

Public Notice n.º 932/2018

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 Institute of Leiria, published in the *Diário da República*, 2nd series, no. 127, dated July 2nd 2010, the Order no. 10990/2010 makes public that, under an order issued in May 8th by the President of the Polytechnic Institute of Leiria, in accordance with a proposal of the Director of the School of Health Sciences of the Polytechnic Institute of Leiria, a competition for the recruitment of two *Professores Adjuntos* [senior lecturers], who will be given a public service contract of unspecified duration, in the field of Nursing, in the School of Health Sciences of the Polytechnic Institute of Leiria, 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* – 2 places.

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.3(4) of *ECPDESP*, the *Professor Adjunto* [senior lecturer] is responsible for cooperating with the *Professores Coordenadores* [professors] 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; manage, and develop scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; cooperate with other lecturers of the subject or scientific area in the coordination of the programme, teaching methodologies, and general research guidelines.

4 - Salary (article no. 35(1) of *ECPDESP*): “The remuneration of career professors, and hired academic staff is established in a separate law.”

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. 17 of *ECPDESP*, only those who hold a Doctor's degree, or are considered specialist in the competition's area or a similar area, may apply. The specialist title indicated in article no. 17 of *ECPDESP* refers to the one specified in article no. 48 of Law no. 62/20017, dated September 10th, and Decree-Law no. 206/2009, dated August 31st.

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.

6 - Application procedure:

6.1 - Applications must be presented in person, or by mail (registered letter with return receipt requested), 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 duly dated and signed competition admission request (form available at <http://www.ipleiria.pt/recursos-humanos/concursos>), addressed to the President of the Polytechnic Institute of Leiria, which must include: full name, date of birth, gender, nationality, I.D. number, 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 documents, properly numbered and identified:

- a) Photocopy of the academic and professional qualification certificates or other legally recognized document;
- b) Declaration, with a sworn statement, to be provided in the form indicated in no. 6.2 of this Public Notice, of their status regarding each of the conditions of *a)*, *b)*, *c)* and *d)* of 5.1 of this Public Notice;

- c) Documents attesting that the candidate meets the legal conditions referred in no. 5.2 and 5.3 (if applicable) of this Public Notice;
- d) 1 copy of the *curriculum vitæ*, duly dated and signed, organized in accordance with the selection and seriation criteria, the assessment system, and final classification established in no. 7 of this Public Notice;
- e) 1 copy of the documents attesting the facts stated in the candidate's *curriculum vitæ*;
- f) List with the exact identification of all documents provided (the name of each file), in a non-editable format.

6.4 - The candidate must provide a copy of the documents mentioned in *d)* and *e)* in a non-editable format (pdf), in a duly identified digital recording device (CD/DVD/PEN), making sure the files are readable and providing short file names.

6.5 - The documents must be presented in Portuguese, Spanish or English. Any document attesting the facts stated in the candidate's *curriculum vitæ* or any work mentioned in the candidate's *curriculum vitæ* which is written in a different language from the abovementioned must also be translated into Portuguese, Spanish or English.

6.6 - The non-presentation of the documents attesting the facts required in no. 5.1, 5.2 and 5.3 (if applicable) of this Public Notice, or the presentation after the period stipulated in no. 1, will lead to the exclusion of the application.

6.7 - The non-presentation of the documents related to the *curriculum vitæ* of the candidate, or their presentation after the period stipulated in no. 1, will lead to the exclusion of those aspects.

6.8 - 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.

6.9 - 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.

7 - 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):

7.1 - Technical and scientific and professional performance (TSPP), in which the following must be considered:

- a) Academic degree and titles (ADT);
- b) Participation in R&D projects (PRDP);
- c) Scientific production, publications, communications, and conferences, both national and international (SP);

- d) Supervision of works leading to academic qualifications (SD);
- e) Participation in public academic examinations and/or those leading to the title of specialist (PPE);
- f) Participation in professional training activities, scientific societies and their commissions, or in the organization of scientific conferences considered relevant for the competition's area (PPTA).

