

Notice n. 400/2024

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 *Regulamento de Recrutamento e Contratação do Pessoal Docente de Carreira* [Regulation for Hiring and Recruitment of Career Teaching Staff] of the Polytechnic University of Leiria, published in the *Diário da República*, 2nd series, no. 127 of July 2nd 2010, through Order No. 10 990/2010, as amended by regulation no. 211/2024, published in the *Diário da República*, 2nd series, no. 36 of february 20th 2024, becomes public that, by order of the outgoing President of the Polytechnic University of Leiria, Professor Doctor Carlos Manuel da Silva Rabadão, of august 6th 2023, 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 *Professores Adjuntos* [senior lecturers], in the form of a public service employment contract for an indefinite period, for the disciplinary area of Nursing – Child and Paediatric Health Speciality, 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; to participate in the management of the respective higher education institutions and to participate in other tasks allocated by the competent management committees and that fall within the scope of activity of polytechnic higher education teachers.

3.2 - Under the terms of paragraph 4 of article 3 of the ECPDESP, the *Professor Adjunto* [senior lecturer] 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 and practice 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, or other degrees when required in the announcement, 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 University of Leiria , which can be delivered personally at the Central Services of the Polytechnic University of Leiria - Office of Expedient and Archive (09.00h-12.30h e 14.00h-17.30h), 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 University of Leiria 's website <https://www.ipleiria.pt/politecnico/recursos-humanos/concursos-e-contratos/carreira docente/>

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, including an index, with numbered annexes, chronologically organized from the most recent to the oldest, necessarily respecting the order of the parameters and factors listed, in order to allow a better appreciation of the data presented;

e) copy of the documents proving the facts indicated in the curriculum, including other degrees, diplomas or other professional titles;

f) Critical Reflection (RC): the candidate must submit a single document setting out their critical reflection on the performance of the job for which they are applying, with reference to the specific terms defined in each of the 3 dimensions for the critical reflection item, with a maximum limit of 5.000 characters, not including spaces;

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

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, as amended by regulation no. 211/2024, published in the *Diário da República*, 2nd series, no. 36 of february 20th 2024):

7.1 - The Technical-Scientific and Professional Performance (DTCP) of the candidates, which should be weighted:

a) Academic Degree and/or Titles (GAT): Doctoral degree in Nursing and/or title of specialist in the area of nursing under Decree-Law no. 206/2009 of 31 August, amended by Decree-Law no. 27/2021, and, cumulatively, professional title of specialist nurse in the area of Child Health and Paediatric Nursing by the Order of Nurses;

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

c) Orientation of work leading to a bachelor's, master or doctoral degree (OT);

d) Participation in Juries of Academic examinations and/or for awarding the title of specialist (JPA);

e) The participation in Professional Training activities, participation in Scientific Societies and their committees or the organisation of scientific conferences, considered relevant in the area of Nursing (FPSC);

f) Critical Reflection made by the candidate about the contributions of the qualification obtained for the performance of the function to which they are applying (RC).

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

$DTCP = (GAT + PC + OT + JPA + FPSC + RC)$

The above parameters are assessed as follows:

GAT: the academic degree and titles [doctorate in the disciplinary area of Nursing or title of specialist in Nursing under Decree-Law no. 206/2009 of 31 August, amended by Decree-Law no. 27/2021], and professional title of specialist nurse in the area of Child Health and Paediatric Nursing by the Order of Nurses, with a maximum value of 100 points multiplied by a weighting of 0.3, are valued as follows:

a) Doctoral degree in Nursing and title of specialist in the area of Nursing under Decree-Law no. 206/2009 of 31 August, amended by Decree-Law no. 27/2021, and professional title of specialist nurse in the area of Child Health and Paediatric Nursing by the Order of Nurses - 100 points;

- b) Doctoral degree in Nursing and professional title of specialist nurse in the area of Child and Paediatric Health Nursing by the Order of Nurses - 90 points;
- c) Title of specialist in the area of Nursing under Decree-Law no. 206/2009 of 31 August, amended by Decree-Law no. 27/2021, and doctoral degree in a related area and professional title of specialist nurse in the area of Child Health and Paediatric Nursing by the Order of Nurses - 70 points;
- d) Specialist title in the area of Nursing under Decree-Law no. 206/2009 of 31 August, amended by Decree-Law no. 27/2021, and professional title of specialist nurse in the area of Child Health and Paediatric Nursing by the Order of Nurses - 60 points;
- e) Doctoral degree in a related area and professional title of specialist nurse in the area of Child Health and Paediatric Nursing by the Order of Nurses - 50 points.

