

Public Notice no.650/2015.

1 — Within the terms of Career Statutes For Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree Law no. 185/81, of 1 July, amended by Decree-Laws no.69/68, of 3 March and 207/2009, of 31 August, and by Law no. 7/2010, of 13 May, and in accordance with the Regulation of Recruitment and Hiring of Career Teaching Staff of the Polytechnic Institute of Leiria, published in the *Diário da República* 2nd series, no. 127, of 2 July 2010, through Official Order no. 10990/2010, it is made public that, through Official Order of the President of the Polytechnic Institute of Leiria, in accordance with the proposal issued by the Director of the School of Education and Social Sciences, a competition based on qualifications for the recruitment of an Adjunct Professor, who will be given a public service contract of unspecified duration, 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*, for the subject area of Financial Economics (Public Policies for Social Protection), at the School of Education and Social Sciences of the Polytechnic Institute of Leiria – 1 vacancy.

2 — Validity period: this competition is exclusively for the filling of the above mentioned vacancy, and will finish when the respective admission is complete.

3 — Functional content of the category:

3.1 — It is the responsibility, namely, of the teachers of polytechnic higher education, pursuant to article no. 2-A of ECPDESP, to provide the teaching service that is assigned to them and to guide and supervise students; to conduct research activities of cultural creation or of experimental development; to participate in tasks of development, scientific and technological dissemination and appreciation of economic and social knowledge and to participate in the management of the respective institutions of higher education.

3.2 — Within the terms of no. 4 of article 3 of ECPDESP, the Adjunct Professor is responsible for collaborating with coordinating professors within the scope of a subject or scientific area and, in particular to: conduct and teach theoretical, theoretical-practical and practical classes; supervise, guide and monitor internships, seminars and laboratory or field work; manage, develop and carry out scientific research and experimental development activities, in accordance with the general lines previously laid down by superiors within the scope of the respective subject or scientific area; cooperate with other professors of the subject or scientific area in the coordination of programmes, teaching methodologies and general lines of research with regard to the subjects of that area.

4 — Remunerative position (article no. 35, no. 1, of ECPDESP): “The remuneration system applicable to career professors and additionally hired teaching staff is governed by a specific law.”

5 — Admission requirements:

5.1 — Within the terms of article no. 17 of Law no. 35/2014, of 20 June, and of article no. 12-E of ECPDESP, only candidates who, up to the date limit for submitting applications, satisfy all of the following general requirements may apply:

- a) Be over the age of 18;
- b) Not be inhibited from carrying out public service nor be forbidden to carry out the functions for which they are applying;
- c) Have physical robustness and the psychological profile required to carry out the functions for which they are applying;
- d) Have complied with the compulsory vaccination laws.

5.2 — In compliance with article no.17 of ECPDESP, those who hold a doctorate degree or the title of specialist in the area or an area related may apply.

5.3 — Candidates holding foreign qualifications must prove the recognition, equivalence or record of the doctorate degree, pursuant to applicable legislation.

6 — Application procedure:

6.1 — Applications must be presented personally, in which case a receipt will be given, or by registered post, with acknowledgement of receipt, sent to the following address of the Polytechnic Institute of Leiria: Rua General Norton de Matos, Apartado 4133, 2411 – 901 Leiria, up to the limit date set for applications as specified in no.1 of this Public Notice.

6.2 — Applications must be presented with a competition admission request, addressed to the President of the Polytechnic Institute of Leiria, which must include: full name, date of birth, sex, nationality, civil and tax identification numbers, postal and electronic addresses, telephone number, academic qualifications, professional category and position currently held (if applicable), indication of competition being applied for, Public Notice number, with mention of the *Diário da República* in which it was published, as well as a list of the documents which accompany the request.