7.1.1 - The classification to be awarded for this criterion represents 45% of the final classification, and is obtained by using the following formula:

$$TSPP = (ADT+PRDP+SP+SD+PPE+PPTA)$$

The parameters should be evaluated as follows:

Academic degree and titles (ADT): Academic degree and titles (maximum 25 points), as follows:

- a) Undergraduate degree, Doctor's degree, and holder of the specialist title in Nursing or a similar area (similar areas are those included in the Nursing curriculum, namely those included in areas 31, 42 and 72 of the *CNAEF* classification– 25 points;
- b) Undergraduate degree and holder of the specialist title in Nursing – 10 points.

Participation in R&D projects (PRDP): Active participation in R&D projects, in the area of the competition or a similar area (maximum 10 points), as follows:

For each active participation in an R&D project – 7.5 points.

Scientific production, publications, communications, and conferences, both national and international (SP): Scientific production and its dissemination to the scientific community, in the area of the competition or a similar area (maximum 20 points), as follows:

- a) Publications in indexed journals – 3 points each;
- b) Publications in indexed conference proceedings – 2 points each;
- c) For each scientific article published in the proceedings of an international conference or scientific meeting – 2 points;
- d) For each scientific article published in the proceedings of a national conference or scientific meeting – 1 point;
- e) For each oral or panel presentation in an international conference, scientific meeting or seminar – 2 points;
- f) For each oral or panel presentation in a national conference, scientific meeting or seminar – 1 point;
- g) For each book or book chapter – 2 points.

Supervision of works leading to academic qualifications (SD): Supervision or co-supervision of thesis leading to a Doctor's degree, dissertations, projects and final reports leading to a Master's degree, as well as supervision of undergraduate degrees projects (maximum 20 points), as follows:

a) For each completed supervision or co-supervision of a thesis leading to a Doctor's degree – 6 points;

b) For each completed supervision or co-supervision of a dissertation, project or final report leading to a Master's degree – 3 points;

c) For each completed supervision of an undergraduate degree project – 1 point.

Participation in public academic examinations and/or those leading to the title of specialist (PPE): Participation in juries of public academic examinations (maximum 15 points), as follows:

a) For each participation in a jury of a public examination leading to a Doctor's degree - 4 points;

b) For each participation in a jury of a public examination leading to a Master's degree or the title of specialist – 2 points;

c) For each participation in a jury of an undergraduate degree project – 1 point;

d) For each participation as president of a jury of a public examination - 3 points.

Participation in professional training activities, scientific societies and their commissions, or in the organization of scientific conferences considered relevant for the competition's area (PPTA): The abovementioned activities (maximum 10 points), as follows):

a) For each conference or other scientific event organization — 4 points;

b) For each participation in a scientific society — 2 points;

c) For each 27 hours of attended professional training activities — 1 point.

7.2 - Pedagogical skills (PS), in which the following must be considered:

a) Coordination of pedagogical projects. Coordination and stimulation of new pedagogical projects (e.g. development of new programmes for the subjects, creation and coordination of new degree programmes or study programmes, etc.), or revision and improvement of existing projects (e.g. reformulation of existing programmes for the subjects, participation in the reorganization of existing degree programmes or study programmes), as well as the development of projects with an impact in the teaching/learning process in the area of the competition (CPP);

b) Production of pedagogical material. Quality and quantity of the pedagogical material produced by the candidate in the area of the competition (PPM);

c) Classes. Lecturing and coordination of subjects in the area of the competition (C);

d) Experience as trainer – for each 18 hours of activities (ET);

e) Supervision of undergraduate or Master's degree internships in the area of the competition (SI).

7.2.1 - The classification to be awarded for this criterion represents 45% of the final classification, and is obtained by using the following formula:

$$PS = (CPP+PPM+C+ET+SI)$$

The parameters should be evaluated as follows:

Coordination of pedagogical projects. Coordination and stimulation of new pedagogical projects (e.g. development of new programmes for the subjects, creation and coordination of new degree programmes or study programmes, etc.), or revision and improvement of existing projects (e.g. reformulation of existing programmes for the subjects, participation in the reorganization of existing degree programmes or study programmes), as well as the development of projects with an impact in the teaching/learning process in the area of the competition (CPP): The abovementioned activities (maximum 15 points), as follows:

- a) Participation in the creation of new study programmes — 5 points;
- b) For each coordination of a project with an impact in the teaching/learning process — 2 points.

