



ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA  
(Nursing School of Coimbra)

NOTICE

Internal document-based tender for four positions of Coordinating Professor, under a public service employment contract of unspecified duration, for the subject area of Nursing, subarea Medical-Surgical Nursing, in accordance with article no. 3 of Decree-Law no. 112/2021 of 14 December.

1- In accordance with the *Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico* (Career Statutes For Teaching Staff in Polytechnic Higher Education, from now on referred to as ECPDESP), approved by Decree-Law no. 185/81, of 1 July, amended by Decree-Law no. 207/2009, of 31 August (in its republication), and Law no. 7/2010, of 13 May, as well as following the Faculty Recruitment Regulations, approved by Order of the President of the *Escola Superior de Enfermagem de Coimbra* (Nursing School of Coimbra, from now on referred to as ESEnfC) of 13 June 2019 and published by Order no. 6279/2019 in *Diário da República*, 2<sup>nd</sup> series, no. 129, of 9 July, it is hereby made public that, under the terms laid down in paragraph 1(d) of article 92 of the *Regime Jurídico das Instituições de Ensino Superior* (Legal Framework for Higher Education Institutions, from now on referred to as RJIES) approved by Law no. 62/2007, of 10 September, and paragraph 1(d) of article 49 of the ESEnfC Statutes, approved by Legislative Order no. 50/2008, of 9 September and published in *Diário da República*, 2<sup>nd</sup> series, no. 185, of 24 September, an internal document-based tender is open, properly and previously accounted for in the ESEnfC's budget allocation, by Order n<sup>o</sup> 21 of the President of the ESEnfC, dated from 28 February 2023, for four positions of Coordinating Professor under a public service employment contract of unspecified duration, for the subject area of Nursing - subarea Medical-Surgical Nursing, in accordance with article no. 3 of Decree-Law no. 112/2021 of 14 December. This tender will be open for 30 working days, counting from the working day immediately after the day of publication of this tender in *Diário da República*, under the following terms and conditions:

- 2- Validity period - This tender is valid for the positions mentioned above, expiring when these positions are occupied.
- 3- Workplace: ESEnfC and other institutions where the School implements its activities.



4- Functional content of the category: as described in article no. 3 (5) of the ECPDESP and the ESEnfC Faculty Regulations.

5- Salary grade under the terms of article no. 35 (1) of ECPDESP.

6- Admission requirements: only faculty meeting all the following requirements up to the publication date of this tender can apply:

6.1- Under the terms of article 3 (2) of Decree-Law No. 112/2021 of 14 December, the following may apply to this internal document-based tender: *professores adjuntos* with a public service employment contract of unspecified duration with the ESEnfC even if they have not completed their probationary period, who belong to the staff map where this tender is open, and who meet the requirements of the ECPDESP, approved by Decree-Law No. 185/81 of 1 July, in its current wording, for the category in question.

6.2- In compliance with article no. 19 of the ECPDESP and article no. 5 (2) of Order no. 6279/2019 (ESEnfC Faculty Recruitment Regulations), published in *Diário da República*, 2<sup>nd</sup> series, no. 129, of 9 July, the holders of a doctoral degree or the title of specialist, obtained for more than five years, in the subject area or related area to which this tender is open, and that, because a subarea is foreseen, meet the specific necessary conditions, which in this case are holding a professional title of nurse specialist in Medical-Surgical Nursing, may apply to this internal document-based tender.

6.3- The specialist title indicated in article no. 19 of ECPDESP refers to that specified in article no. 48 of Law no. 62/2007, of 10 September, and Decree-Law no. 206/2009, of 31 August, in its current wording.

7- Application:

7.1 - Candidates must submit an application request addressed to the President of the ESEnfC sent by mail (registered letter with return receipt) to the following address *Serviço de Recursos Humanos da Escola Superior de Enfermagem de Coimbra, Avenida Bissaya Barreto, 3004-011 Coimbra*, or delivered in person at the same address, between 10:00-12:00 and 14:00- 17:00, until the end of the deadline.

The application request must include the following elements:

- a) Complete identification (full name, date of birth, nationality, identity card number, address, email, telephone number).
- b) Educational qualifications and professional/academic titles.



- c) Category, subject area, or subarea to which the candidate belongs, and length of service as a Higher Education faculty member.
- d) Any other element that candidates consider may influence the assessment of their merit or constitute grounds for legal preference.
- e) Identification of the present tender and the *Diário da República* publishing this notice.
- f) List of the documents sent with the application.
- g) Date and signature.

7.2 - Applications sent by email will not be accepted.