6.3 — Candidates must also send the following duly numbered and identified documents with their request:

- a) Photocopy of identity card/citizen card (foreign civil identification document (E.U./Passport);
- b) Photocopy of tax identification number (in the event that the candidate does not have a citizen card);
- c) Photocopy of academic and professional qualification certificate or other suitable document which is legally recognized for the purpose;
- d) Declaration, in a sworn statement, on the status with regard to each of sub-paragraphs a), b), c) and d) of no. 5.1 of this Public Notice;
- e) Document attesting that the candidate meets the legal conditions referred to in no. 5.2 and 5.3 (if applicable) of this Public Notice.
- f) 2 copies of their *curriculum vitae*, duly dated and signed, organized in accordance with the selection and seriation criteria and assessment system and final classification as laid out in no. 7 of this Public Notice;
- g) 2 copies of the documents attesting the facts stated in candidate's *curriculum vitae*.

6.4 — With regard to the documents mentioned in sub-paragraphs f) and g) one copy must be provided on paper and the other copy must be provided in a non-editable format (pdf) on a duly identified digital recording device (CD/DVD/PEN).

6.5 — The presentation of the documents referred to in sub-paragraph g) is not required for candidates who work at the School of Education and Social Sciences of the Polytechnic Institute of Leiria, as long as they expressly state in their requests that the documents are filed in their individual file.

6.6 — The documents must be presented in Portuguese or English (or exceptionally in another foreign language, after deliberation by the jury, who in this case may require the translation of the documents).

6.7 — The non-presentation of the documents required by this Public Notice or presentation after the time period stipulated in no.1 of this Public Notice will lead to the exclusion of the application.

6.8 — The non-presentation of the documents relating to the *curriculum vitae* presented by the candidate will lead to those aspects being excluded from consideration.

6.9 — The presentation of false documents will lead to immediate exclusion from the competition and reporting of the fact to the competent authority for purposes of criminal prosecution.

6.10 — The documents provided by candidates can be returned upon request, one year after the termination of this competition, except in the event that this competition has been subject of judicial impugnation. In this situation, the return of documents may only take place after the jurisdictional decision has become final.

7 — Selection and seriation criteria and assessment system and final classification (stipulated in accordance with the terms of articles no. 11, no.2, paragraph a) and no. 18, no. 1, paragraphs l) and m) and no. 2 and 3 of Official Order No. 10 990/2010):

7.1 — Scientific-technical and professional performance (DTCP) in which the following must be considered:

- i) Scientific production, publications, communications and conferences (PC);
- ii) Supervision of works leading to academic degrees (OT);
- iii) Participation in juries of academic examinations (JPA);
- iv) Activities of professional nature considered relevant to the functions to be performed (AP);
- v) The award of scholarships (AB).

7.1.1 — The classification to be awarded for this criterion, which represents 30% of the final classification, to a maximum of 100 points, and results from the application of the following formula:

$$DTCP = (PC+OT+JPA+AP+AB)$$

Being the above parameters assessed as follows:

- i) PC: scientific production and its sharing with the scientific community to the area where the competition is open or related area or other area relevant to the mission of the institution with a maximum of 25 points, is scored as follows:

- a) For each book published:

- a.1) in the area where the competition is open - 5 points;

- a.2) in the related area or other area relevant to the mission of the institution – 2,5 points;

- b) For each book chapter published:

- b.1) in the area where the competition is open - 3 points;

- b.2) in the related area or other area relevant to the mission of the institution – 2 points;

- c) For each article published in the minutes of international conferences or scientific meetings in the area or related area or other area relevant to the mission of the institution - 2 points;

- d) For each article published in the minutes of national conferences or scientific meetings in the area or related area or other area relevant to the mission of the institution - 1 point;

- e) For each oral presentation at conferences or scientific meetings in the area or related area or other area relevant to the mission of the institution - 1 point.

- ii) OT: the supervision or co-supervision of academic works leading to an academic degree, with a maximum value of 25 points, is scored as follows:

- a) For each supervision or co-supervision of thesis/project/internship report leading to the award of master's degree already completed - 3 points;

- b) For each supervision or co-supervision of internship report leading to the award of undergraduate degree already completed - 1 point.

