

Polytechnic Institute of Leiria Public

Notice n. 2018/2023

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 2 November of 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 Professor Adjunto [senior lecturer], in the form of a employment contract in public functions for an indefinite term, for the subject area of Sociology - Information and Communication Technologies in Education and Tourism, 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 – Under the terms of Article 3(4) of the ECPDESP, the Professor Adjunto is responsible for collaborating with the Professores Coordenadores within a discipline or scientific area and, inter alia: conducting and teaching theoretical, theoretical-practical and practical classes; guiding, directing and monitoring internships, seminars and laboratory or field work; directing, developing and carrying out investment activities; scientific development and experimental development, in accordance with the general lines previously and higher defined in the respective discipline or scientific area; cooperate with the other teachers of the discipline or scientific area in the coordination of programmes, teaching methodologies

and general lines of research concerning the disciplines of this area.

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 - In compliance with article 17 of the ECPDESP, candidates may apply to the competition if they hold a PhD degree or the title of specialist, in the area for which the competition has been opened, or a related area. The specialist title mentioned in article 17 of the ECPDESP refers to the provisions of article 48 of Law no. 62/2007, of 10 September and Decree-Law no. 206/2009, of 31 August.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the PhD degree, 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.

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, mandatorily organized, respecting the structure and order of the selection and seriation criteria and final classification contained in item 7 of this announcement, integrating an index, with numbered annexes, chronologically organized from the most recent to the oldest, mandatorily respecting the order of the parameters and factors listed, in order to allow a better appreciation of the data presented;
- e) copy of the documents proving the facts indicated in the curriculum;
- 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 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 - Technical-scientific and professional performance (DTCP) in which the following criteria are considered, considering the relevance of the curricular elements submitted for the functions to be performed:

- 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 30% of the final classification, for a maximum of 100 points, results from the application of the following formula:  $DTCP = (PID + PC + OT + JAT + EP)$ ;

7.1.2 - The aforementioned criteria evaluated according to the attached scoring grid

7.2 - Pedagogical capacity of candidates (PC), in which the following criteria are considered, considering the relevance of the curricular elements submitted for the functions to be performed:

- a) Mastery of subject areas, subjects or curricular units taught and/or coordinated in the area for which the competition is open (LUC);
- b) Participation in the preparation of programs, manuals and support materials for teaching activities (PDP);
- c) Internship supervision or final course project (EFC);
- d) Other pedagogical activities (OAP).

7.2.1 — The classification to be assigned in this criterion, which represents 50% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $CP = (LUC + PDP + EFC + OAP)$ .

7.2.2 The above criteria are evaluated according to the annexed score 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) Exercise of management positions in management bodies and participation in bodies or structures of higher education institutions (CDG);
- b) Participation in networks, associations, working groups, programs, projects and/or community liaison activities, framed in the area in which the competition is opened (PP).

7.3.1 — The classification to be assigned in this criterion, which represents 20% of the final classification, to a maximum of 100 points, results from the application of the following formula:  $AR = (CDG + PP)$ , and the above criteria are evaluated according to the attached score grid.

7.3.2 - The above criteria are 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:  $CF = (0.30DTCP + 0.50CP + 0.20AR)$ , 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 - Pedagogical capacity of the candidates (CP);

2nd - In the event of a tie, the 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).

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:

President:

-Sérgio Miguel Franco Martins Leandro, Coordinating Professor with Habilitation of the Polytechnic Institute of Leiria;

José Manuel Henriques Simões, Professor, Associate Professor with Habilitation of University of Aveiro;

António Sérgio Araújo de Almeida, Coordinating Professor, with habilitation, of University of Lisboa;

Joaquim Gonçalves Antunes, Coordinating Professor with habilitation, Polytechnic Institute of Viseu;

Ana Paula Morais Pires Figueira, Coordinating Professor, Polytechnic Institute of Beja;

Cristina Maria de Jesus Barroco Novais, Coordinating Professor, Polytechnic Institute of Viseu;

Alternate members:

João Paulo da Conceição Silva Jorge, Coordinating Professor, Polytechnic Institute of Leiria;

Carlos Manuel Prudente Pereira da Silva, Associate Professor, Universidade Nova de Lisboa.

10 – In compliance with Article 9(h) 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 BEP (Public Employment Exchange), on the website of the Foundation for Science and Technology, in Portuguese and English and on the website of the Polytechnic of Leiria, in Portuguese and English, pursuant to Article 29b of the

ECPDESP.