PC: scientific production, publications, communications and conferences at home and abroad are valued, with a maximum value of 100 points multiplied by a weighting of 0.2, and valued as follows:

- a) For each participation in a research and development project with funding - 18 points;
- b) For each participation in a research and development project without funding - 12 points;
- c) For each article published (on the date of publication) in a journal indexed in databases (authored or co-authored) - 12 points;
- d) For each article published (at the time of publication) in a non-indexed journal (authored or co-authored) - 8 points;
- e) For each full article published (at the time of publication) in conference proceedings (authored or co-authored) - 3 points;
- f) For each book or e-book published internationally with an ISBN (author or co-author) - 6 points;
- g) For each book or e-book published nationally with an ISBN (author or co-author) - 4 points;
- h) For each book chapter or e-book published internationally with an ISBN (author or co-author) - 3 points;
- i) For each book chapter or e-book published at national level (author or co-author) - 2 points;
- j) For each review of an article in an internationally indexed scientific journal, duly proven with a declaration from the journal - 4 points;
- k) For each review of an article in a national indexed scientific journal duly attested by a declaration from the journal - 3 points;
- l) For each review of an article in a scientific journal for international or national dissemination without indexation, proven by a declaration from the journal - 2 points;
- m) Participation in the editorial board of an internationally or nationally recognised journal - 4 points.

Additional information: Each point will be awarded double points whenever the Jury recognises that it falls within the specialty area of Child Health and Paediatric Nursing (ESIP).

OT: the supervision of work leading to a bachelor's, master's or doctoral degree is valued, with a maximum value of 100 points multiplied by a weighting of 0.1, and the valuation is made as follows:

- a) For each completed PhD thesis supervised or co-supervised - 14 points;
- b) For each completed master's thesis/internship report/project work supervised or co-supervised - 12 points;
- c) For each monograph/undergraduate final paper supervised - 8 points.

JPA: participation in juries for academic examinations and/or for the award of the title of specialist is valued, with a maximum value of 100 points multiplied by a weighting of 0.1, with the valuation being made as follows:

- a) For each participation as an examiner in a doctoral thesis jury - 12 points;
- b) For each participation as an examiner on a jury of dissertations/internship reports/master's project work - 10 points;
- c) For each participation as an examiner on a jury of final course work/graduate theses - 8

points;

d) For each participation as a member of a jury for the award of the title of specialist under Decree-Law no. 206/2009 of 31 August - 6 points.

FPSC: participation in professional training activities, participation in scientific societies and their committees or the organisation of scientific conferences, considered relevant in the field of Nursing, is valued at a maximum of 100 points multiplied by a weighting of 0.2, with the valuation being made as follows:

a) For each invited paper/lecture at an international or national scientific meeting - 9 points;

b) For each free paper/poster at an international or national scientific meeting (authored/co-authored) - 7 points;

c) For each participation as a member of the scientific/organising committee at an international or national scientific meeting - 4 points;

d) For each participation as moderator/commentator in an international or national scientific meeting - 2 points.

Additional information: Each point will be awarded double points whenever the Jury recognises that it falls within the specialty area of Child Health and Paediatric Nursing (ESIP).

RC: the critical reflection made by the candidate on the contributions of the qualification obtained to the performance of the function for which he/she is applying (RC) is valued, and the analysis should allude to the relevance of this dimension to the development of knowledge in ESIP, its relevance and contribution to the mission of the Higher Education Institution/Organisational Unit, as well as to the functions of assistant professor. A single document should be submitted, with a maximum of 5.000 characters, not including spaces - this item will be valued from 0 to 100 points multiplied by a weighting of 0.1.

7.2 - Pedagogical Capacity (CP) of candidates, which should be weighted:

a) The Coordination of Pedagogical Projects (CPP);

b) Production of Pedagogical Material (MP);

c) Teaching Activity (AL);

d) Experience as a Trainer for each 18 hours of activity in the Nursing area (EF);

e) Supervision of curricular internships within the scope of a bachelor's or master's degree in Nursing (SE);

f) Professional Practice in the area of Nursing to enhance the candidate's experience (EP);

g) Critical Reflection made by the candidate on the contributions of the pedagogical activities referred to in the previous items for the performance of the function they are applying (RC).