8 - Submission:

8.1 - Candidates must submit their application request with the following documents, correctly numbered and identified:

- a) Authorized copy of the identification card/document;
- b) A statement, under oath, in which candidates attest to:
  - Not being inhibited from holding a job in the public sector or forbidden from occupying the intended position.
  - Being in good health and possessing the psychological profile required for the job.
  - Having complied with the compulsory vaccination requirements.
- c) Six copies of the *curriculum vitae*, including all the information relevant to the application's assessment, organized according to this notice's selection and ranking criteria, with the documents attesting to the information provided;
- d) Certified copy of the documents attesting that the candidate holds a Ph.D. or the specialist title, for more than five years, in the subject area or related area to which this tender is open, in accordance with article no. 48 of Law no. 62/2007 of 10 September and Decree-Law no. 206/2009, of 31 August, in its current wording. Candidates holding foreign qualifications must provide a certified copy of the document attesting to the recognition, equivalence, or registration of the Ph.D. in Portugal in the area of Nursing, obtained more than five years ago, in the subject area or related area to which this tender is open, under the terms of the applicable legislation);
- e) Certified copy of the document attesting that the candidate holds the title of nurse specialist in Medical-Surgical Nursing;
- f) Six copies of the scientific-pedagogical development project;



g) Non-editable list with the exact identification of all the documents submitted (name of each file).

8.2 - In accordance with article no. 23 (4a) of the ECPDESP, and article no. 18(3) of the ESEnfC Faculty Recruitment Regulations, approved by the President of the ESEnfC in Order no. 22 of 13 June and published by Order no. 6279/2019 in *Diário da República*, 2<sup>nd</sup> series, no. 129, of 9 July, the Jury may, whenever necessary, request the candidates to submit the original supporting documents attached to the *curricula vitae*, establishing a deadline for this purpose;

8.3 - The supporting documents attached to the *curricula vitae* must be submitted in the original language they were issued. These documents must be translated into Portuguese or English if these are not their languages of origin;

8.4 - The candidate must provide the documents mentioned in sub-paragraphs d), e), f), and g) of paragraph 8.1 of this notice in digital format saved in a properly identified recording device (CD/DVD/USB flash drive). The candidates are responsible for ensuring that the digital files submitted are readable and correctly identified. The copies of the *curriculum vitae* and the scientific-pedagogical development project must be submitted as born-digital documents in an editable PDF format;

8.5- Candidates must organize their *curricula vitae* according to the assessment parameters, weightings, and criteria approved by the Jury of this tender to allow the easy identification of their different elements and the analysis of their relationship with the respective assessment parameters;

8.6 - Candidates must provide documentary evidence that their curricular elements fit into the parameters defined by the Jury, bearing in mind that the same curricular element may not be weighted in more than one parameter/criterion/subcriterion.

9- Exclusion from the tender:

9.1 - Failure to present the documents required under the terms of this notice or their presentation after the deadline results in the exclusion of the application.

9.2 - The submission of false documents will result in immediate exclusion from the tender and participation to the competent authorities for purposes of criminal prosecution.



10 - Candidates who do not meet the admission requirements will be excluded, being previously notified of this decision via email to allow for a “Hearing of Interested Parties” to be conducted under the terms of the Administrative Procedural Law.

11 - The original documents provided by the candidates will be returned upon request, one year after the termination of this tender, except if the tender has been subjected to judicial objection, in which case the documents will be returned after the jurisdictional decision is made.

12- Preliminary evaluation and public hearings:

Following the preliminary evaluation of the *curricula vitæ* of the admitted candidates, the Jury may decide to hold public hearings, in which case all candidates will be informed via email with delivery receipt of the date, time, and place of the public hearings at least five working days in advance.

13- Once the applications’ admission phase is concluded, the Jury will deliberate on their approval or rejection based on absolute merit, voting by roll-call and justifying their vote. Abstentions are not allowed. Candidates who obtain a favorable vote from more than half of the voting jury members will be considered approved with absolute merit.

14- According to the terms of article no. 3 (4) of Decree-Law no. 112/2021, of 14 December, the approval with absolute merit depends on the fulfillment of the following requirements established by the Scientific-Technical Board:

**Absolute merit requirements approved by the ESEnC’s Scientific-Technical Board, according to the terms of article no. 3 (4) of Decree-Law no. 112/2021, of 14 December:**

*A. Scientific performance: to have published five (5) articles in indexed scientific journals throughout their teaching career and to be a researcher integrated into an active structuring project of the UICISA: E (Health Sciences Research Unit: Nursing);*

*B. Pedagogical capacity: to have higher education teaching experience in at least one (1) course unit (unidade curricular - UC) of one academic semester for two years, effectively teaching at least 50% of the expected hours of the UC sheet, and to have presented a UC proposal with pedagogical rationale;*

*C. Performance in other relevant activities: to have participated in a school body, office, or institutional committee, or to have held a statutory position, or to have participated in community extension projects or formally constituted working groups, or to have been part of the governing body of a public or charitable entity.*



