

Public Notice

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 of Leiria, published in the *Diário da República*, 2nd series, no. 127, dated July 2nd 2010, amended by Regulation no. 211/2024, published in the *Diário da República*, 2nd series, no. 36, dated February 20th 2024, the Order no. 10990/2010 makes public that, under an order issued in August 6th 2024, by the President of the Polytechnic of Leiria, Professor Carlos Manuel da Silva Rabadão, in accordance with a proposal of the Director of the School of Technology and Management of the Polytechnic of Leiria, a competition for the recruitment of a *Professor Coordenador Principal* [full professor], who will be given a public service contract of unspecified duration, in the field of Accountancy in the School of Technology and Management, 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. 9-A(1) of *ECPDESP*, the *Professor Coordenador Principal* 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. The *Professor Coordenador Principal* is also responsible for the development of cross-sector coordination activities.

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. 9-A(3) of *ECPDESP*, only those who hold a Doctor’s degree, obtained at least five years before this competition, and have an *agregação* [aggregation] title or a legal equivalent, may apply.

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 completed by the application deadline.

6 - Language or languages that candidates must master: Candidates must master spoken and written Portuguese.

7 - Application procedure.

7.1 - Applications are made by presenting a requirement addressed to the President of the Polytechnic of Leiria, and may be presented in person at the Headquarters of the Polytechnic of Leiria - Expedient and Archive Office, or sent by mail (registered letter with return receipt requested) to the following address of the Polytechnic 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.

7.2– Applications' requirements are made in paper, by presenting a duly dated and signed competition admission form (available at https://www.ipleiria.pt/politecnico/servico_gestao_pessoas/concursos-e-contratos/carreira-docente/), that must be printed and duly signed by the candidate, handwritten or via a qualified electronic signature. In the latter case the original must also be presented in electronic form.

7.3 - 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 and the title of *agregado*, 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. 8 of this Public Notice;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitae*;
- f) 1 copy of the scientific and pedagogical work and career development plan for the next five years, specifying how the candidate 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 of Leiria, and, in the scientific part, it must also reflect the alignment with the mission of the Centre Of Applied Research In Management And Economics (CARME), of the Polytechnic Institute of Leiria;
- g) 1 copy of the subject report, which shall include the programme, framework for the subject, and working method, recommended bibliography, and quality of the comments about it, and other additional elements, which are considered relevant for the subject, or one of the subjects, in the competition's area;
- h) List with the exact identification of all documents submitted.

7.4 - The candidate must provide a copy of the documents mentioned in no. 7.3 and the competition admission form, when signed via a qualified electronic signature, in a duly identified digital recording device (CD/DVD/PEN), and must make sure the files are readable.

7.5 – The documents indicated in no. 7.3 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).

7.6 - 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.

7.7 - 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.

7.8 - The non-presentation or illegibility of the documents related to the *curriculum vitae* of the candidate will lead to the exclusion of those aspects.

7.9 - 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.

7.10 - 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.

8 - 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):

8.1 – Approval with absolute merit: Candidates are considered approved with absolute merit when they meet all of the following requirements, established by the Technical and Scientific Board of ESTG:

- 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, namely he successfully completed supervision/co-supervision of at least one Doctor's degree;
- b) Peer-reviewed scientific publications, in the competition's area;

c) Coordination and lecturing of curricular units in the competition's area;

d) Direction or Subdirection of Teaching and Research Organic Units or Head of Department (or similar structures) or Course Coordinator of degrees granting a higher education degree or diploma.

8.2 – 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:

8.2.1- 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);

8.2.1.1 - The classification to be awarded for this criterion represents 40% of the final classification, and is obtained by using the following formula:

$$TSPP = (50\%SP + 10\%PRDP + 20\%ISC + 10\%AEP + 10\%SPot);$$

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;
- 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 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 and the Centre Of Applied Research In Management And Economics (CARME) of the Polytechnic of Leiria, in the competition's area, considering the five-year work and career development plan presented by the candidate.

8.2.2 - 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);
- 6) Subject report (SR);

8.2.2.1 - The classification to be awarded for this criterion represents 40% of the final classification, and is obtained by using the following formula:

$$PS = (40\%LA + 20\%SGA + 10\%CPP + 10\%PMP + 10\%PI);$$

As follows:

- 1) Lecturing activities (LA), which assesses the candidate's experience in lecturing and coordinating curricular units in Master's and undergraduate degrees, TeSP, and other training with scientific relevance, in the competition's area, considering the extension and quality of the lecturing;
- 2) Supervision and guidance activities (SGA), which assesses students' supervision, tutoring and guidance activities performed by the candidate in the competition's area;

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, , including awards or other distinctions, 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 of Leiria, considering the five-year work and career development plan presented by the candidate;

6) Subject report (SR), which assesses the clarity of the structure, and the quality of the text, the content update, and the adequacy of the programme, including the framework for the subject, the proposed working method, the recommended bibliography, and the quality of the comments about it, and other additional elements, which are considered relevant.

8.2.3 - 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) Head of Department (HD);

2) Course Coordinator (CC);

3) Other duties in bodies or structures of HEIs (ODHEI);

4) Other relevant activities (ORA);

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

$RA = (30\%HD + 30\%CC + 20\%ODHEI + 20\%ORA)$;

As follows:

1) Head of Department (HD), which assesses the candidate's participation as head of department and other similar structures, considering the duration and complexity of the tasks developed by the candidate;

2) Course Coordinator (CC), which assesses the candidate's participation as course coordinator of degrees granting a higher education degree or diploma, considering the duration and complexity of the tasks developed by the candidate;

3) 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;

4) 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 as evaluator in processes to assess the performance of the academic staff, member of a jury to hire non-academic staff, member of a jury 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*, and responsibility for laboratories, workshops or specific classrooms.

8.2.4 - Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula:

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

8.2.5 – All subcriteria assessed in the selection and seriation criteria are graded in a numerical scale from 0 to 100 points.

8.2.6 - All results are presented rounded to one decimal place.

8.2.7 - 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.

8.2.8 – 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 Supervision and guidance activities (SGA).

9 - 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.

10 - Members of the jury:

President – Eugénio Pereira Lucas, 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:

Francisco José Alegria Carreira, Full Professor of the Polytechnic Institute of Setúbal;

Ana Isabel Abranches Pereira de Carvalho Morais, Full Professor of the University of Lisboa;

Manuel Emílio Mota de Almeida Delgado Castelo Branco, Full Professor of the University of Porto;

Maria José da Silva Fernandes, Full Professor of the Polytechnic Institute of Cávado and Ave;

Graça Maria do Carmo Azevedo, Full Professor of the University of Aveiro.

Substitute members:

Bruno José Machado Almeida, Full Professor of the Polytechnic Institute of Coimbra;

Elisabete Fátima Simões Vieira, Full Professor of the University of Aveiro.

10.1 - In case of impediment or absence, the president of the jury is replaced by the member Maria José da Silva Fernandes.

11 - 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.

12 - In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27th 2016, on the protection of natural persons with regard to the processing of personal data and the free movement of such data (General Data Protection Regulation), the data collected is processed exclusively for the processing of the application and hiring of the selected candidate.

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

17th December of 2024. President, Carlos Manuel da Silva Rabadão.