

Lisbon Polytechnic Institute

Proclamation

Under the terms of articles 3, 5, 10b, 15, 15a, 17 and 29b of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), sanctioned by Decree-Law no. 185/81, of 1 July, as amended by Decree Law no. 207/2009 of 31 August (which republished them), and by Law no. 7/2010 of 13 May, combined with Order no. 1979/2010, published in the Official Gazette (Diário da República), series II, no. 19 of 28 January, amended by Declaration of Rectification no. 244/2010, published in the Diário da República, series II, no. 26 of 08 February, which passed the Regulations for Hiring Teaching Staff at the Lisbon Polytechnic Institute (IPL), it is hereby announced that, by order of the IPL President dated 19.12.2019, exercising his powers pursuant to article 92(1)(d) of Law no. 62/2007 of 10 September, and article 26(1)(d) of Normative Order no. 20/2009 of 13 May, published in the Diário da República, series II, no. 98 of 21 May, a selection procedure is now opened, for 30 working days from the publication date of this proclamation in the Diário da República, to fill an open position in the teaching staff of the Lisbon Polytechnic Institute/Lisbon Higher Institute of Engineering for 2019.

1. Type of Selection Process - Document Based.
2. Category - Associate Professor.
3. Subject Area – Mechanical Technology.
4. Time period - The selection process ends once the vacancies contained in the public notice are filled, as provided for in article 38 of Order no. 1979/2010, of 28 January.
5. Functional Content - As described in paragraph 4 of article 3 of ECPDESP.
6. Applicable legal relation mode - Public service employment contract for an indefinite period with a trial period of five years, in accordance with article 10-B of ECPDESP.
7. Admission requirements - Applications for the above-mentioned post should meet the conditions laid down in article 17 of ECPDESP and hold a PhD or Specialisation in the subject area in question, or comparable subject area.
8. Applications - Official applications are made by submitting a request to the President of the Lisbon Higher Institute for Engineering by certified/registered mail to: Serviço de Recursos Humanos do Instituto Superior de Engenharia de Lisboa, Rua Conselheiro Emídio Navarro, n.º 1, 1959-007 Lisboa.
9. Application requirements - Submission of the following information is mandatory: full name; parents' names; date and place of birth; number and date of identification document; home address and telephone number; marital status; academic qualifications and final grade; professional category and position currently held; identification of the position the candidate is applying for and of the Diário da República in which the present proclamation was published; as well as any other information deemed relevant in order to assess the suitability of the interested parties.
10. Documents to be submitted together with the application:
 - a) Criminal record certificate;

- b) Medical certificate confirming the candidate's physical condition and psychological profile to perform public service, issued by a practising doctor;
- c) Compulsory vaccination record, duly updated;
- d) Documents proving that the candidate meets the legal provisions stipulated in paragraph 7 of the present proclamation;
- e) Two hard copies of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
- f) Two hard copies of all supporting documentation mentioned in the *curriculum vitae*, and one in PDF digital copy;
- g) Complete list of all submitted documentation.

10.1 Whenever appropriate, the jury reserves the right to request further documentation related to the submitted curriculum vitae.

The jury considered it necessary for candidates to submit a supplementary document in Excel format containing the objective breakdown of the items corresponding to the evaluation criteria defined in point 13 which shall be made available to them at:

<https://www.isel.pt/docentes/docentes/recursos-humanos/concursos-de-pessoal>

11. Exemption from the submission of documents - Exemption from the submission of the documents mentioned in a), b) and c) of the previous paragraph may be granted to applicants who declare in their application, under separate headings and on their word of honour, their exact situation with respect to the content of each of these items.

11.1 Candidates who are currently employed in the IPL are exempt from submitting such documents as they are already included in the respective records. This should be clearly stated in their application.

12. *Curriculum vitae* items: The curriculum vitae must include:

- a) Academic qualifications (degrees, grades, dates and institutions where they were obtained);
- b) Other certified training, including the respective grades, dates, duration and awarding institutions;
- c) Professional experience in the subject area in question;
- d) Participation in research and innovation projects (the information provided should allow for an assessment of the applicant's degree of involvement and responsibility, amounts of financing, team and duration of the projects, the final results achieved and their impact on society);
- e) Participation in/organisation of meetings, seminars and other events of a similar nature (the information provided should allow for an assessment of the applicant's type of participation and responsibility);
- f) Participation in/performance of technical, outreach and didactic work (the information provided should allow for an assessment of the skills involved, the applicant's responsibility and the quality of work produced);
- g) Articles and other scientific and technical works published (a copy of the work should be provided in electronic format);
- h) Other relevant experience for the present application;
- i) The *curriculum vitae* should be organized per the criteria in point 13 of this Proclamation, in accordance with its various sub-paragraphs.

