

NURSING SCHOOL OF COIMBRA

PUBLIC NOTICE OF OPEN TENDER FOR A POSITION OF *PROFESSOR COORDENADOR PRINCIPAL*

1. Under the terms set out in articles 9-A, 15, and 15-A in Decree-Law no. 185/81, of 1 July, amended and added to Decree-Laws no. 207/2009, of 31 August, and Law no. 7/2010, of 13 May - Statute of the Career of Lecturing Staff in Higher Education (*Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico*), hereinafter referred to as statute or ECDESP, and other legal provisions in force, it is hereby made public by order of 26 February 2019 that, for a period of 30 working days from the publication of this notice in *Diário da República*, a document-based tender is open for the recruitment of a *Professor Coordenador Principal*, under a public service employment contract of unspecified duration, for the Nursing area.
2. Validity period – The tender is valid for this position only, expiring when the position is taken.
3. Candidates who fall under the conditions foreseen in Article 9-A (3) of the ECDESP, with the title of *Agregado em Enfermagem*, can be considered.
4. Candidates must submit an admission request addressed to the President of the Nursing School of Coimbra, by postal mail (registered letter with return receipt) to Escola Superior de Enfermagem de Coimbra, Rua 5 de outubro e/ou Avenida Bissaya Barreto, Apartado 7001, 3046-851 Coimbra, or in person in that address at the Human Resources Office (from 10 a.m. to 5 p.m.) until the deadline established. Applications sent by email shall not be considered.
5. The following information is compulsory for application: Full identification (full name and name used in bibliographic references, parents' names, date and place of birth, number, date, issuing service and expiry date of the identity card or number of citizen card and expiry date, marital status, address, postal code), telephone number, and email address, academic degree and final classification, professional category and the position currently held, identification of the tender the candidate is applying for and the *Diário da República* in which this notice was published, and any other information that can influence the assessment of the candidate's skills.
6. Candidates must submit the following documents attesting the general requirements, foreseen in Article 17 of the LGTFP:
 - a) Criminal record certificate attesting that the candidate is not inhibited to holding a job in the public sector or inhibited to perform the tasks to which the candidate is applying;
 - b) The candidate's statement attesting that he or she has the physical robustness and psychological profile required to perform the tasks to which the candidate is applying;
 - c) Updated record of mandatory vaccination;
 - d) A document which proves that the candidate meets the legal conditions referred to in point 3 of this notice;
 - e) Six copies of the detailed *curriculum vitae* (digital format);
 - f) Statement signed by the candidate, under the framework of data protection regulation, giving permission to use the personal data included in the documents submitted for application to this tender,

under the following terms: «I, (full name), declare that I was informed for the purposes foreseen in article 13 of the General Data Protection Regulation (EU)2016/679 of the European Parliament and of the Council of 27 April about the processing of my personal data included in the documents submitted for application to tender no., under Notice no. (...), for a position at the ESEnfC, located in Avenida Bissaya Barreto, Apartado 7001, 3046-851 Coimbra, for the sole purpose of collecting and inserting into a database on this tender and during its recruitment process.”

g) Full list of all the documents submitted.

6.1 Whenever deemed necessary, the jury can ask the candidates to provide additional information related to their curriculum.

7. Candidates who declare under oath in the respective requirements, in separate paragraphs, their situation in relation to the content in paragraphs a) and b) of the previous number shall not be obliged to submit the documents referred to in those paragraphs.

8. Candidates working at the Nursing School of Coimbra shall not be obliged to submit the documents which are already available in their personal files, and these aspects must be declared in the respective requirements.

9. The *curriculum vitae* must include:

- a) Academic qualifications (academic degrees, academic titles, grades, dates, and institutions in which they were obtained);
- b) Other formal graduate and post-graduate courses, indicating the grades, dates, and institutions in which they were obtained;
- c) Professional training and experience;
- d) Participation in conferences, seminars, and similar meetings (the information provided shall be used to assess the candidate's degree of intervention and responsibility, as well as the interventions' final outcomes);
- e) Research, technical, and pedagogical work carried out (the information provided shall be used to assess the competencies through the analysis of the work produced);
- f) Published works (the information provided shall be used to assess the competencies through the analysis of the work produced);
- g) Other relevant experiences.

10. The candidates' selection and ranking criteria, which aim to assess the candidates' merit in their professional capacity, are listed below, in accordance with Article 15-A, of the ECDESP (Decree-Law no. 207/2009, of 31 August, and Law no. 7/2010, of 13 May).

- a) Pedagogic capacity with a relative weight of 30%;
- b) Technical-scientific and/or professional performance with a relative weight of 40%;
- c) Other activities relevant to the institution with a relative weight of 30%.

