

Notice no. 1182/2020

1 - Pursuant to the Statutes for Higher Polytechnic 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 Hiring and Recruitment of Career Teaching Staff of the Polytechnic Institute of Leiria (Polytechnic of Leiria), published in the *Diário da República*, 2nd series, no. 127 of July 2nd 2010, through Order No. 10 990/2010, becomes public that, by order of the President of the Polytechnic of Leiria, Professor Doctor Rui Filipe Pinto Pedrosa, of February 18th 2020, based on a proposal of the Director of the School of Health Sciences, is open for a period of 30 working days, counting from the date of publication of this notice in the *Diário da República*, a documentary contest to recruit two Adjunct Teachers, in the form of a public service employment contract for an indefinite period, for the disciplinary area of Nursing, in Medical-Surgical specialty, for the School of Health Sciences - 2 places.

2 - Validity period: the present competition is exclusively intended to fill the aforementioned job positions, and will be exhausted with its provision.

3 - Functional content of the category:

3.1 - Under the terms of Article 2-A of ECPDESP, teachers of the polytechnic higher education are expected to provide the teaching service that is attributed to them and follow and guide students; to carry out research, cultural creation or experimental development activities; to participate in tasks of extension, scientific and technological dissemination and economic and social valorization of knowledge and to participate in the management of the respective higher education institutions.

3.2 - Under the terms of paragraph 4 of article 3 of the ECPDESP, the Adjunct Professor is responsible for collaborating with the coordinating professors within the scope of a discipline or scientific area and, namely: to manage and teach theoretical, theoretical-practical classes; to guide, direct and monitor internships, seminars and laboratory or field work; to direct, develop and carry out scientific research and experimental development activities, according to the general guidelines previously and superiorly defined within the scope of the respective discipline or scientific area; to cooperate with the other professors of the discipline or scientific area in the coordination of programs, teaching methodologies and general lines of investigation regarding the disciplines in that area.

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

5 - Admission requirements:

5.1 - Under the terms of article 17 of the General Labor Law in Public Functions, approved by Law no. 35/2014 of June 20th, in its current wording, 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 18 years of age;
- b) Not be inhibited from exercising public functions or not be prohibited from exercising the functions to which the candidate is applying;
- c) Have physical strength and psychic profile that are indispensable for the exercise of the functions to which the candidate is applying;
- d) Have complied with the mandatory vaccination laws.

5.2 - In compliance with article 17 of the ECPDESP, holders of a doctoral degree or specialist title, in the area or similar area to that for which the competition is open, can apply for the competition. The title of specialist mentioned in article 17 of the ECPDESP refers to the provision of article 48 of Law 62/2007 of September 10th and Decree-Law no. 206/2009 of August 31st.

5.3 - Candidates with foreign qualifications must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation.

6 — Formalization of the application:

6.1 - Applications must be formalized through a request, addressed to the President of the Polytechnic of Leiria, which can be delivered personally at the Central Services of the Polytechnic of Leiria - Office of Expedient and Archive, or sent by mail, registered with acknowledgment receipt, to the following postal address: Politécnico de Leiria, Rua General Norton de Matos, Apartado 4133, 2411-901 Leiria, until the deadline for submission of applications referred to in paragraph 1 of this notice.

6.2 - Applications must be submitted in paper, by downloading and filling the form provided on the Polytechnic of Leiria's website (<https://www.ipleiria.pt/recursos-humanos/concursos/>) [where must appear: full name, date of birth, gender, nationality, ID number, postal and electronic address, telephone number, academic degrees, professional category and position the candidate currently holds (if applicable), reference of the competition the candidate is applying for, number of notice, mentioning the number of the *Diário da República* in which it was published, as well as a list of documents accompanying the application], which must be dated, signed and initialed.

6.3 - Along with the application for admission to the competition, the candidate must present the following documents:

a) Documents proving the fulfillment of the requirements set out in point 5.1 of this notice. Candidates are, however, exempted from presenting them provided that they declare, in the application for admission, under honor, that they satisfy such requirements. The supporting documents for the declared situations will have to be delivered by the candidates who fill the vacancies;

b) Copy of the certificates proving the title of academic degree or the title of specialist, pursuant to point 5.2 of the notice;

c) Documents proving the fulfillment of the conditions set out in point 5.3 of this notice, if applicable;

d) copy of the candidate's *curriculum vitae* (one), duly dated and signed, organized according to the selection and ranking criteria and to the system of evaluation and final classification contained in point 7 of this notice;

e) copy of the documents proving the facts indicated in the curriculum;

f) Documents containing the critical reflections prepared by the candidate, in accordance with the list in point 7.1. paragraph g), point 7.1.1, point 7.2. paragraphs f), point 7.2.1, point 7.3 paragraphs c) and point 7.3.1 of this notice;

g) List containing the exact identification of all submitted documents.

