

POLYTECHNIC OF LEIRIA

Public Notice n. º 554/2020

1 - Pursuant to the Statutes for Polytechnic Higher Education Teaching Staff Career (ECPDESP), approved by Decree-Law no. 185/81, of July 1st, amended by Decree-Law no. 69/88, of March 3rd, and 207/2009, of August 31st, and by Law No. 7/2010, of May 13th, as well as the Regulation for the Recruitment and Hiring of Career Academic Staff of the Polytechnic Institute of Leiria, published in *Diário da República*, 2nd series, no. 127, of July 2nd, 2010, through Order No. 10 990/2010, becomes public that, by order, of August 26th, 2019, of the President of the Polytechnic of Leiria, Rui Filipe Pinto Pedrosa, on a proposal from the Director of the School of Health Sciences, on a replacement basis, in compliance with paragraph 1 of article 7 of the Staff Recruitment and Hiring Regulation of Career Academic Staff at the Polytechnic Institute of Leiria, is open for a period of 30 working days, counting from the date of publication of this public notice in the *Diário da República*, a documentary contest for the recruitment of a *Professor Coordenador* [Professor], in the form of an employment contract in public functions for an indefinite period, for the disciplinary area of Nursing, for the School of Health Sciences - 1 place.

2 - Effectiveness: this competition is exclusively intended to fill the abovementioned job position and will end with its provision.

3- Functional contents of the category:

3.1 - Under the terms of article 2A of ECPDESP, lecturers of the polytechnic higher education are responsible for providing the teaching service that is assigned to them and to accompany and guide students; carry out research, cultural creation or experimental development activities; participate in tasks of extension, scientific and technological dissemination and economic and social valorization of knowledge and participate in the management of the respective higher education institutions.

3.2 - Under the terms of article 3(5) of ECPDESP, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a discipline or scientific area and, namely: rule and teach theoretical, theoretical-practical and practical classes; guide internships and conduct seminars and laboratory or field work; supervise the pedagogical, scientific and technical activities of the assistant professors of the respective discipline or scientific area; participate with the other *Professores Coordenadores* of the same scientific area in the coordination of programs, teaching methodologies and general lines of investigation concerning the disciplines of that area and direct, develop and carry out scientific research and experimental development activities within the scope of the specific subject or scientific area.

4 - Salary (Article 35(1) of ECPDESP): “The remuneration regime applicable to career teachers and teaching staff hired beyond their career is set out in their own diploma.” - Decree-Law no. 408/89, November 18th, amended by Decree-Law no. 76/96, June 18th, Decree-Law no. 124/99, April 20th, and Decree-Law 373/99, September 18th.

5 - Admission requirements:

5.1 - Under the terms of article 17 of Law no. 35/2014, of June 20th, in its current writing, and of article 12-E of ECPDESP, only candidates who, up to the deadline for submission of applications, cumulatively meet the following general requirements may apply:

- a) Be over 18 years of age;
- b) Not 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 - In compliance with article 19 of ECPDESP, holders of a doctoral degree or specialist title, obtained more than five years ago, in the area or related area for which the competition is open can apply. The title of specialist mentioned in article 19 of the ECPDESP refers to the provision of article 48 of Law no. 62/2007, of September 10th, and Decree-Law no. 206/2009, of August 31st.

5.3 - Candidates holding foreign qualifications must prove the recognition, equivalence or registration of the Doctor’s degree, under the terms of the applicable legislation.

6 – Application procedure:

6.1 - The application must be submitted in person, upon delivery receipt, or by post, by registered letter with return receipt request, to the following postal address of the Polytechnic of Leiria: Rua General Norton de Matos, apartado 4133, 2411-901 Leiria, until the deadline for application submissions referred 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 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 - The applicant must also send the following documents, duly numbered and identified:

- a) Copy of the certificate of academic and professional qualification or other suitable document legally recognized for the purpose;

- b) Declaration, with a sworn statement, to be provided in the form referred to in point 6.2 of this Public Notice, regarding the situation in which the candidate finds himself/herself with regards to each of points 5.1) a), b), c) and d) of the Public Notice;
- c) Documents that prove that the candidate is in the legal conditions referred to in points 5.2 and 5.3 (if applicable) of this Public Notice;
- d) One copy of the candidate's *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) One copy of the documents confirming the facts stated in the candidate's *curriculum vitæ*;
- f) List, in non-editable format, with the exact identification of all submitted documents (name of each file);

6.4 —The elements referred to in points d), e) and f) will necessarily be delivered in a single non-editable file (pdf), in digital format (CD / DVD / PEN) duly identified.

6.5 —The candidate must ensure the legibility of the submitted files, as well as their brief nomenclature.

6.6 - 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.

6.7 – The non-presentation of the documents attesting the facts required in no. 5.1 and 5.2 of this Public Notice, or the presentation after the period stipulated in no. 1, will lead to the exclusion of the application.