10.1. Pedagogical capacity. The following parameters shall be taken into account during the assessment of the pedagogical merit:

- a) Coordination and lecturing of curricular units within different cycles of studies-guidance of clinical rotations and internships, seminars (these parameters shall be assessed taking into account the

number and diversity of the taught curricular units and the diversity of formats (in-person, distance learning...);

- b) Lecturing in other national and international higher education institutions;
- c) Capacity for pedagogical innovation – supervision of pedagogical, scientific and technical activities, promotion of pedagogical initiatives aimed at improving the teaching and learning processes, design of graduate and post-graduate courses or new curricular units and restructuring of syllabus or curricular units, participation in pedagogical structures, promotion and implementation of processes for improvement of the pedagogical activity of cycles of studies or other teaching activities. This parameter shall be assessed based on the number, nature, and diversity of activities.
- d) Pedagogical publications – pedagogical handbooks, textbooks, workbooks, or other pedagogical publications. This parameter shall be assessed based on the number, diversity, and originality.
- e) Teaching experience - professional experience in polytechnic or university higher education institutions; coordinator of a disciplinary team; responsible for curricular units; responsible for teachers' pedagogical orientation.
- f) Teaching work - Annual number of classes; guidance and supervision of students in clinical rotations; participation in the design of the syllabus of several curricular units; guidance and supervision of non-regular students in clinical rotations.
- g) Organized and/or attended Pedagogical Training Courses; participation in academic groups and/or committees; organization and/or moderation of panels, workshops, and roundtables in conferences, seminars, meetings, and other training sessions.

10.2. Technical-scientific and/or professional performance. This performance shall be assessed based on the following parameters:

- 10.2.1. Coordination or deputy coordination of Research Units. This parameter shall be assessed based on the unit's merit assessment and assessment of the evolution of the unit's scientific productivity indicators under the candidate's period of coordination.
- 10.2.2. Scientific and technical productivity - works, patents, projects, books, book chapters, articles in scientific journals, and minutes of scientific meetings and conferences, active participation in colloquia, seminars, and other scientific forums.

This parameter shall be assessed based on:

- a) The amount, originality, and diversity of productivity;
- b) The scientific autonomy demonstrated;
- c) The impact of scientific productivity;
- d) The degree of internationalization.

10.2.3. Scientific projects – coordination and participation in scientific and development projects, with national, international, public, or private funding, as well as non-funded projects.

This parameter shall be assessed based on:

- a) The type of researcher's involvement (coordinator or participant);
- b) The amount;
- c) The type of project (integrated into a national or international network);
- d) The integration into the research structure and its classification.

10.2.4. Scientific guidance – guidance of postdoctoral dissertations, theses, and projects. This parameter shall be assessed based on the amount and diversity of guided works (both completed and ongoing), favoring:

- a) Guidance of doctoral and postdoctoral works;
- b) Guidance of master's dissertations;
- c) Guidance of monographs of Specialized Higher Education Courses and Postgraduate Specialization Degrees;
- d) Guidance of works by undergraduate students.

10.2.5. Intervention in the scientific community – active participation in national or international events, organization of national or international scientific events, participation in networks and committees of scientific events, active participation in the publication, assessment, and review of national or international scientific publications. This parameter shall be assessed based on the amount and diversity of activities.

10.2.6. Scientific and technical assessment – participation in national or international juries of academic examinations and scientific and technical consultancy:

- a) Examinations for *agregação*;
- b) Tender for coordinating professor;
- c) Doctorate examinations;
- d) Master's examinations;
- e) Experts on national or international panels and scientific and technical consultancy of calls and projects.

10.3. Other activities relevant to the institution. This performance shall be assessed based on the following parameters:

- a) Participation in administrative, pedagogical, and scientific management bodies of the Nursing School of Coimbra or higher education institutions (length and diversity of the positions);
- b) Educational and technical outreach – activities related to scientific publication, pedagogical, cultural, and social innovation, knowledge transfer, namely the collaboration with other ministries, consular offices, companies, etc.

10.4. Teachers who hold management positions at the Nursing School of Coimbra and are exempt from lecturing due to legal or statutory requirements or as determined by the competent bodies shall not be penalized by the grid established by the jury on the parameters established in the previous points.

11. Jury:

President

Aida Maria de Oliveira Cruz Mendes, Ph.D., President of the Nursing School of Coimbra.

Members:

Manuel Alves Rodrigues, Ph.D. Principal Coordinating Professor of the Nursing School of Coimbra

Wilson Correia de Abreu, Ph.D. Principal Coordinating Professor of the Nursing School of Porto

Francisco Carlos Félix Lana, Ph.D. Professor of the School of Nursing. Federal University of Minas Gerais

Jose Gonzalez Siles, Ph.D. Full Professor. Nursing Department of the University of Alicante.

Alternate member:

Francisco Javier Barca Durán, Ph.D. Professor of the Universidad de Extremadura

12. In the absence of the jury president, she shall be replaced by the first jury member.
 13. Remuneration position (Article 9-A(9) of the ECPDESP): "The category of *professor coordenador principal* is equivalent, for all remuneration purposes, to the category of *professor catedrático* of the university teaching career."
 14. In compliance with Article 9(h) of the Portuguese Constitution, the Nursing School of Coimbra, as the employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, and takes action to prevent each and every type of discrimination.
 15. In accordance with paragraph 4(b) of Article no. 23 of the ECDESP, the jury can request public auditions on equal terms for all of the candidates.
 16. Candidates can consult the tender file at the Nursing School of Coimbra, during normal working hours.
- 8 March 2019 – The President, Professora Doutora Aida Maria de Oliveira Cruz Mendes.