Production of pedagogical material. Quality and quantity of the pedagogical material produced by the candidate in the area of the competition (PPM): Quality and quantity of the pedagogical material produced by the candidate (maximum 25 points), as follows:

For each pedagogical material concerning subjects in the area of the competition, and which displays current information and is based mainly in authors from the last 10 years – 5 points.

Classes. Lecturing and coordination of subjects in the area of the competition (C): The abovementioned activities (maximum 35 points), as follows:

- a) For each coordination of a subject in the area of the competition, per academic year – 2 points;
- b) For each lectured subject in the area of the competition, per academic year – 1 point.

Experience as trainer – for each 18 hours of activities (ET): The abovementioned activities (maximum 5 points), as follows:

For each 18 hours of lectured professional training – 0.5 points.

Supervision of undergraduate or Master's degree internships in the area of the competition (SI): Coordination or supervision of internships (maximum 25 points), as follows:

For each academic year coordinating or supervising an internship or project – 5 points.

7.3 - 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:

- a) Participation in direction and management bodies or other bodies and structures (MB);
- b) Participation in hands-on or scientific dissemination projects or activities in the area of the competition (PPA).

7.3.1 - The classification to be awarded for this criterion represents 10% of the final classification, and is obtained by using the following formula:

$$RA = (MB+PPA)$$

The parameters should be evaluated as follows:

Participation in direction and management bodies or other bodies and structures (MB): The abovementioned activities (maximum 50 points), as follows:

a) For each complete year as member of the bodies of the higher education institution or its schools – 7 points;

b) For each complete year in other structures of the institution, such as head of department, quality and assessment commissions, research groups, work groups, coordination of pedagogical laboratories, scientific and pedagogical commissions, or similar – 5 points;

c) For each complete year as president and/or secretary in bodies and structures of the institution – 3 points.

Participation in hands-on or scientific dissemination projects or activities in the area of the competition (PPA): Participation in projects and/or activities in the community where the higher education institution is located (maximum 50 points), as follows:

For each organized project and/or activity – 10 points.

7.4 – Final classification (FC), in a scale of 0 to 100 points, is obtained by using the following formula: $FC = (0.45 TSPP + 0.45 PS + 0.10 RA)$. Candidates, who have a final classification equal or above 50 points, are considered approved with absolute merit; candidates, who have a classification lower than 50 points, are considered non-approved.

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

7.6 - 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.

7.7 – In case of tie, after the final classification is calculated, the jury will successively use the following criteria: 1- Best classification in *Pedagogical skills (PS)*; 2- If the tie remains unresolved, then the best classification in *Classes. Lecturing and coordination of subjects in the area of the competition (C)*. In case of tie, when applying these criteria the maximum points resulting from the application of the final classification formula shall not be taken into account.

8 - 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.

9 - Members of the jury (appointed under the terms of articles no. 9 and 10 of Order no. 10 990/2010), and Order n.º 6193/2018, (published in the *Diário da República*, 2nd series, no. 120, dated June 25th):

President: João Paulo dos Santos Marques, Senior Lecturer of the Polytechnic Institute of Leiria, appointed under the terms of article 23 (1)(a) of *ECPDESP*;

Permanent members:

Manuel Alves Rodrigues, Full Professor of the School of Nursing of Coimbra;

Lucília Rosa Mateus Nunes, Professor of the School of Health of the Polytechnic Institute of Setúbal;

Maria Adriana Pereira Henriques, Professor of the Lisbon School of Nursing;

José Carlos Rodrigues Gomes, Professor of the School of Health Sciences of the Polytechnic Institute of Leiria;

Maria dos Anjos Coelho Dixe, Professor of the Lisbon School of Health Technology of the Polytechnic Institute of Leiria.

Substitute members:

Helena Borges Pereira Catarino, Professor of the School of Health Sciences of the Polytechnic Institute of Leiria;

Olga Maria Ordaz Ferreira, Professor of the Lisbon School of Nursing.

9 - 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.

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

8th September of 2018. - The President, Rui Filipe Pinto Pedrosa.