

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

NOTICE

Document-based tender for the recruitment of two positions of *Professor Adjunto*, under a public service employment contract of unspecified duration, for the subject area of Nursing, subarea Medical-Surgical Nursing.

1 - In accordance with the *Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico* (Career Statute for Teaching Staff in Higher Polytechnic 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 Regulation for the Recruitment of Teaching Staff, 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*, 2nd 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 Legal Framework for Higher Education Institutions (RJIES) approved by Law no. 62/2007, of 10 September, and paragraph 1(d) of Article 49 of the Statutes of the ESEnfC, approved by Legislative Order no. 50/2008, of 9 September, published in *Diário da República*, 2nd series, no. 185, of 24 September, by Order nº 54 of the President of ESEnfC of 14 October 2021, for 30 working days from the publication of this notice in *Diário da República*, a document-based tender is open for the recruitment of two positions of *Professor Adjunto* under a public service employment contract of unspecified duration, with an experimental period of five years, in accordance with article 10-B of Decree-Law no. 207/2009, of 31 August, amended by Law no. 7/2010, of 13 May, for the subject area of Nursing, subarea Medical-Surgical Nursing.

2 - Validity period – This tender is valid for the two positions mentioned above, expiring when these positions are occupied.

3 - Workplace: *Escola Superior de Enfermagem de Coimbra* (Nursing School of Coimbra - ESEnfC).

4 - Functional content of the category:

4.1 - According to article no. 2-A of ECPDESP, polytechnic higher education lecturers are responsible for: providing the academic service assigned to them and guiding and supervising students; developing research and cultural creation or experimental development activities; participating in outreach, scientific and technological dissemination actions and economic and social knowledge promotion activities; and participating in the management of their higher education institutions.

4.2 - Under the terms of article no. 3 (4) of ECPDESP, the *Professor Adjunto* is responsible for: cooperating with the Coordinating Professors within the scope of a subject or scientific area and specifically for conducting and teaching theoretical, theoretical-practical, and practical classes; guiding and supervising internships, seminars, and laboratory or fieldwork; managing and developing scientific research and experimental development activities following previously established guidelines on the subject or scientific area; and cooperating with other professors of the subject or scientific area in the coordination of the programs, teaching methodologies, and general research guidelines of the disciplines of that area.

5 - Remuneration position under the terms of article no. 35 (1) of ECPDESP.

6 - Admission requirements:

6.1 – Under the terms of Article no. 17 of the General Labour Law in Public Functions - Law no. 35/2014, of 20 June, and Article no. 12-E of ECPDESP, only candidates who meet all the following general requirements, up to the last day of application submission, can apply:

a) Be at least 18 years of age or older.

b) Not be inhibited from holding a job in the public sector nor forbidden from performing the intended position.

c) Be in good health and possess the psychological profile required for the job.

d) Have complied with the compulsory vaccination requirements.

6.2 - According to Article 5 of Order no. 6279/2019 (Regulation for the Recruitment of Teaching Staff of ESEnfC), published in *Diário da República*, 2nd series, no. 129, of 9 July, and article no. 17 of ECPDESP, the following may apply to the tender: holders of a Ph.D. degree in Nursing; holders of a Ph.D. degree in a related area with the specialist title in Nursing; holders of a master's degree and holders of a bachelor's degree with the specialist title in the subject area to which the tender is open, and that, because a subarea is foreseen, meet the specific necessary conditions, which in this case will be holding a professional title of nurse specialist in Medical-Surgical Nursing. The specialist title indicated in article no. 17 of ECPDESP refers to the one specified in article no. 48 of Law no. 62/2007, of 10 September, and Decree-Law no. 206/2009, of 31 August

7 - Application:

7.1 - Candidates must submit an application request addressed to the President of 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) Academic qualifications and/or professional/academic titles.

c) Category, subject area, or subarea to which the candidate belongs, length of service as a lecturer in Higher Education, and the Institution in which the candidate is currently working, if applicable.

d) Any other information that candidates consider may influence the assessment of their merit or constitute grounds for legal preference.

e) Identification of the tender to which the candidate is applying with the reference of the *Diário da República* in which this notice was published.

f) List of the documents sent with the request.

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, properly numbered and identified:

a) Authorized copy of the identification card/document;

b) A statement, under oath, attesting the compliance with the following aspects:

- Not being inhibited from holding a job in the public sector or forbidden from performing the intended position.

- Being in good health and possessing the psychological profile required for the job.