- iii) JPA: the participation and the role played in examination juries of theses/projects/reports leading to the award of academic degree, with a maximum value of 15 points, is scored as follows:

- a) For each examination of thesis/project/report leading to the award of master's degree – 2,5 points;

- b) For each examination of internship report leading to the award of undergraduate degree – 0,25 points;
- iv) AP: the professional experience, relevant to the functions to be performed, with a maximum of 25 points, is scored as follows:
 - a) For every full year of professional experience in business context – 1,5 points;
 - b) For every full year of professional experience in teaching functions in higher education institution units in the area that the competition is open (full years of teaching service at full-time) — 2,5 points;
- v) AB: the award of scholarships of academic and scientific nature with a maximum of 10 points, is scored as follows:
 - a) For each academic or scientific scholarship obtained – 5 points;
 - b) For each scholarship obtained for teaching/training mission – 2,5 points.

7.2 — Candidate's pedagogic ability (CP), in which should be considered:

- i) Pedagogical experience in coordinating and/or teaching of curricular units (EPUC);
- ii) Participation in the development of programmes (PEP);
- iii) Supervision of internships (SE);
- iv) Production of teaching materials (PMP);
- v) Exercise of other educational activities (OAP).

7.2.1 - The classification attributed to this criteria represents 50% of the final classification, to a maximum of 100 points, and results from the application of the following formula:

$$CP = (EPUC + PEP + SE + PMP + OAP)$$

Being the above parameters assessed as follows:

- i) EPUC: the pedagogical experience and the mastery of the subject areas, subjects or curricular units of the area that the competition is open or related area and in other area relevant to the mission of the institution, coordinated and/or taught, with a maximum of 30 points, are scored as follows:
 - a) For each curricular unit or subject coordinated or co-coordinated – 1,5 points;
 - b) For each curricular unit or subject fully taught in classroom-based courses - 3 points;
 - c) For each curricular unit or subject fully taught in b-learning scheme courses - 2 points;
- ii) PEP: the participation in the preparation, revision or adaptation of curricular units' programmes of the area that the competition is open or related area or other area relevant to the mission of the institution, with a maximum of 15 points, is scored as follows:
 - a) For each programme developed - 2 points;
 - b) For each programme reviewed or adapted - 1 point.
- iii) SE: the supervision and monitoring of internships of undergraduate courses, with a maximum of 25 points, are scored as follows:

- a) For each supervision of completed internship – 0,5 points;
 - b) For each different internship institution — 0,5 points.
- iv) PMP: the production of teaching materials for each curricular unit or subject of the area that the competition is open or related area or other area relevant to the mission of the institution, with a maximum of 15 points, are scored as follows:
- a) For each curricular unit or subject of classroom-based courses in which the candidate has developed teaching materials that cover at least half of the syllabus - 2 points;
 - b) For each curricular unit or subject of b-learning scheme courses in which the candidate has developed teaching materials that cover at least half of the syllabus - 3 points;
- v) OAP: the pedagogical experience of curricular units or subjects of the area that the competition is open or related area or other area relevant to the mission of the institution, in levels and types of education other than higher (Technological Specialization Courses), with a maximum of 15 points, is scored as follows:
- a) For each curricular unit or subject coordinated or co-coordinated – 1,5 points;
 - b) For each curricular unit or subject taught - 2 points.

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

- i) Carrying out positions in bodies or structures of the institution (ECOEI);
- ii) Participation in projects or activities considered strategic for the institution (PPAEI);
- iii) The coordination or direction of courses, departments and/or participation in scientific and/or pedagogical commissions (CCDCP).