6.8 – The non-presentation of documents related to the candidate's *curriculum vitae*, or their presentation after the deadline stipulated in no.1 of this Public Notice, implies the exclusion of those aspects.

6.9 - The presentation of false documents determines the immediate exclusion from the competition and the participation to the competent authorities for purposes of criminal proceedings.

6.10 - The documents submitted by the candidates will be returned upon their request, one year after the termination of this competition, except in the event that this procedure has been the subject of a judicial objection. In this situation, the requested documents may only be returned after the jurisdictional decision is made.

7 - Selection and ranking criteria, assessment system and final classification (established under the terms of articles 11(2)(a) and 18(1)(l) and (m) and numbers 2 and 3 of Order No. 10 990/2010):

7.1 - Candidates' technical-scientific and professional performance (DTCP), in which the following are considered:

- a) Academic training and titles (FAT);
- b) Scientific production (PC);
- c) Supervision of theses, dissertations/internship reports (OTD);

- d) Participation in public academic examinations juries (JPA);
- e) Participation in funded R&D projects (PIDF);
- f) Relevant professional experience in the disciplinary area of the competition (EP).

7.1.1 - The classification to be attributed in this criterion, which represents 45% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$DTCP = (FAT + PC + OTD + JPA + PIDF + EP)$$

The above parameters are evaluated as follows:

FAT: academic training and specialist title by public tests are valued with a maximum value of 10 points, and the valuation is carried out in the following terms:

- a) Degree in Nursing and Specialist title and PhD in the area, or related area, for which the competition is open - 10 points;
- b) Degree in Nursing and Specialist title or PhD in the area for which the competition is open - 6 points.

PC: scientific production and its dissemination to the scientific community are valued, with a maximum value of 35 points. The valuation is carried out in the following terms:

- a) For each scientific article in an international scientific journal with a review included in the SCI - Science Citation Index or Scopus— 5 points;
- b) For each published book or monograph - 5 points;
- c) For each book chapter - 4 points;
- d) For each scientific article in a revised scientific journal, national or foreign, not included in the SCI - Science Citation Index or Scopus - 3 points;
- e) For each scientific article in a conference or international scientific meeting, published in the respective minutes - 3 points;
- f) For each scientific article in a conference, or national scientific meeting published in the respective minutes - 2 points;
- g) For each communication at a conference, scientific meeting or international seminar - 2 points;
- h) For each communication at a conference, scientific meeting or national seminar - 1 point;
- i) For each article reviewed (referee activity) or evaluated for a conference or magazine - 1 point;
- j) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of an indexed scientific journal - 1 point;
- k) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of a non-indexed scientific journal - 0.5 points;
- l) Participation as a member of the organizing committee in Technical-Scientific events with relevance in the competition area - 0.5 point per participation.

OTD: the supervision or co-supervision of dissertations/internship reports or theses leading to the award of an academic degree is valued, with a maximum value of 10 points, with the valuation being made in the following terms:

- a) For each supervision or co-supervision of a thesis leading to a Doctor's degree (already concluded) - 3 points;
- b) For each supervision or co-supervision of a dissertation leading to a master's degree (already concluded) - 1 point.

JPA: the participation and the role played in juries of academic exams are valued, with a maximum of 30 points, being the valuation carried out in the following terms:

- a) For each evaluation as jury of a thesis leading to Doctor's degree - 2 points;
- b) For each participation in a public jury for the award of specialist title under the terms of ECPDESP - 1 point;
- c) For each evaluation as jury of dissertation/internship report leading to Master's degree - 1 point.

PIDF: active participation in funded R&D projects is valued, with a maximum value of 10 points. The valuation is carried out in the following terms:

- a) For each institutional coordination* of a R&D project - 3 points;
- b) For each participation as a member of a research team in a R&D project - 1 point.

*Institutional project coordination is considered when the candidate represents the institution in the referred project.

EP: The duration and level of responsibility of the functions performed in a healthcare environment are valued up to a maximum of 5 points, with 1 point for each year of professional experience.

7.2 – Candidates' pedagogical capacity (CP), in which should be considered:

- a) Mastery of the disciplinary areas, subjects or curricular units taught (LUC);
- b) Participation in the preparation of programs, textbooks and materials to support teaching activities (PDP);
- c) The exercise of other pedagogical activities (OAP).

7.2.1 - The classification to be attributed in this criterion, which represents 35% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$CP = (LUC + PDP + OAP)$$

The above parameters are evaluated as follows:

LUC: teaching experience in the disciplinary areas and responsibility for teaching curricular units or subjects are valued, with a maximum value of 50 points. The valuation is carried out in the following terms:

- a) For each year of pedagogical professional experience in higher education, in the disciplinary area, or the like, of the competition, counted as full-time equivalent - 1 point;
- b) For each different curricular unit or subject, coordinated and taught by the candidate - 2 points;
- c) For each curricular unit or subject in which the candidate collaborated with the person responsible for it, in its teaching - 0.5 point.

