

Public Notice no.225/2016.

1 — Within the terms of Career Statutes For Teaching Staff in Polytechnic Higher Education (ECPDESP), approved by Decree-Law no. 185/81, of 1st of July, amended by Decree-Laws no.69/88, of 3rd of March and 207/2009, of 31st of August, and by Law no. 7/2010, of 13th of 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 2nd of July 2010, through Official Order no. 10990/2010, it is made public that, through Official Order, of 22nd of July 2015, of the President of the Polytechnic Institute of Leiria, in accordance with a proposal issued by the Director of the School of Tourism and Maritime Technology, a competition based on qualifications for the recruitment of a Coordinating 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 Biology – Marine Biodiversity, at the School of Tourism and Maritime Technology 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, cultural creation, or experimental development activities; to participate in outreach tasks, scientific and technological dissemination and economic and social knowledge valorization, in addition to participating in the management of the respective institutions of higher education.

3.2 — Within the terms of no. 5 of article no. 3 of ECPDESP, to 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, in particular to: conduct and teach theoretical, theoretical-practical and practical classes; supervise, guide and monitor internships, seminars and laboratory or field work; supervise the educational, scientific and technical activities of the adjunct professors of the respective subject or scientific area; cooperate with other Coordinating Professors of the subject or scientific area in the coordination of course syllabus, teaching methodologies and general lines of research with regard to the subjects of this area and manage, develop and carry out

scientific research and experimental development activities within the scope of the respective subject or scientific area.

4 — Salary (article 35.º, n.º 1, ECPDESP): Decree-Law no. 408/89, of the 18th of November, amended by Decree-Laws no.76/96, of 18th of June and Decree-Law no. 124/99, of 20th of April and Decree-Law no. 373/99, of 18th of September.

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 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, can apply to the competition who hold a PhD degree or title of specialist, obtained for more than five years, in the area or related area of the competition.

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 — Application procedure:

6.1 — Applications must be submitted in person, or by mail (registered letter), sent 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.

6.2 — Applications are made by presenting a competition admission request, using the application form available on the internet page of the Polytechnic Institute of Leiria (www.ipleiria.pt), addressed to the President of the Polytechnic Institute of Leiria, dated, signed and initialled, which must include: full name, date of birth, gender, nationality, civil and tax identification numbers, address, email, telephone number, academic

qualifications, professional category and position currently held (if applicable), indication of the competition, the number of the Public Notice, with the reference of the Diário da República in which it was published, as well as a list of the documents sent with 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) Statement, under oath, to provide on the form referred to in section 6.2 of this notice, on the status with regard to each of the subparagraphs a), b), c) and d) of section 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 documents must be presented in Portuguese, Spanish or English. If the documents attesting the facts stated in the curriculum vitae are written in another language a translation to Portuguese, Spanish or English must be provided.

6.6 — The non-presentation of the documents attesting the requirements mentioned in the sections 5.1, 5.2 and 5.3 (if applicable) of 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.

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

6.8 — 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.

6.9 — The documents provided by the candidates will be returned upon request, one year after the conclusion of this competition, except in the event that this competition has been the subject of judicial impugnation, in which case 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 11(2), a) and 18(1), 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:

- a) Research and development projects (PID);
- b) Scientific production, publications, communications and conferences (PC);
- c) Supervision of works leading to academic degrees (OT);
- d) Participation in juries of academic examinations leading to academic degrees (AT);
- e) Relevant professional experience in the subject area of the competition, or related areas (EP).

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

$$DTCP=(PID+PC+OT+AT+EP)$$

Being the above parameters assessed as follows:

Research and development projects - PID: active participation in research and development projects, with a maximum of 35 points, is scored as follows:

- a) As principal investigator of research and development project or R&D services - 6 points.

- b) For each active participation (other than coordination) in research and development project or R&D services – 3 points

Scientific production, publications, communications and conferences - PC: scientific production and sharing with the scientific community, in the subject area or related areas, with a maximum of 40 points, is scored as follows:

- a) For each scientific article in international journal with peer review, included in SCI - Science Citation Index - 3 points; adding 0.5 points if first author or corresponding author;
- b) For each book published – 2,5 points
- c) For each book chapter published– 2 points
- d) For each scientific abstract in international journal with peer review, included in SCI - Science Citation Index – 1,5 points
- e) For each scientific article in national or international journal with peer review, not included in SCI - Science Citation Index - 1 points
- f) For each scientific article in conference or international scientific meeting published in the respective proceedings - 1 points;
- g) For each oral presentation in international scientific meeting or seminar – 0,75 points;
- h) For each panel presentation in international scientific meeting or seminar – 0,5 points;
- i) For each oral presentation in national scientific meeting or seminar – 0,5 points;
- j) For each panel presentation in national scientific meeting or seminar – 0,25 points.

Supervision of works leading to academic degrees - OT: the supervision or co-supervision of theses or dissertations leading to an academic degree, in the subject area that the competition is open, or related areas, with a maximum of 10 points, is scored as follows:

- a) For each supervision or co-supervision of a PhD thesis, already concluded - 5 points;
- b) For each supervision or co-supervision of master thesis, already concluded - 3 points.

Participation in juries of academic examinations leading to academic degrees - AT: the participation and role in juries of academic examinations leading to academic degrees, in the subject area or related area, with a maximum value of 10 points, is scored as follows:

- a) For each participation in juries, as examiner, of PhD degree – 2,5 points.
- b) For each participation on juries, as examiner, of Master degree - 1 point;
- c) For each participation on juries, as examiner, of final undergraduate courses project – 0,5 points.
- d) For each participation in juries of Master degree or PhD degree – 0,5 points

Relevant professional experience in the subject area of the competition, or related area – EP: the professional experience with relevance in the subject area of the competition, or related area, with a maximum value of 5 points, is scored as follows:

For each year of professional experience in the competition's area or a similar area – 2 points.