13. Selection criteria and classification of candidates: In compliance with the terms of article 15-A of ECPDESP and Order no. 1979/2010 of 12 January, published in Diário da República, Series II, no. 19 of 28 January, the Jury approved, at a preliminary meeting on 02 April 2019, the following criteria, indicators and considerations, with a view to assessing and classifying candidates, and the curriculum vitae should be organised according to the same criteria:

13.1 Technical/Scientific and Professional Activities, of which the following are taken into consideration:

- a) Participation in research and development projects in the subject area or related area in question (PRD);
- b) Scientific production, publications, conferences in the country and abroad in the subject area in question (SP);
- c) Supervision of work leading to the award of an academic degree in the subject area or related area in question (SW);
- d) Participation in juries for academic examinations in the subject area or related area in question (PJAT);
- e) Participation in research units, scientific societies and their committees in the subject area or related area in question (PRU).

The classification to be assigned in this criterion (ATCP), which has a weighting of 30% in the final classification, is the result of applying the following formula:

$$ATCP = 0.2 PRD + 0.3 SP + 0.2 SW + 0.15 PJAT + 0.15 PRU,$$

the sub-criteria being evaluated as follows:

- a) Participation in research and development projects is weighted as follows:
 - Responsible for Project financed by external entity or research line of Research Centre accredited by FCT - 6 points per year;
 - Participation in a project funded by an external entity or by research line of Research Centre accredited by FCT - 3 points per year.
- b) The scientific production, publications, communications at conferences in the country and abroad, in the area or related area for in question is weighted as follows:
 - Indexed articles or books and book chapters - 8 points per item;
 - Other items - 4 points per item;
 - Communications in scientific events - 3 points per item;
 - Patents awarded - 8 points for each;
 - National technical-scientific awards - 4 points per item;
 - International technical-scientific awards - 8 points per item.
- c) Supervision of work leading to the award of an academic degree, under the terms of article 21(1) of Decree-Law 65/2018, of 16 August, is weighted as follows:
 - Supervision of Master's theses, completed - 4 points per item;
 - Supervision of Doctoral Thesis - 8 points for each.
- d) Participation in juries for academic examinations is weighted as follows:
 - Participation in Master's juries (except for supervisor) - 3 points per item;
 - Participation in PhD juries (except for supervisor) or award of specialist title - 6 points per item.
- e) Participation in research units, scientific societies and their committees is weighted as follows:
 - Participation in a research unit - 2 points per year of participation;
 - Participation as a member of the scientific committee of an international scientific conference, in the subject area in question - 5 points per item;
 - Participation as a member of the scientific committee of a national scientific conference in the subject area in question - 2 points per item;

- Participation as a member of an international scientific society, in the subject area in question - 3 points per item;
- Participation as a member of a national scientific society in the subject area in question - 1 point per item.

13.2 Pedagogical Activity (PA), for which the following are weighted:

- a) Length of teaching service in higher education (TS);
- b) Lecturing of subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question (LCU);
- c) Participation in drafting or revising/adapting subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question (PCU);
- d) Production of pedagogical materials in the subject area or related area in question (PPM).

The classification to be assigned in this criterion (PA), which has a weighting of 45 % in the final classification, is the result of applying the following formula:

$$PA = 0.3 TS + 0.3 LCU + 0.2 PCU + 0.2 PPM,$$

the sub-criteria being evaluated as follows:

- a) Length of teaching service in higher education is weighted as follows: 4 points per year.
- b) Lecturing of subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question is weighted as follows:
 - Teaching of relevant curricular units in the subject area in question - 4 points per curricular unit/year;
 - Responsible for relevant curricular unit in the disciplinary area in question - 4 points per curricular unit/year;
 - Supervision of traineeships and final degree and TeSP projects, completed - 2 points per item.
- c) Participation in drafting or revising/adapting subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question is weighted as follows:
 - For being a member of the committee responsible for the accreditation process of a cycle of studies - 5 points per item;
 - For each curricular unit in which there was responsibility for the revising/adapting the curricular unit programme - 2 points per item.
- d) Production of pedagogical materials in the subject area or related area in question (PPM) is weighted as follows:
 - For each curricular unit in which the candidate developed sections to support theoretical, practical or theoretical-practical content covering at least half of the curricular unit's curricular contents - 5 points per curricular unit.

13.3 Other activities relevant to the mission of the institution (ARMI), of which the following are taken into consideration:

- a) Participation in organising technical, scientific and pedagogical events in the area in question (OE);
- b) Participation in management bodies and in technical, scientific, pedagogical or professional bodies, committees and working groups (PMB);
- c) Organisation of learner or extracurricular activities in a business environment in the context of the disciplinary area for which the competition is open (OLEA).