2nd November, 2023. - The President, Carlos Manuel da Silva Rabadão

## ATTACHMENT

### Score grid

<b>1 — Technical-scientific and professional performance (DTCP) – 30% of the final classification</b>		
<b>Criteria</b>	<b>Curriculum items to evaluate</b>	<b>Punctuation</b>
		10 points
a) PID – coordination and collaboration in research and development projects is valued	i) i) For each participation as head researcher of a research and development project funded and approved in competitive tenders promoted by external entities (e.g. FCT, Horizonte Europa, PT2030 or similar)	7 points
	ii) ii) For each participation as head researcher in R&D services	5 points
	iii) iii) For each active participation (other than coordination) in a research and development project funded and approved in competitive calls promoted by external entities (e.g. FCT, Horizon Europe, PT2030 or similar)	4 points
	iv) iv) For each participation in the coordination and scientific guidance of a scientific research scholarship (BI) project	3 points
	v) v) For each active participation (other than coordination) in R&D services	2 points
	vi) vi) For each participation as head researcher of a research, innovation and development project financed and approved internally in a HEI	1 point
	<u>Maximum: 25 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) i) For each article published in scientific journals and conference proceedings indexed to Scopus	7 points
	ii) ii) For each monograph, book or E-book published	6 points
	iii) iii) For each book chapter published	3 points
	iv) iv) Each scientific article published in a peer-reviewed scientific journal, national or international, not indexed in Scopus	4 points
	v) v) For each scientific paper published in national or international conferences or scientific meetings, published in the respective proceedings, not indexed in Scopus	3 pontos
	vi) vi) For each paper presented at a scientific conference or international scientific meeting	3 points
	vii) vii) For each paper presented at a national conference, scientific meeting or seminar	2 points
	viii) viii) For each paper reviewed (reviewer activity) or evaluator for a conference or scientific publication	1 point
	ix) ix) For each presence on the Editorial Board, Scientific Board, Scientific Committee, Advisory Editorial Board or Editorial Body of a journal,	1 point
	<u>Maximum: 30 points</u>	

	scientific publisher or conference	
c) (OT): supervision or co-supervision of dissertations or theses leading to the attribution of an academic degree is valued	i) i) For each supervision or co-supervision of a thesis leading to the degree of doctor already concluded ii) ii) For each supervision or co-supervision of a thesis leading to a doctoral degree that is in progress iii) iii) For each supervision or direction of a dissertation, project or internship leading to a Master's degree already concluded iv) iv) For each supervision or supervision of a dissertation, project or internship leading to a Master's degree already concluded	4 points 3 points 2 points 1 point
<u>Maximum: 10 points</u>		
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	i) i) For each discussion of a thesis leading to the award of a Doctoral degree ii) ii) For each participation in a jury of public examinations for the awarding of the title of specialist under the terms of ECPDESP iii) iii) For each dissertation, project or internship report dissertation that leads to the awarding of a Master's degree as a debater iv) iv) For each participation in a jury (president or member) of a dissertation, project or internship report leading to the award of a master degree v) v) For each participation in other juries, such as final degree work, research grants, public competitions or others of academic relevance	5 points 4 points 3 points 2 point 1 point
<u>Maximum: 15 points</u>		
e) (EP): professional experience in the subject area of the contest is valued	i) i) For each year of teaching experience in the disciplinary area, or related one, of the competition ii) ii) For each year of professional activity in the disciplinary, or related, area of the competition	6 points 2 points
<u>Maximum: 20 points</u>		
<b>2 — Pedagogical capacity of candidates (CP) – 50% of the final classification</b>		
<b>Criteria</b>	<b>Curriculum items to evaluate</b>	<b>Punctuation</b>
a) (LUC): mastery of subject areas and responsibility in teaching curricular units or subjects is valued	i) i) For each course unit or subject coordinated and taught by the candidate in the subject area or related area of the competition ii) ii) For each course unit or subject in which the candidate collaborated with the person responsible for that discipline, in its teaching in the disciplinary area, or related one, of the competition	5 points 2 points
<u>Maximum: 45 points</u>		
b) (PDP): the production of pedagogical documents is valued	i) i) For each subject where the candidate developed support material/manuals/compilation of information to support theoretical or theoretical-practical lessons in the subject area or related one of the competition ii) ii) For each curricular unit where the candidate was responsible for the preparation of the syllabus	3 points 2 points
<u>Maximum: 35 points</u>		
c) (EFC): guidance or supervision of internships and/or final course projects is valued	i) i) For each coordination or supervision of a Master's internship or final project of a degree course, completed or in progress ii) ii) For each coordination or supervision of internship or final project of the TeSP course, concluded or in progress	5 points 4 points
<u>Maximum: 10 points</u>		



d) (OAP): pedagogical experience in other levels and types of education is valued	i)	i) For each year of professional experience in teaching at levels and types of education other than higher education	5 points
	ii)	ii) For each 50 hours of professional training taught	4 points
<u>Maximum: 10 points</u>			

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

Criteria	Curriculum items to evaluate		Punctuation
a) (CDG): the exercise of management positions and in management bodies and participation in bodies or structures is valued	i)	i) For each year of office held as Chairman or Director in management bodies of institutions or organic units of higher education institutions	8 points
	ii)	ii) For each year of office fulfilled as Course Coordinator or member of management bodies of an institution or of organic units of a higher education institution	7 points
	iii)	iii) For each year of exercise in institutional structures, such as coordination of departments, quality and assessment committees, research groups, work groups, coordination of pedagogical laboratories, scientific and pedagogical committees, or their correspondents	5 points
<u>Maximum: 40 points</u>			
b) (PP): the participation in projects or activities of a practical nature or scientific dissemination, within the area in which the competition is open is valued	i)	i) For each participation in a project and/or activity, as responsible	5 points
	ii)	ii) For each participation in a project and/or activity, as a collaborator	3 points
<u>Maximum: 60 points</u>			