

Notice n. 611/2022

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 October 27th 2021, 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 one *Professor Coordenador* [Professor], in the form of a public service employment contract for an indefinite period, for the disciplinary area of Nursing, in Rehabilitation Nursing specialty, for the School of Health Sciences - 1 place.

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 5 of article 3 of the ECPDESP, the *Professor Coordenador* is responsible for the pedagogical, scientific and technical coordination of the teaching and research activities within the scope of a discipline or scientific area and, namely Conducting and teaching theoretical, theoretical-practical and practical classes; supervising internships, seminars and laboratory or field work; supervising the pedagogical, scientific and technical activities of the assistant teachers of the respective discipline or scientific area; participating with the other coordinating teachers of his/her scientific area in the coordination of the programmes, teaching methodologies and general research lines concerning the disciplines of that area; and directing, developing and conducting scientific research and experimental development activities within the scope of the respective discipline or scientific 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. Applications sent by email will not be accepted.

6.2 - The application must be made on 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, including other degrees, diplomas or other professional titles;

f) 1 copy of the work and career development plan aligned with the mission of the the School of Health Sciences, Polytechnic of Leiria, and projected for the next 5 years, which takes into consideration the criteria and domains of the dimensions in which it is evaluated, namely, scientific potential of the Scientific-Pedagogical Project (PotC) and Pedagogical Innovation of the Scientific-Pedagogical Project (IP); and scientific research and experimental development within the respective discipline or scientific area.

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 - Pass in absolute merit: Candidates who cumulatively prove that they meet the following requirements are considered to have passed in absolute merit:

a) publication of 4 scientific articles, as first or last author, in a journal indexed Scopus or Web of Science or to have obtained a total of at least 50 citations in the total of publications in Scopus or Web of Science;

b) teaching experience in the area for which the competition is open;

c) obtain at least 50 points in the curricular assessment.

7.2.1 - The Applicants' Technical-Scientific and Professional Performance (DTCP), in which they should be weighted:

a) Education and qualifications (FAT);

b) Scientific production (PC);

c) The orientation of theses, dissertations/study reports (OTD);

d) Participation in juries of academic examinations (JPA);

e) Funded research and development projects (PIDF);

f) Professional experience with relevance in the disciplinary area of the competition (EP);

g) Scientific potential of the scientific-pedagogical project (PotC). The subcriterion Scientific potential (PotC) evaluates the candidates' capacity to develop a relevant scientific production, aligned with the mission of the School of Health of the Polytechnic Institute of Leiria, namely taking into consideration the work plans and career development presented.

7.2.1.1 - The classification to be awarded in this criterion, which represents 50% of the final classification, for a maximum of 100 points, results from the application of the following formula $DTCP = (FAT + PC + OTD + JPA + PIDF + EP + PotC)$

The above parameters are assessed as follows:

FAT: academic training and Specialist Degrees are valued, if duly proven, with a maximum value of 20 points, and valued as follows:

a) PhD in Nursing and Specialist Title in Rehabilitation Nursing of the Order of Nurses - 20 points;

b) Doctorate in a related area and specialist title in Nursing (Decree-Law No. 206/2009 of 31 August, which approves the Legal Regime of the Specialist Title referred to in article 48 of Law No. 62/2007 of 10 September) and specialist title in Rehabilitation Nursing of the Order of Nurses - 20 points;

c) Specialist Title in Nursing (Decree-Law No. 206/2009 of 31 August, which approves the Legal Regime of the Specialist Title referred to in Article 48 of Law No. 62/2007 of 10 September) and Specialist Title in Rehabilitation Nursing of the Order of Nurses - 10 points.

PC: the scientific production, produced in the last 10 years, is valued, if duly proved, with a

maximum value of 30 points, in the area for which the competition is open, being valued under the following terms:

- a) For each scientific article in scientific journal with review included in SCI - Science Citation Index or Scopus - 3 points;
- b) For each book or monograph published - 3 points;
- c) For each book chapter - 2 points;
- d) For each scientific article in a peer-reviewed scientific journal, not included in the SCI - Science Citation Index or Scopus - 1 point;
- e) For each scientific paper in international scientific conference or meeting published in the respective proceedings - 1 point;
- f) For each scientific article in national scientific conference or meeting published in the respective proceedings - 0,5 point;
- g) For each oral communication in a conference, scientific meeting or seminar - 0,5 point;
- h) For each poster communication in a conference, scientific meeting or seminar - 0,25 point;
- i) For each article reviewed (referee activity) or evaluated for conference or journal - 0,25 point;
- j) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of an indexed scientific journal - 0,5 point;
- k) For each presence on the Editorial Board, Scientific Board or Advisory Editorial Board of a non-indexed scientific journal - 0,25 point;
- l) Participation as a member of an organizing committee in technical-scientific events with relevance to the area of the competition - 0.25 point each participation;
- m) Participation as a member of a scientific committee in technical-scientific events with relevance in the area of the competition - 0.25 point each participation.