The classification to be assigned in this criterion, which has a weighting of 25 % in the final classification, is the result of applying the following formula:

$$ARMI = 0.2 OE + 0.6 PMB + 0.2 OLEA,$$

the sub-criteria being evaluated as follows:

a) Participation in organising technical, scientific and pedagogical events in the area in question as follows:

- Participation as a member of the organising committee of an international scientific conference, in the subject area in question - 5 points per item;
- Participation as a member of the organising committee of a national scientific conference in the subject area in question - 2 points per item.

b) Participation in management bodies and in technical, scientific, pedagogical or professional bodies, committees and working groups (PMB) is weighted as follows:

- Exercising executive duties in management positions of the institution or organisational units of the institution - 8 points per mandate;
- President on other management bodies of the institution or organisational units of the institution - 6 points per mandate;
- Member of other management bodies of the institution or organisational units of the institution - 3 points by mandate;
- Exercising mandates or functions on course coordinating committees, departments or other structures supporting the activities of the institution (e.g. laboratories) - 4 points per mandate;
- Participation in projects and/or knowledge transfer activities (PSER or similar) considered strategic by the institution - 3 points per item;
- Other promotion activities of the institution or its training programme duly proven by the governing bodies - 1 point per item.

c) The organisation of learner or extracurricular activities in the business environment in the subject area in question is weighted in the following terms - 4 points per item.

13.4 All subcriteria evaluated in the selection and ranking criteria are scored up to a maximum of 100 points.

13.5 All results are rounded and displayed to one decimal place.

13.6 The final classification (FC), on a scale of 0 to 100 points, will be obtained by the following formula:

$$CF = 0.30 \text{ ATCP} + 0.45 \text{ PA} + 0.25 \text{ ARMI}.$$

14. Jury – By order of the President of the Lisbon Polytechnic Institute, dated 19 December 2018, published by Proclamation (extract) No. 454/2019 published in the *Diário de República*, Series II, No. 6 of 9 January, the Jury shall be composed as follows:

President of the Jury:

Dr. Jorge Alberto Mendes de Sousa, President of the Lisbon Higher Institute of Engineering, by delegation of powers of the President of the Lisbon Polytechnic Institute.

Permanent Members:

Dr Jorge Joaquim Pamies Teixeira, Full Professor of the Faculty of Science and Technology of the Universidade Nova de Lisboa;

Dr. Paulo António Firme Martins, Full Professor of the Higher Technical Institute of the University of Lisbon;

Professor António José Freire Mourão, Associate Professor of the Faculty of Science and Technology of the Universidade Nova de Lisboa;

Dr. João Manuel Candeias Travassos, Coordinating Professor of the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute;

Dr. José Filipe Castanheira Pereira Antunes Simões, Coordinating Professor of the Higher School of Technology at the Polytechnic Institute of Setúbal.

Alternate Members:

Dr. Leopoldina Mendes Ribeiro de Sousa Alves, Coordinating Professor of the Higher School of Technology and Business of the Polytechnic Institute of Leiria;

Professor Doutor Luís Filipe Pires Borrego, Coordinating Professor of the Higher Institute of Engineering of the Coimbra Polytechnic Institute;

15. Admission, assessment and classification of candidates - Once the application period expires, the Jury meets to consider the admission and proceed with the assessment and classification of candidates in accordance with the criteria stated in paragraph 13 of this Proclamation.

In the event of a tie between candidates, once the final classification has been obtained, the following tie-breaking criteria shall be applied successively:

- a) Best result of sum of ATCP and PA;
- b) Best classification in PA;
- c) Best classification in ATCP;
- d) Best classification in ARMI.

15.1 The selection procedure may be terminated by reasoned act of the President of IPL respecting the general principles of administrative activities as well as the legal and regulatory limits on recruitment.

16. Absolute merit is gauged on the basis of the candidate's *curriculum vitae*, relevant in the area which the present proclamation refers to, under the terms laid down in paragraphs 12 and 13 above. Candidates who obtain a final grade below 50 points are considered not approved, while candidates who obtain a final grade equal to or greater than 50 points are considered approved on absolute merit.

17. Prior hearing – In the event of a candidate being excluded for non-compliance with the legal requirements, and at the end of the assessment, a prior hearing will be given under the terms of articles 121 et seq. of the Code of Administrative Procedure (CPA), published by Law No. 4/2015 of 7 January.

18. Public hearings - Under the terms laid down in article 23 (4b) of ECPDESP, the Jury may conduct public hearings on an equal footing for all candidates.

19. Enquiries – The selection process may be consulted by those candidates wishing to do so through the President's Office of the Lisbon Higher Institute of Engineering during normal office hours, i.e. 09:30 – 12:00 and 14:00 – 16:00.

20. The shortlisted candidate will be contracted under the terms and conditions which allow for the provisions laid down in article 42 of Law no. 71/2018 of 31.12 (State Budget Law for 2019).

21. Pursuant to Article 9(h) of the Constitution, the IPL actively promotes, as an employer, a policy of equal opportunities for men and women as regards access to employment and professional career advancement, scrupulously guarding against any and all forms of discrimination.

Lisbon 13 May 2019, President of IPL - Dr. Elmano da Fonseca Margato.