGOGICAL SKILLS (PS)
(40%)

Subcriteria	Score (maximum)	(weight)	Curricular items to score
1) Lecturing activities (LA)	100	20%	Quantity and quality of the teaching activities
			Chair/Coordination curricular units
2) Guidance and supervision activities (GSA)	100	10%	Supervision of undergraduate degrees' and TeSP internships, projects or final degree works, and extracurricular internships
			Examination of undergraduate degrees' internships, projects or final degree works
			Supervision of on-the-job training
3) Coordination of pedagogical projects (CPP)	100	30%	Participation in the creation and revision of new post-graduate, Master, and undergraduate degrees, and TeSP
			Organization of pedagogical events
			Participation in the organization of pedagogical events
			Report on the relevance and impact of the involvement in the developed pedagogical projects
4) Pedagogical material production (PMP)	100	20%	Development of handbooks and textbooks to support teaching
5) Pedagogical innovation (PI)	100	20%	Report proving the existence of pedagogical innovation on classes
			Pedagogical innovation presented in the Work and career development plan (WCDP) presented by the candidate

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

Subcriteria	Score (maximum)	(weight)	Curricular items to score
1) Course coordination and Head of Department structures (CCHD)	100	40%	Coordinator/Head of Department/Section
			Course coordinator of TeSP, undergraduate and Master degrees
			Member of a scientific commission of TeSP, undergraduate and Master's degrees
			Member of a Departmental Council/Section
			Report about the relevance of the performed duties and developed activities while in office
2 - Other duties in bodies or structures of HEIs (ODHEI)	100	40%	Other duties in bodies or structures of HEIs
			Report about the relevance of the performed duties and developed activities while in office
3) Other relevant activities (ORA)	100	20%	Participation in training activities and scientific, technical or artistic dissemination activities
			Member of other juries
			Coordination of research units registered in the FCT
			Evaluator in processes to assess the performance of the

			academic staff
			Responsibility for laboratories, workshops or specific classrooms
			Other activities considered relevant by the jury