OTD: is valued, if duly proved, the orientation of theses, dissertations/internship reports, with a maximum value of 15 points, being valued in the following terms:

- a) For each supervision or co-supervision of a thesis leading to the award of a doctoral degree and already completed - 2 points;
- b) For each supervision or supervision of a dissertation or internship leading to a master's degree already completed - 1 point.

JPA: the participation in juries of academic examinations is valued, if duly proven, with a maximum value of 10 points, and is valued under the following terms:

- a) For each dissertation argumentation leading to the award of a doctoral degree as an arguer - 1 point;
- b) For each participation in a jury of public examinations for awarding the title of specialist under the terms of Decree-Law No. 206/2009 of 31 August, which approves the Legal Regime of the Title of Specialist referred to in article 48 of Law No. 62/2007 of 10 September - 0.5 point;
- c) For each dissertation/internship report leading to the award of a master's degree as a debater - 0,5 point;
- d) For each participation in a jury of probationary doctoral exams - 0,5 point.

PIDF: research and development projects financed by external entities are valued, if duly proven, with a maximum value of 10 points, and valued as follows:

- a) For each institutional coordination of a research and development project - 2 points;
- b) For each participation as a member of a research team in a research and development project - 1 point.

EP: non-teaching, clinical, professional experience relevant to the disciplinary area of the competition is valued, if duly proved, up to a maximum of 5 points, being counted 0,5 point for each year of professional experience.

PotC: the candidates' ability to develop a relevant scientific production, aligned with the mission of the Escola Superior de Saúde do Instituto Politécnico de Leiria is valued, namely taking into consideration the work plans and career development projected for the next 5 years, up to a maximum of 10 points.

7.2.2 - The candidates' Pedagogical Capacity (CP), in which they should be weighted:

- a) The mastery of the subject areas, disciplines or curricular units taught (LUC);
- b) Participation in the preparation of programmes, manuals and materials to support teaching activities (PDP);
- c) The exercise of other pedagogical activities (OAP);
- d) Pedagogical innovation of the Scientific-Pedagogical Project (IP). The pedagogical innovation sub-criterion evaluates the candidates' intervention in the academic community, namely in organizational, management and innovation activities related to the pedagogical function, in alignment with the mission of the Escola Superior de Saúde do Instituto Politécnico de Leiria, namely taking into consideration the work plan and career development presented.

7.2.2.1 - The classification to be awarded in this criterion, which represents 40% of the final classification, for a maximum of 100 points, results from the application of the following formula $CP=(LUC+PDP+OAP+IP)$

The above parameters are assessed as follows:

LUC: if duly proven, the mastery of the subject areas, subjects or curricular units taught is valued, with a maximum value of 50 points, and is valued as follows:

- a) For each curricular unit or distinct discipline coordinated and taught by the candidate - 2 points;
- b) For each curricular unit or subject in which the candidate collaborated with the person responsible for it in its teaching - 1 point;
- c) For each year of pedagogical professional experience in higher education in the disciplinary area of the competition, counted as full-time equivalent - 0,5 point.

PDP: is valued, if duly proven, the participation in the preparation of programmes, manuals and materials to support teaching activities, with a maximum value of 20 points, being valued under the following terms:

Production or co-production of documents and other didactic materials, duly validated by the competent body and that have been used as teaching support until the end of 2021. It is the candidate's responsibility to attach a copy that proves his/her authorship or co-authorship. Basic informative elements such as worksheets, tutorials, presentations/screens to support the class and assessment instruments of the curricular units, as well as re-editions of the same material or document will not be considered. - 2 points for each item submitted.

OAP: the exercise of other pedagogic activities is valued, if duly proven, with a maximum of 20 points, and is valued under the following terms:

- a) For each pedagogical professional experience in higher education abroad in the disciplinary area of the competition - 3 points;
- b) For each participation in juries for admission to higher education through special competitions - 1 point;
- c) For each 7 hours of training given in non-degree courses - 0,5 point.