7.2 — CANDIDATES' PEDAGOGICAL ABILITY (CP), in which the following must be considered:

- a) The mastery of subject areas, disciplines or courses lectured (LUC):
- b) Participation in the preparation of programmes, manuals and support materials for teaching activities (PDP);
- c) The coordination or supervision of undergraduate degree's final internship (EFC);

7.2.1 — The classification to be awarded for this criterion, which represents 40% of the final classification, to a maximum of 100 points, results from the application of the following formula:

$$CP=(LUC+PDP+EFC);$$

Being the above parameters assessed as follows:

The mastery of subject areas, disciplines or courses lectured - LUC: the mastery of subject areas and the coordination and teaching of courses, with a maximum value of 45 points, is scored as follows:

- a) For each master degree curricular unit coordinated and/or fully lectured – 5 points;
- b) For each undergraduate curricular unit coordinated and/or fully lectured – 4 points;
- c) For each master degree curricular unit in which the applicant collaborated with the responsible for the same in teaching – 2 points;
- d) For each undergraduate curricular unit in which the applicant collaborated with the responsible for the same in teaching – 1 point.

Participation in the preparation of programs, manuals and support materials for teaching activities - PDP; the preparation of teaching materials, with a maximum value of 40 points, is scored as follows:

- a) For each curricular unit in which the applicant was responsible for the preparation of the programs – 2,5 points.
- b) For each curricular unit in which the candidate has developed support materials - 2 points

The coordination or supervision of undergraduate degree's final internship - EFC: the coordination or supervision of undergraduate degree's final internship, with a maximum value of 15 points, is scored as follows:

For each internship coordination or supervision – 2 points.

7.3 - OTHER ACTIVITIES RELEVANT TO THE MISSION OF THE HIGHER EDUCATION INSTITUTION WHICH HAVE BEEN DEVELOPED BY THE CANDIDATES (AR), in which the following must be considered:

- a) Carrying out executive positions and in management bodies (CDG);
- b) Member of other organs of the Institution or in its functional units or in supporting structures of Higher Education Institutions (OFI);
- c) The coordination or development of projects and / or activities considered as strategic for the institution (PE).

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

$$AR=(CDG+OFI+PE)$$

Being the above parameters assessed as follows:

Carrying out executive positions and in management bodies - CDG: the exercise of executive functions in executive positions of higher education institutions or their organizational units, with a maximum value of 50 points, is scored as follows:

- a) For each year of exercise of executive functions in executive positions of higher education institutions or their organizational units - 8 points for each full year
- b) For each year of mandate as President in other management bodies of the institution or organizational units of the institution, such as the Scientific Council, the Technical-Scientific Council, the Pedagogical Council, the Assembly of Representatives or the Council of Representatives - 5 points for each full year.

Member of other organs of the Institution or in its functional units or in supporting structures of Higher Education Institutions – OFI: the exercise of mandates or functions ahead of organs, supporting structures, or other structures to support the activities of the institution, with a maximum of 45 points, is scored as follows:

- a) For each year of mandate as a member of the parliamentary bodies or units of the institution, including the coordination of courses - 3 points for each full year;

- b) For each year in other structures of the institution, such as coordination of departments, scientific and educational committees, quality and evaluation committees, M23 evaluation juries or other supporting structures – 1 point.

The coordination or development of projects and / or activities considered as strategic for the institution – PE: the participation in projects, knowledge transfer activities, scientific dissemination activities or others considered strategic by the institution, with a maximum value of 5 points, is scored as follows:

For each project and / or activity organized – 0,25 points.

7.4 – In their documented appreciation, the jury should also take into consideration the terms 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: $CF = (0,30DTCP+0,40CP+0,30AR)$, 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. All results are presented and rounded to one decimal place.

7.6 - In case of a tie between candidates, after obtaining the final classification, the successive application of the following criteria will be applied successively: 1 - Best score obtained in the criterion: Member of other organs of the Institution or in its functional units or in supporting structures of Higher Education Institutions (OFI); 2 – Subsisting the tie, the overall score in the criterion: Carrying out executive positions and in management bodies (CDG). In applying the above criteria the limit resulting from the application of the final classification formula are not considered.

8 — Public Hearing: The jury, in the presence of the applications, may decide to conduct public hearings in accordance to the terms of article 28, nº 4, of Official Order no. 10 990/2010. If it is necessary to hold these public hearings, it will take place between 20 and 70 days after the deadline for submission of applications, being all applicants informed about the date and place where such public hearings will take place, with five days in advance.

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

President:

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

Permanent members:

João Carlos de Sousa Marques, Full Professor of the University of Coimbra;

Fernando José Mendes Gonçalves, Associate Professor “com agregação”, of the University of Aveiro;

Rui Godinho Lobo Girão Ribeiro, Associate Professor “com agregação”, of the University of Coimbra;

Teresa Margarida Lopes da Silva Mouga, Coordinating Professor of the Polytechnic Institute of Leiria;

Sílvia Correia Gonçalves Fernandes, Coordinating Professor of the Polytechnic Institute of Leiria;

Alternate members:

Miguel Ângelo do Carmo Pardal, Associate Professor “com agregação” of the University of Coimbra;

Ulisses Manuel de Miranda Azeiteiro, Assistant Professor with “Agregação” of the Universidade Aberta.

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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, 2 April 2016. The President, *Nuno André Oliveira Mangas Pereira*.