6.4 - The documents referred to in point 6.3 of the notice must be delivered in digital format (CD, DVD or pen drive) duly identified, and the candidate must ensure the legibility of the files contained in the chosen external media.

6.5 - The documents referred to in the previous point should, as a rule, be in Portable Document Format (PDF), preferably in PDF/A version, except in situations where the document to be presented cannot assume the indicated format. The file name, which must be succinct and cannot contain any of the following characters: /, \, |, :, *, ?, ", (less than), and (greater than).

6.6 - Documents can be presented in Portuguese, Spanish or English. When documents proving the facts indicated in the curriculum or documents mentioned in the curriculum are originally written in another language, a translation into Portuguese, Spanish or English must also be submitted.

6.7 – The failure to submit the proving documents, required and provided for in points 5.1, 5.2 and 5.3 (if applicable) in this notice, or their presentation after the deadline stipulated in paragraph 1 of this notice, determines the exclusion of the application.

6.8 – The candidate's failure to submit the documents related to the submitted curriculum implies the non-valuation of the elements that they should prove.

6.9 - The presentation of false documents determines the immediate exclusion of the candidate from the competition, as well as the communication to the competent entities for the purpose of criminal proceedings.

6.10 - The documents delivered by the candidates will be returned to at their request, one year after the end of this contest, except in the event of a judicial challenge. In this situation, the return of the requested documents can only occur after the execution of a final judicial decision.

7 - Selection and ranking criteria and evaluation and final classification system (established under the terms of articles 11, point 2, paragraph a) and point 18, point 1, paragraphs l) and m) and points 2 and 3 of Order no. 10990/2010):

7.1 - Technical-scientific and professional performance of candidates (DTCP), in which the following will be considered:

a) Academic degree and titles (GAT);

b) Participation in research and development projects (PID);

c) Scientific production, publications, communications and conferences at home and abroad (PC);

d) Orientation of work leading to the achievement of an academic degree (OT);

e) Participation in juries of academic exams and/or for the award of the title of specialist (JPA);

f) Participation in professional training activities, participation in scientific societies and their commissions or the organization of scientific conferences, considered relevant in the area in which the competition is open (FPSC);

g) Critical reflection made by the candidate concerning the contributions of the qualification obtained for the performance of the function to which he/she is applying (RC).

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:

$$DTCP = (5\% \text{ GAT} + 5\% \text{ PID} + 12.5\% \text{ PC} + 5\% \text{ OT} + 5\% \text{ JPA} + 7.5\% \text{ FPSC} + 5\% \text{ RC})$$

The above parameters are evaluated as follows:

GAT: The academic degree and title are cumulatively valued, on a scale of 0 to 100 points, with the valuation being carried out in the following terms:

a) Doctoral degree in nursing and title of specialist in nursing under the decree law No. 206/2009 of August 31st - 40 points;

b) Doctoral degree in nursing - 30 points;

c) Title of specialist in nursing and doctoral degree in a related area - 20 points;

d) Title of specialist in nursing - 15 points;

e) PhD degree in related areas - 10 points.

PID: Participation in research and development projects in the last ten years, in the area for which the contest is open, is valued on a scale of 0 to 100 points, with the valuation being carried out in the following terms:

a) For each participation in projects financed by external entities with IR - 20 points;

b) For each participation as a member in projects by external entities - 15 points;

c) For each participation in, duly proven, non-financed projects - 5 points.

PC: scientific production, publications, communications and conferences in the country and abroad, in the disciplinary or related area of the competition, in the last ten years, are valued on a scale from 0 to 100 points, with the valuation being carried out in the following terms:

a) For each article published in Scopus magazines - 6 points;

b) For each article published in journals indexed in other databases - 4 points;

c) For each complete article published in the congress minutes - 2 points;

- d) For each book or e-book published internationally - 3 points;
- e) For each book or e-book published at national level - 1.5 points;
- f) For each book chapter or e-book published internationally - 1.5 points;
- g) For each book chapter or e-book published at national level - 1 point;
- h) For each review in an international scientific journal indexed to Scopus - 4 points;
- i) For each review in an international scientific journal indexed to other databases - 3 points;
- j) For each review in a national scientific journal indexed to Scopus - 2 points;
- k) For each review in a national scientific journal indexed to other databases - 1 point;
- l) For each participation in the editorial board of an international magazine - 3 points;
- m) For each participation in an editorial board in a national magazine - 1.5 points.