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

$$CP = (CPP + MP + AL + EF + SE + EP + RC)$$

The above parameters are assessed as follows:

CPP: coordination and promotion of new pedagogical projects (e.g. development of new curricular unit programmes, creation and coordination of new courses or study programmes, etc.) or reform and improvement of existing projects (e.g. reformulation of existing curricular unit programmes, participation in the reorganisation of existing courses or study programmes), as well as projects with an impact on the teaching/learning process, are valued with a maximum value of 100 points multiplied by a weighting of 0.1, with valuation being made as follows:

a) Coordinator of a group responsible for creating new courses (with 30 or more ECTS or a minimum of 90 contact hours) duly proven and validated by the competent body - 16 points per coordination;

b) Coordinator of a group responsible for creating short courses (with a minimum of 14 contact hours) duly proven and validated by the competent body - 10 points per coordination;

c) Coordinator of a course/study cycle leading to an academic degree, duly proven and validated by the competent body - 16 points per coordination;

- d) Coordinator of a course/study cycle that does not confer an academic degree, duly proven and validated by the competent body - 12 points per coordination;
- e) Participation as a member of a group responsible for creating new courses (with 30 or more ECTS) duly proven and validated by the competent body - 10 points for each participation;
- f) Participation in the development of new curricular unit programmes, duly proven and validated by the competent body - 5 points per UC;
- g) Participation in the reformulation of existing curricular unit programmes, duly proven and validated by the competent body - 3 points per UC.

Additional information: Each point will be awarded double points whenever the Jury recognises that it falls within the specialty area of Child Health and Paediatric Nursing (ESIP).

MP: the quality and quantity of the teaching material produced by the candidate in the area of Nursing is valued, with a maximum value of 100 points multiplied by a weighting of 0.1, with the valuation being made as follows:

Pedagogical material (e.g. supporting text, videos, audiovisual material and computer support) developed by the candidate, duly proven and validated by the competent body - 15 points for each item.

Additional information: Each item will be scored double if the Jury recognises that it falls within the specialty area of Child Health and Paediatric Nursing (ESIP).

AL: the teaching and coordination of curricular units in the area of Nursing is valued, with a maximum of 100 points multiplied by a weighting of 0.2:

- a) Responsible for a curricular unit - 10 points for each unit;
- b) For each 10h of teaching in a curricular unit - 8 points;
- c) For each coordination of projects with an impact on the teaching/learning process (pedagogical innovation projects) duly proven and validated by the competent body - 6 points;
- d) For each participation in projects with an impact on the teaching/learning process (pedagogical innovation projects) duly proven and validated by the competent body - 4 points.

Additional information: Each point will be awarded double points whenever the Jury recognises that it falls within the specialty area of Child Health and Paediatric Nursing (ESIP).

EF: experience as a trainer is valued for every 18 hours of activity in the Nursing area, with a maximum value of 100 points multiplied by a weighting of 0.1, with the valuation being made as follows:

- a) Experience as a trainer for every 18 hours in the field of Nursing - 15 points.

SE: the supervision of curricular internships within the scope of a bachelor's or master's degree in Nursing is valued, with a maximum of 100 points multiplied by a weighting of 0.2, with the valuation being made as follows:

Hours of supervision/guidance/tutoring in clinical teaching/internship curricular units:

- a) Area of Child Health and Paediatric Nursing (ESIP) - 0.1 point for each hour;
- b) Other nursing areas - 0.05 point for each hour.

EP: professional practice in the field of nursing is valued, in order to enhance the candidate's experience, with a maximum of 100 points multiplied by a weighting of 0.2, and the valuation is made as follows:

Work carried out in a healthcare environment - 10 points for each year.

Additional information: Each point will be scored double if the Jury recognises that it falls within the specialty area of Child Health and Paediatric Nursing (ESIP).

RC: the critical reflection made by the candidate on the contributions of the teaching activities referred to in the previous paragraphs to the performance of the position for which they are applying (RC) is valued, and the analysis should allude to the relevance of this dimension to the development of knowledge in ESIP, its relevance and contribution to the mission of the Higher Education Institution/Organisational Unit, as well as to the functions of assistant professor. A single document should be submitted, with a maximum of 5.000 characters, not including spaces - this item will be valued from 0 to 100 points multiplied by a weighting of 0.1.