PDP: the production of teaching documents is valued, with a maximum value of 35 points. The valuation is carried out in the following terms:

For each curricular unit or subject in which the candidate has developed manuals to support the theoretical or theoretical-practical classes validated by a competent body - 4 points.

OAP: the pedagogical experience exercised at other levels and types of education is valued, with a maximum of 15 points. The valuation is carried out in the following terms:

- a) For every 7 hours of training taught in non-degree courses - 0.5 point;
- b) For each participation in a jury for admission to higher education, through special competitions - 1 point;
- c) For each pedagogical professional experience, in higher education abroad, in a disciplinary area, or the like, of the competition - 2 points.

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

- a) The exercise of mandates in bodies of the Institution (OI);
- b) The exercise of mandates or functions in functional units in public higher education institutions or their organic units or supporting structures (OFI);
- c) Participation in juries (PJ).

7.3.1 - The classification to be attributed in this criterion, which represents 20% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$AR = (OI + OFI + PJ)$$

The above parameters are evaluated as follows:

OI: the exercise of mandates in bodies of the HEI is valued, with a maximum value of 40 points, and the valuation is carried out in the following terms:

- a) For each year of mandate fulfilled as President of a HEI / Director of Organic Unit - 5 points;
- b) For each year of mandate served as President of the Technical-Scientific Council - 4 points;
- c) For each year in office as Vice President / Deputy Director - 3 points;
- d) For each year of term served as President of the Pedagogical Council - 3 points;
- e) For each year in office as chairman of the Assembly of Representatives - 2 points.

OFl: Course coordination, head of departments or other support structures for the institution's activities is valued, with a maximum value of 40 points, with the valuation being carried out in the following terms:

- a) For each year in office as coordinator of the study cycle - 3 points;
- b) For each year in office as head of department - 3 points;
- c) For each year and different body, with a mandate fulfilled as a member in other bodies of the institution or organic units of the HEI - 1 point;
- d) For each year of exercise in other institutional structures of the HEI, such as Quality and Evaluation commissions, coordination and member of the International Relations Office, research groups, scientific and pedagogical commissions of study cycles, or their correspondents - 1 point.

PJ: involvement in juries is valued, with a maximum value of 20 points, being the valuation carried out in the following terms:

- a) For each participation in juries of the teaching career in higher education - 2 points;
- b) For each participation in other juries (postgraduate, Master's, international students, local competitions for access to higher education) - 1 point.

7.4 - In the reasoned assessment, the Jury must also take into consideration the provisions of article 26 of Order no. 10 990/2010, in case the candidates are in the conditions mentioned therein.

7.5 - The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula: $CF = (0.45 DTCP + 0.35 CP + 0.20 AR)$, considered as "not approved" the candidates who obtain a final classification lower than 50 points and "approved in absolute merit" the candidates who obtain a final classification equal to or greater than 50 points.

All results will be rounded up and presented to one decimal place.

7.6 - In the event of a tie between the candidates, after obtaining the final classification, the following tiebreaker criteria will be applied: Best total score, obtained in the best Technical-Scientific and Professional Performance (DTCP) criterion.

When applying this criterion, the maximum limits resulting from the application of the final classification formula are not considered.

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:

President - Ana Lúcia Marto Sargento - Vice-President of the Polytechnic of Leiria, appointed under the terms of article 23(1)(a) of ECPDESP and of article 10(1)(a) of the Order No. 10 990/2010.

Effective members:

Lucília Rosa Mateus Nunes - Professor with Aggregation at the School of Health of the Polytechnic Institute of Setúbal;

José Carlos Pereira Santos - Professor at the Coimbra Nursing School;

Ernestina Maria Veríssimo Batoca Silva - Professor at the School of Health of the Polytechnic Institute of Viseu;

Helena da Conceição Borges Pereira Catarino - Professor at the School of Health Sciences of the Polytechnic Institute of Leiria;

José Carlos Rodrigues Gomes - Professor at the School of Health Sciences of the Polytechnic Institute of Leiria.

Substitute Members:

Maria Alice Santos Curado - Professor at the Lisbon Nursing School;

Maria Adriana Pereira Henriques - Professor at the Lisbon Nursing School.

10 - In compliance article 9(h) of the Portuguese Republic Constitution, the Public Administration, as an employer, actively promotes a policy of equality of opportunity between men and women in access to employment and professional progression, providing scrupulously in order to avoid any form of discrimination.

11 - This contest will also be advertised on the BEP (Public Employment Pool), in the website of the Foundation for Science and Technology IP, in Portuguese and English, and in the website of the Polytechnic of Leiria, in Portuguese and English, under the terms of article 29-B of the ECPDESP.

14th of April 2020. - The President, Rui Filipe Pinto Pedrosa.