IP: the candidates' intervention in the academic community, namely in organizational, management and innovation activities related to the pedagogical function, in alignment with the mission of the Escola Superior de Saúde do Instituto Politécnico de Leiria is valued/evaluated, namely taking into consideration the work plan and career development presented, with a maximum value of 10 points.

7.2.3 - Other activities relevant to the mission of the Higher Education Institution that have been developed by the candidates (AR), in which they should be weighted:

- a) Holding mandates in other bodies of the Institution (OI);
- b) The exercise of mandates or functions in functional units in higher education institutions or their organic units or adjunct structures (OFI);
- c) Participation in non-academic juries (PJ);
- d) Other Relevant Activities (OAR) - The Other Relevant Activities (OAR) sub-criterion assesses professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters.

7.2.3.1 - The classification to be awarded in this criterion, which represents 10% of the final

classification, for a maximum of 100 points, results from the application of the following formula $AR=(OI+OFI+PJ+OAR)$

The above parameters are assessed as follows:

OI: if duly proven, the exercise of mandates in bodies of the Higher Education Institution is valued, with a maximum value of 30 points, and is valued under the following terms:

- a) For each year of term of office completed as chairman/director - 5 points;
- b) For each year of office fulfilled as Chairman of a Technical and Scientific Council - 5 points;
- c) For each year of service as vice-president of the Higher Education Institution or sub-director of the Higher Education Institution/organic unit - 3 points;
- d) For each year of mandate as Chairman of the Pedagogical Council - 3 points;
- e) For each year of office fulfilled as Chairman of the Assembly of Representatives/Council of Representatives - 3 points.

OFI: is valued, if duly proven, the exercise of mandates or functions in functional units in Higher Education Institutions or their organic units or supporting structures, with a maximum value of 30 points, being valued under the following terms:

- a) For each year of office fulfilled as coordinator of a study cycle - 3 points;
- b) For each year of office fulfilled as department coordinator - 3 points;
- c) For each year as coordinator/president in other organic structures of the institution (such as quality and evaluation committees, member of the international relations office, member of research units, scientific and pedagogical committees of study cycles or their correspondents) - 2 points;
- d) For each different year and body of a mandate fulfilled as a member in other bodies of the institution or organic units of the institution - 1 point;
- e) For each year of service in other organic structures of the institution (such as quality and evaluation committees, member of the international relations office, member of research units, scientific and pedagogical committees of study cycles, or their correspondents) - 1 point.

PJ: the participation in non-academic juries is valued, if duly proven, with a maximum value of 20 points, and is valued as follows:

- a) For each participation in juries of the teaching career in higher education - 2 points;
- b) For each participation in juries of technical and/or administrative careers - 2 points;
- c) For each participation in other juries (post-graduate, international students, local higher education entrance examinations) - 1 point.

OAR: professional, cultural, social and other activities considered relevant by the candidate and not included in the previous parameters are valued/evaluated, if duly proven, with a maximum value of 20 points, and valued as follows:

- a) Participation in governing bodies of scientific societies and professional organizations - 2 points for each year and for each participation;
- b) Non-technical publications - 1 point;
- c) Other dissemination activities in the health area aimed at the citizen - 1 point;
- d) Participation in governing bodies of cultural or civic associations and social solidarity institutions - 0,5 point for each year and for each participation.

7.3 - 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.

7.4 – The final classification (CF), on a scale from 0 to 100 points, will be obtained by the following formula $CF=(0,5DTCP+0,40CP+0,10AR)$. All results will be rounded and presented to one decimal place.

7.5 - If the final classification is equal, the best overall score obtained in the criterion Technical-Scientific and Professional Performance of the candidates (DTCP) will be considered, and the maximum limits resulting from using the final classification formula will not be considered in applying these criteria.

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 - Ana Lúcia Marto Sargento, Vice-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. 10 990/2010.

Effective members:

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

Joaquim Paulo Cabral de Oliveira, Professor - Nursing School of Lisbon;

Arménio Guardado Cruz, Professor - Nursing School of Coimbra;

Rosa Maria Lopes Martins, Professor - Viseu Higher School of Health;

Vanda Lopes da Costa Marques Pinto, Professor - Nursing School of Lisbon.

Alternate Members:

Maria Clara Amado Apóstolo Ventura, Professor - Nursing School of Coimbra;

Maria Gorete Mendonça dos Reis, Professor - School of Health, University of Évora.

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.

April, 27, 2022 - The President, Rui Filipe Pinto Pedrosa.