7.3 - Other Activities Relevant (AR) to the mission of the Higher Education Institution that has

been developed by the candidates, in which they should be weighted:

- a) Holding Positions as Directors and on management committees and participating in committees or structures (CD);
- b) Participation in Projects or activities of a practical nature, of extension to the community or scientific dissemination, within the area in which the position is open (PP);
- c) Critical Reflection made by the candidate on the contributions of the activities mentioned in the previous items for the performance of the function they are applying (RC).

7.3.1 - 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:

$$AR=(CD+PP+RC)$$

The above parameters are assessed as follows:

CD: the exercise of executive and management positions and participation in bodies or structures is valued at a maximum of 100 points multiplied by a weighting of 0.45:

Holding executive and management positions and participating in formally constituted bodies or departments, committees, etc. - 10 points for each participation, per calendar year.

PP: participation in projects or activities of a practical nature for community outreach or scientific dissemination, within the area in which the competition is open, is valued at a maximum of 100 points multiplied by a weighting of 0.45, with the valuation being made as follows:

Participation in projects or activities of a practical nature or scientific dissemination, within the speciality area of Child and Paediatric Health Nursing and not included in the previous points, considered by the jury to be relevant to the duties of assistant professor and to the speciality area of Child and Paediatric Health Nursing, duly proven - 10 points for each participation.

RC: the critical reflection made by the candidate on the contributions of the activities referred to in the previous paragraphs to the performance of the function for which they are applying (RC) is valued, and the analysis should refer to the relevance of this dimension to the development of knowledge in ESIP, its relevance and contribution to the mission of the Higher Education Institution/Organisational Unit, as well as to the functions of assistant professor. A single document should be submitted, with a maximum of 5,000 characters, not including spaces - this item will be valued from 0 to 100 points multiplied by a weighting of 0.1.

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 approved, in absolute merit, the candidates who obtain a final classification equal to or greater than 50 points and cumulatively hold the title of Specialist in Child and Paediatric Health Nursing, with a valid professional card issued by the Order of Nurses, will be considered to have been approved on absolute merit, while candidates who obtain a final classification lower than that score or who do not hold the title of Specialist in Child and Paediatric Health Nursing, with a valid professional card issued by the Order of Nurses, will not be approved on absolute merit.

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

7.6 - Under the terms and for the purposes envisaged in article 23, n.º 2, al. b), of ECPDESP, the President of the Jury, once the final classification is obtained, if there is equality of points between candidates, in the use of the competence that is conferred to him by that provision, will consider the following tie-breaking criteria, to be applied successively:

1º Pedagogical Capacity (CP) of the candidates.

If the tie persists, the following shall be taken into consideration:

2º Teaching Activity (AL) - Teaching and Coordination of Curricular units.

In applying these criteria the maximum limits resulting from the application of the final classification formula are not taken into consideration.

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, as amended by regulation no. 211/2024, published in the *Diário da República*, 2nd series, no. 36 of february 20th 2024. 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 - Carolina Miguel Graça Henriques, Pró-Presidente do Instituto Politécnico de Leiria e Professora Coordenadora da Escola Superior de Saúde, 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, as amended by regulation no. 211/2024, published in the *Diário da República*, 2nd series, no. 36 of february 20th 2024.

Effective members:

Helena da Conceição Pereira Borges Catarino, Professora Coordenadora (Aposentada) da Escola Superior de Saúde do Instituto Politécnico de Leiria;

Paula Manuela Jorge Diogo, Professora Coordenadora da Escola Superior de Enfermagem de Lisboa;

Luís Manuel da Cunha Batalha, Professor Coordenador da Escola Superior de Enfermagem de Coimbra;

Ernestina Maria Batoca de Sousa, Professora Coordenadora (Aposentada) da Escola Superior de Saúde do Instituto Politécnico de Viseu;

Maria Goreti Silva Ramos Mendes, Professora Coordenadora da Escola Superior de Enfermagem da Universidade do Minho.

Alternate Members:

Dulce Maria Pereira Garcia Galvão, Professora Coordenadora da Escola Superior de Enfermagem de Coimbra;

Ana Maria Jorge, Professora Coordenadora da Escola Superior de Saúde do Instituto Politécnico da Guarda.

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 University of Leiria 's website (in Portuguese and English), under the terms of article 29-B of the ECPDESP.

Leiria, march, 2nd, 2024 - The President, Carlos Manuel da Silva Rabadão