- Having complied with the compulsory vaccination requirements.

c) Certified copy of the documents attesting that the candidate holds a Ph.D. or the specialist title obtained in accordance with Decree-Law no. 206/2009, of 31 August. 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, under the terms of the applicable legislation, and proof of the professional title of nurse specialist in Medical-Surgical Nursing issued by the *Ordem dos Enfermeiros* (Portuguese Nursing and Midwifery Regulator);

- d) Document attesting to the category, length of service, and Institution where the candidates are working, if applicable;
- e) Six copies of the *curriculum vitae*, including the information relevant to the evaluation of the application, and organized in accordance with the selection and ranking criteria of this notice, with the documents attesting to the information provided;
- f) Non-editable list with the exact identification of all the documents submitted (name of each file);
- g) The *curriculum vitae* structure must comply in full with the “Operationalization of Parameters and Criteria of Curricular Evaluation” approved by the jury of this tender, in minutes no. 1, following the order established for the evaluation parameters and items, a mandatory condition for its rating, and attaching the documents validated by the responsible institutions. Items not properly ordered will be excluded.
- h) In accordance with Article 11(6) of Decree no. 125-A/2019, of 30 April, the jury’s minutes, with the evaluation parameters and corresponding weightings for every selection method applied, the classification table, and the final evaluation system, will be published on ESEnC’s webpage, at: <https://www.esenfc.pt/pt/page/3684/165>

8.2 - In accordance with Article no. 23 (4a) of ECPDESP, and Article no. 18(3) of the Regulation for the Recruitment of Teaching Staff, approved by the President of the ESEnC in the Order of 13 June and published by Order no. 6279/2019 in *Diário da República*, 2nd series, no. 129, of 9 July, the jury may, whenever necessary, request the candidates to submit the original supporting documents attached to the *curriculum vitae*, as well as provide additional documentation related to the *curriculum vitae*, establishing a deadline for this purpose.

8.3 - The candidate must provide a copy of the documents mentioned in sub-paragraphs e) and f) of paragraph 8.1 of this notice in a non-editable format (PDF) and properly identified digital recording device (USB flash drive). The candidates are responsible for ensuring that the digital files submitted are readable and a precise copy of the documents submitted on paper.

8.4 - The *curriculum vitae* must be submitted in Portuguese or English for candidates from foreign countries.

8.5 - The supporting documents attached to the *curriculum 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.

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, will result 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

9.3 - 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 Administrative Procedural Law.

10 - Following the preliminary evaluation of the *curricula vitae* of the candidates admitted, the jury may decide to hold public hearings, in which case all candidates will be informed of the date and place of the public hearings at least five days in advance.

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

12 - Selection and ranking criteria, evaluation system, and final classification (established under the terms of Article no. 7 of Order no. 6279/2019, of 9 July):

12.1 Candidates will be selected through the curricular evaluation method. The final classification will be obtained based on an evaluation system composed of parameters, criteria, and weightings.

12.2 - The following parameters will be considered in the curricular evaluation:

- a) The candidates' qualifications (Q), evaluated based on their academic and training path, considering the following criteria:
 - i. The academic degree and specialist title in Nursing obtained in accordance with Decree-Law no. 206/2009, of 31 August;
 - ii. Specialized and postgraduate training;
- b) The candidates' technical-scientific and professional performance (DTCP), evaluated based on the analysis of their most relevant works and activities in the subject subarea of the tender:
 - i. Scientific publications up to the publication date of the notice of this tender;
 - ii. Scientific and technological dissemination activities up to the publication date of the notice of this tender;
 - iii. Participation in R&D projects up to the publication date of the notice of this tender.
- c) The candidates' pedagogical capacity (CP), evaluated based on the quality and extension of their previous pedagogical practice, up to the publication date of the notice of this tender, considering the following criteria:
 - i. Course units and type of classes lectured in the different cycles of studies;
 - ii. Other pedagogical activities within the scope of training;
 - iii. Experience in the elaboration of pedagogical materials and implementation of innovative techniques and methods of teaching support.
- d) Other activities relevant to the ESEnfC's mission (OAR), evaluated based on the candidates' individual activities, up to the publication date of the notice of this tender, considering:
 - i. Service provision and consultancy;
 - ii. Positions held, functions performed, and supervision provided in higher education institutions and other institutions;
 - iii. Professional, cultural, and social activities and others the candidates consider relevant, which are not included in the previous parameters.

12.3 - The criteria and weightings for the curricular evaluation of the different parameters are defined by the jury and available for consultation under the terms of paragraph 7.1(h) of this notice.

12.4 - The final classification (CF), on a scale of 0 to 100 points, is obtained through the following formula: $CF = (0.20 Q + 0.30 DTCP + 0.30 CP + 0.20 OAR)$. The classification (C) will be converted into a scale from 0 to 20 points, applying the formula $C = CF/5$. Candidates who obtain a final classification equal to or higher than 12 points without rounding will be considered approved with absolute merit.