OT: The orientation of work leading to the achievement of an academic degree, in the last ten years, is valued on a scale of 0 to 100 points, with the valuation being carried out in the following terms:

- a) For each completed doctoral thesis orientation - 10 points;
- b) For each orientation of completed dissertations/internship reports/master project work - 7 points.

JPA: The participation in juries of academic exams and/or juries to award the title of specialist, in the last ten years, is valued on a scale of 0 to 100 points, being the valuation carried out in the following terms:

- a) For each participation as examiner in a doctoral thesis jury - 8 points;
- b) For each participation as examiner in a jury of dissertations/internship reports/master project work - 5 points;
- c) For each participation as a jury member to award the title of specialist - 4 points.

FPSC: participation in professional training activities, participation in scientific societies and their commissions, or the organization of scientific reviews, considered relevant in the area in which the competition is opened, in the last ten years, is valued on a scale of 0 to 100 points, being the valuation carried out under the following terms:

- a) For each communication by invitation in an international scientific meeting - 4 points;
- b) For each communication by invitation in a national scientific meeting - 2 points;
- c) For each free communication at an international scientific meeting - 2 points;
- d) For each free communication in a national scientific meeting - 1 point;
- e) For each participation as moderator/commentator in a conference - 0.5 point;
- f) For each participation as member of the scientific/organizing committee in an international scientific meeting - 2 points;
- g) For each participation as member of the scientific/organizing committee in a national scientific meeting - 1 point.

RC: Critical reflection made by the candidate on the contributions of the qualification obtained for the performance of the function to which he/she is applying, with the maximum limit of 5000 characters (not including spaces), is valued on a scale of 0 to 100 points.

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

- a) The coordination of educational projects: coordination and promotion of new pedagogical projects (eg development of new curricular unit programs, creation and coordination of new courses or study programs, etc.) or reform and improvement of existing projects (eg reformulation of existing curricular unit programs, participation in the reorganization of existing courses or study programs), as well as carrying out projects with an impact on the teaching/learning process in the area for which the competition is open (CPP);
- b) Production of teaching material: quality and quantities of teaching materials produced by the candidate in the area in which the competition is open (MP);
- c) Teaching activity: teaching and coordination of curricular units in the area for which the competition is open (AL);
- d) Experience as a trainer for every 18 hours of activity (EF);
- e) Supervision of curricular internships within the scope of bachelor's or master's degrees in the

area for which the competition is open (SE);

f) Critical reflection made by the candidate about the contributions of the pedagogical activities referred to in the previous paragraphs, for the performance of the function to which he/she is applying (RC).

7.2.1 - 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:

$$CP = (15\% CPP + 5\% MP + 15\% AL + 2.5\% EF + 2.5\% SE + 5\% RC)$$

The above parameters are evaluated as follows:

CPP: The coordination of educational projects is valued on a scale of 0 to 100 points. Coordination and promotion of new pedagogical projects (eg development of new curricular unit programs, creation and coordination of new courses or study programs, etc.) or reform and improvement of existing projects (eg reformulating existing curricular unit programs, participating in the reorganization of existing courses or study programs), as well as carrying out projects with an impact on the teaching/learning process in the area for which the competition is open, in the last ten years, with the valuation being carried out in the following terms:

- a) Responsible for the development of curricular unit programs - 5 points per unit;
- b) Coordinator of the group responsible for creating new courses leading to academic degrees or diplomas - 15 points for each course;
- c) Coordinator of the group responsible for creating new courses not leading to an academic degree or diplomas - 7.5 points for each course;
- d) Group member responsible for creating new courses leading to academic degree or diplomas - 10 points for each course;
- e) Member of a group responsible for the creation of new courses not leading to an academic degree or diplomas - 5 points each for each course;
- f) Coordination of new courses - 10 points for each course;
- g) Reformulation of existing curricular unit programs - 3 points each program

MP: The production of pedagogical material, in the last ten years, considering quality and quantity in the area for which the contest is open, is valued on a scale of 0 to 100 points, with the valuation being made in the following terms:

Pedagogical material (e.g. supporting text, videos, audiovisual material and computer support) developed by the candidate, duly proven and validated by the competent body - 25 points for each.