15 - Assessment and ranking parameters based on relative merit, respective weightings, and final assessment system:

15.1 - Methods, parameters, criteria, and evaluation system and final classification (established under the terms of article no. 7 of Order no. 6279/2019, of 9 July):

The following parameters will be considered in the candidate's curricular evaluation:

- a) The candidate's qualifications (Q) will be assessed based on her/his academic and training path and considering the following criteria:
  - The academic degree and title of nurse specialist obtained in accordance with Decree-Law no. 206/2009, of 31 August, in its current wording;
  - Specialized and postgraduate training.
- b) The candidate's technical-scientific and professional performance (DTCP) will be assessed based on the analysis of her/his most relevant works and activities in the subject area of Nursing, particularly among those highlighted as the most representative, considering the following criteria:
  - Scientific publications;
  - Scientific and technological dissemination activities;
  - Participation in R&D projects;
- c) The candidate's pedagogical capacity (CP) will be assessed based on the quality and extension of her/his former pedagogical practice and considering the following criteria:
  - UC coordination positions held, the UCs lectured, and the types of classes taught in the different cycles of studies and non-degree programs of Nursing education, including the elaboration of pedagogical materials;
  - Supervision of master's theses or doctoral dissertations, post-doctoral studies, and participation in academic examinations juries;
  - The scientific-pedagogical development project.
- d) Other activities relevant to the ESEnfC's mission (OAR) will be assessed based on the candidate's individual activities, considering:
  - Service provision and consultancy;
  - Positions held and functions performed in higher education institutions;
  - Professional, cultural, and social activities, or others the candidate may consider relevant but that were not included in previous parameters.



15.2 - Each ranking parameter is scored using a scale from 0 to 100 points.

15.3 - Each parameter's score results from the sum of the scores obtained in the respective criteria.

15.4- The Final Score (*Pontuação Final* - PF) results from applying the following formula:  $PF = (0.10 Q + 0.30 DTCP + 0.40 CP + 0.20 OAR)$ .

15.5 - The Final Classification (*Classificação Final* - CF) is expressed using a centesimal scale from 0 to 20 and results from converting the PF to this scale.

15.6 - In case of a tie between candidates, the following tiebreak criteria will be applied consecutively: 1) Best score in the sum between DTCP and CP; 2) Best score in the CP; 3) Best score in the DTCP; 4) Best score in the OAR.

16- The candidates approved with absolute merit are ranked in descending order of the classification obtained as a result of the application of the final assessment system.

17 - The Jury's minutes with the applications' final evaluation system based on the parameters, criteria, and weightings, as well as the ranking grid, will be published at the usual places on the ESEnfC and on the ESEnfC's website and made available to the candidates whenever requested.

18 - The tender's minutes, documents, and ranking grids will be available to the candidates whenever requested.

19 - All communication with the candidates within the scope of this tender is made by email to the address indicated by them in their application. All emails will be sent with delivery receipt.

20 - Jury:

President: Ph.D. Professor Jorge Manuel Amado Apóstolo, Coordinating Professor of the ESEnfC, by delegation of the President of ESEnfC;

Effective members:

- Ph.D. Professor Isabel Maria Pinheiro Borges Moreira, Coordinating Professor of the ESEnfC;
- Ph.D. Professor Adriano de Jesus Miguel Dias Pedro, Coordinating Professor of the School of Health of the Polytechnic Institute of Portalegre;
- Ph.D. Professor Helga Marília da Silva Rafael Henriques, Coordinating Professor of the Nursing School of Lisbon;



- Ph.D. Professor Paulo Alexandre Oliveira Marques, Coordinating Professor of the Nursing School of Porto;
- Ph.D. Professor Maria dos Anjos Coelho Rodrigues Dixe, Coordinating Professor of the School of Health of the Polytechnic Institute of Leiria.

Substitute members:

- Ph.D. Professor Maria Isabel Domingues Fernandes, Coordinating Professor of the ESEnfC;
- Ph.D. Professor Idalina Delfina Gomes, Coordinating Professor of the Nursing School of Lisbon.

21- If the President of the Jury is absent or unable to act, he or she will be replaced by the first effective member.

22 - In compliance with article 9(h) of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes equal opportunities between men and women in access to employment and professional advancement and takes action to prevent all types of discrimination

23 - This notice will also be published on the website of BEP - *Bolsa de Emprego Público* (Governmental Public Employment Portal) and, in Portuguese and English, on the websites of the Foundation for Science and Technology (FCT) and the ESEnfC, in compliance with article no. 29-B of ECPDESP.

03 May 2023 - The President, Ph.D. Professor António Fernando Salgueiro Amaral