12.5 - In case of a tie between candidates, the final classifications to two decimal places will be applied. If a tie still exists, the following tiebreak criteria will be applied consecutively: 1) Best score of the sum of DTCP and CP; 2) Best classification in CP; 3) Best classification in DTCP; 4) Best classification in OAR.

13 - Table - Evaluation system for candidate selection and ranking

Parameters	Weightings
Qualifications (Q)	0.20
Technical-scientific and professional performance (DTCP)	0.30
Pedagogical capacity (CP)	0.30
Other relevant activities to ESEnfC's mission (OAR)	0.20

Criteria (Q)	Weightings	Weighted maximum score
i. Academic degree and specialist title*	0.60	60
ii. Specialized and postgraduate training.		

Final classification on the master's or postgraduate specialization degree in Nursing that resulted in the title of nurse specialist in Medical-Surgical Nursing	0.25	25
Postgraduate training relevant to the subarea for which the tender was opened.	0.10	10
Other postgraduate training.	0.05	5
Criteria (DTCP)	Weightings	Weighted maximum score
i. Scientific publications up to the publication date of this notice	0.50	50
ii. Scientific and technological dissemination activities up to the publication date of this notice	0.40	40
iii. Participation in R&D projects up to the publication date of this notice	0.10	10
Criteria (CP)	Weightings	Weighted maximum score
i. Course units and type of classes lectured in the different cycles of studies	0.70	70
ii. Other pedagogical activities within the scope of professional training up to the publication date of this notice	0.15	15
iii. Experience in the production of pedagogical materials and implementation of innovative techniques and methods of teaching support up to the publication date of this notice	0.15	15
Criteria (OAR)	Weightings	Weighted maximum score
i. Service provision and consultancy.	0.30	30
ii. Positions held, functions performed, and supervision provided in higher education institutions and other institutions	0.30	30
iii. Professional, cultural, and social activities and others considered relevant by the candidate, which are not included in the previous parameters	0.40	40

* In this section, only the item with the highest weight will be scored.

Note: The title of specialist refers to that foreseen in Decree-Law No. 206/2009, of 31 August

14 - Jury:

- President: Ph.D. Professor Paulo Joaquim Pina Queirós, Coordinating Professor of the ESEnfC, by delegation of powers of the President of ESEnfC;

Full members:

- Ph.D. Professor Maria Isabel Domingues Fernandes, Coordinating Professor of the ESEnfC, Ph.D. in Didactics, Specialist in Medical-Surgical Nursing;

- Professor Aniceta Maria Viana da Paz, Coordinating Professor of the School of Health Care of the Polytechnic Institute of Santarém, Master's in Theology and Ethics of Health Care, Specialist in Medical-Surgical Nursing;
- Ph.D. Professor António Filipe Amaral de Jesus Cristóvão, Coordinating Professor of the Nursing School of Lisbon, Ph.D. in Nursing, Specialist in Medical-Surgical Nursing;
- Ph.D. Professor Maria Aurora Gonçalves Pereira, Coordinating Professor of the School of Health of the Polytechnic Institute of Viana do Castelo, Ph.D. in Educational Sciences, Specialist in Medical-Surgical Nursing;
- Ph.D. Professor Maria Manuela Amorim Cerqueira, Coordinating Professor of School of Health of the Polytechnic Institute of Viana do Castelo, Ph.D. in Nursing, Specialist in Medical-Surgical Nursing.

Substitute members:

- Ph.D. Professor Isabel Maria Pinheiro Borges Moreira, Coordinating Professor of the ESEnfC, Ph.D. in Nursing, Specialist in Medical-Surgical Nursing;
- Ph.D. Professor António Fernando Salgueiro Amaral, Coordinating Professor of the ESEnfC, Ph.D. in Business Management, Specialist in Medical-Surgical Nursing.

15 –The President of the jury will be replaced, when absent or deterred, by the full member appointed in first place.

16 - After evaluating the candidates' *curricula vitae*, the jury, based on the final evaluation system, prepares and approves a reasoned report evaluating each of the candidates' curriculum vitae and assigns it a final classification on a scale of 0 to 20 points.

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

18 - This public notice will also be published on the website BEP - *Bolsa de Emprego Público* (Governmental Public Employment Portal) and, in Portuguese and English, on the websites of the FCT I. P., and the ESEnfC, in compliance with Article no. 29-B of ECPDESP.

17 November 2021 - The President, Ph.D. Professor Aida Maria de Oliveira Cruz Mendes