AL: The teaching activity, in the last 10 years, through the teaching and coordination of curricular units, in the area for which the competition is open, is valued on a scale of 0 to 100 points being the valuation carried out in the following terms:

- a) Responsible for curricular unit - 10 points for each unit;
- b) Teaching of curricular unit (not responsible) - 5 points for each unit;
- c) For each coordination of projects with an impact on the teaching/learning process - 5 points;

EF: Experience as a trainer is valued for every 18 hours of activity, in the last 10 years, on a scale of 0 to 100 points, with the valuation being carried out in the following terms:

Experience as a trainer in the health area, with a minimum of 18 hours training - 10 points for each training.

SE: The supervision of curricular internships within the scope of a bachelor's or master's degree in the area for which the competition is open, in the last 10 years, is valued on a scale of 0 to 100 points with the valuation being carried out in the following terms:

Supervision in curricular units per academic year of clinical teaching/internships - 5 points per unit.

RC: the candidate's critical reflection on the contributions of the pedagogical activities referred to in the previous paragraphs concerning the performance of the function to which he/she is applying, with the maximum limit of 5000 characters (not including spaces), is valued on a scale of 0 to 100 points.

7.3 – Other relevant activities to the mission of the higher education institution that have been developed by the candidates (AR), for which should be considered:

- a) The exercise of management positions and in management bodies, and the participation in bodies or structures (CD);
 - b) Participation in projects or activities of a practical or scientific dissemination nature, within the area in which the contest is open (PP);
 - c) Critical reflection made by the candidate on the contributions of the activities referred to in the previous paragraphs, for the performance of the function to which he/she is applying (RC).
- The classification to be attributed in this criterion, which represents 10% of the final classification, for a maximum of 100 points, results from the application of the following formula:

$$AR = (2.5\% CD + 2.5\% PP + 5\% RC)$$

The above parameters are evaluated as follows:

CD - The exercise of managerial positions and in management bodies, and the participation in bodies or departments, commissions, among others, formally constituted - 5 points each.

PP – Participation, in the last ten years, in projects or activities of a practical or scientific dissemination nature, within the area in which the contest is open and not included in previous items, is valued on a scale of 0 to 100 points - 5 points per each project/activity.

RC - Critical reflection made by the candidate on the contributions of the activities referred to in the previous paragraphs for the performance of the function to which he/she is applying, is valued on a scale of 0 to 100 points, with the maximum limit of 5000 characters (not including spaces).

7.4 - In the informed assessment, the Jury must also take into consideration the provisions of article 26 of Order no. 10990/2010, if the candidates are in 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: $CF = (0.45DTCP + 0.45CP + 0.10AR)$, considering as 'not approved' the candidates who obtain final classification below 50 points and 'approved in absolute merit' 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 candidates, after obtaining the final classification, the following tiebreaker criteria will be applied, successively:

- a) Best overall score obtained in the criterion Candidates' pedagogical capacity (CP);
- b) Global score obtained in the weighting factor Teaching Activity (AL).

When applying the tiebreaker criteria, no maximum limits/values previously considered are taken into account, either regarding the criteria as a whole or regarding to the maximum scores for each of the respective parameters.

8 - Public hearing: the Jury may determine the holding of public hearings, which will be attended under the terms of article 28, no. 4, of Dispatch no. 10990/2010. Should there be the need for public hearings, they will take place between the 20th and 70th day following the deadline for submission of applications, being all candidates informed, at least five days in advance, of the date and place in which these public hearings will take place.

9 - Composition of the Jury:

President - José Carlos Gomes, Pro-President of the Polytechnic of Leiria, appointed under the terms of paragraph a), of no. 1 of article 23 of ECPDESP and paragraph a) of no. 1 of article 10 of Order no. 10990/2010.

Effective members:

Maria dos Anjos Coelho Rodrigues Dixe, Coordinating Professor - School of Health Sciences, Polytechnic of Leiria;

Maria Isabel Domingues Fernandes, Coordinating Professor - Coimbra Nursing School;

Ana Paula Gonçalves Antunes Sapeta, Coordinating Professor - Dr. Lopes Dias School of Health, Polytechnic Institute of Castelo Branco;

Filipe Miguel Soares Pereira, Coordinating Professor - Porto Nursing School;
Maria Alice Rodrigues Mártires, Coordinating Professor - School of Health, University of Trás-os-Montes and Alto Douro.

Alternate Members:

Maria Aurora Gonçalves Pereira, Coordinating Professor - School of Health, Polytechnic Institute of Viana do Castelo;

Isabel Maria Pinheiro Borges Moreira, Coordinating Professor - Coimbra Nursing School Coimbra;

Paulo José Parente Gonçalves, Coordinating Professor – Porto Nursing School.

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

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

Leiria, October, 24, 2020 - The President, Rui Filipe Pinto Pedrosa.