7.3.1 - The classification attributed to this criteria represents 20% of the final classification, to a maximum of 100 points, and results from the application of the following formula:

$$\text{ARMIES} = (\text{ECOEI} + \text{PPAEI} + \text{CCDCP})$$

Being the above parameters assessed as follows:

- i) ECOEI: the exercise of functions in collegial bodies of scientific, pedagogical or representative nature (Technical-Scientific Council, Pedagogical Council, Representatives Council or corresponding university bodies) and in structures of the institution, with a maximum of 40 points, is scored as follows:
 - a) Diversity of duties in bodies of the institution – 10 points for each body or organic unit;
 - b) Exercise time carried out in bodies of the institution -7,5 points for each year of mandate fulfilled in each body or functional unit.
- ii) PPAEI: the participation in projects or activities considered strategic for the institution, with a maximum of 35 points, is scored as follows:
 - a) Participation in the development of projects or activities considered strategic for the institution:

- a.1) For each participation in working group aimed at increasing the training offer - 5 points;
- a.2) For each participation in working groups for the development of new study plans and restructuring of courses – 5 points;
- a.3) For each Technological Specialization Course coordinated - 5 points.
- b) Involvement in activities for the promotion of the institution or its training offer - 3 points for each activity.
- c) Involvement in projects and/or knowledge transfer activities considered strategic by the institution:
 - c.1) For each participation in working groups with relevance to the mission of the institution - 5 points;
 - c.2) For each participation as a member of organizing committee of conference/seminar/open class with relevance to the mission of the institution - 1 point;
 - c.3) For each opinion issued on the viability of business projects – 1 point.

iii)CCDCP: the exercise of functions in structures of coordination or direction of courses, departments and/or participation in scientific-pedagogical commissions or corresponding structures, with a maximum of 25 points, is scored as follows:

- a) Diversity of tasks performed in the institution's structures – 5 points for each coordination or direction of course, department or participation in scientific-pedagogical commission;
- b) Exercise time served in the institution's structures – 5 points for each year of mandate exercise in functions of coordination of courses, departments or participation in scientific-pedagogical commissions.

7.4 — In their documented appreciation, the jury will also take into consideration the stipulations of article 26 of Official Order No 10 990/2010, in the event that candidates fall within the conditions referred to therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0,30DTCP + 0,50CP + 0,20ARMIES)$, considering approved on absolute merit the candidates with a final classification equal to or greater than 50 points, and not approved the candidates with a final classification lower than that score. In the event of the final classification of all the candidates to the competition being less than 50 points, the jury may review the minimum approval score on absolute merit. All results will be presented to one decimal place.

7.6 - In case of a tie in the classification between candidates, the following criteria will be applied successively:

- a) Doctorate in the area that the competition is open;
- b) Supervision of internships;
- c) Books and book chapters in the area that the competition is open.

8 — Public Hearing: The jury, in the presence of the applications, may decide to conduct public hearings pursuant to the terms of article 28 of Official Order no. 10 990/2010.

9 — Members of the jury (appointed pursuant to article no. 9 and no. 10 of Official Order no. 10990/2010):

President:

- Professor João Paulo dos Santos Marques, Vice-president of the Polytechnic Institute of Leiria.

Permanent members:

- Professor Rui Pais de Almeida, Coordinating Professor of the Polytechnic Institute of

Lisboa;

- Professor Luís Lima Santos, Coordinating Professor of the Polytechnic Institute of Leiria;
- Professor Elisabete Fernanda Mendes Duarte, Coordinating Professor of the Polytechnic Institute of Leiria
- Professor Maria da Conceição da Costa Marques, Coordinating Professor of the Polytechnic Institute of Coimbra;
- Professor Sónia Maria da Silva Monteiro, Coordinating Professor of the Polytechnic Institute of Cávado and Ave;

Alternate member:

- Professor Maria João Major, Associate Professor of the University Institute of Lisbon.
10 — In compliance with sub-paragraph h) of article no. 9 of the Constitution of the Portuguese Republic, the 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, fostering it in order to avoid all and any form of discrimination.

11 — The present competition will also be published in BEP (Public Employment Pool), on the website of the Science and Technology Foundation, in Portuguese and English and on the website of the Polytechnic Institute I.P., in Portuguese and English, pursuant to article no.29-B of the ECPDESP.

Leiria, 6 July 2015. The President, *Nuno André Oliveira Mangas Pereira*.