

ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA  
NOTICE

Document-based tender of promotion to the category of "Professor Coordenador" of four job positions, under a public service employment contract of unspecified duration, in the subject area of Nursing and allied areas, under the terms laid out in article no. 76 of Decree-Law no. 84/2019 of 28 June and in accordance with information received from the Secretariat of State of Budget about budget execution rules.

1 - In accordance with the *Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico* (Career Statute for Teaching Staff in Higher Polytechnic Education, hereinafter 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 in accordance with the Regulation for the Recruitment of Teaching Staff, approved by Order no. 22 of 13 June 2019, by the President of the Nursing School of Coimbra (*Escola Superior de Enfermagem de Coimbra*, hereinafter referred to as ESEnFC) 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 ESEnFC Statutes, approved by Legislative Order no. 50/2008, of 9 September, published in *Diário da República*, 2nd series, no. 185, of 24 September, by my order of 14 December 2020, for a period of 40 working days from the publication of this notice in *Diário da República*, a document-based tender is open for the recruitment of four "Professor Coordenador" under a public service employment contract of unspecified duration, with an experimental period of five years, in accordance with article 10 of Decree-Law no. 207/2009, of 31 August, amended by Law no. 7/2010, of 13 May, for the subject area of Nursing and allied areas.

2 - Validity period – This tender is valid for this position only, expiring when the position is taken.

3 - Functional content of the category:

3.1 - In accordance with article no. 2-A of ECPDESP, polytechnic higher education lecturers are responsible for providing the academic service assigned to them and for guiding and supervising students; developing research, cultural creation, or experimental development activities; taking on extension, scientific, technological dissemination, economic, and social knowledge promotion responsibilities; and participating in the management of their higher education institutions.

3.2 – Under the terms of article no. 3 (5) of ECPDESP, the *Professor Coordenador* is responsible for the pedagogical, scientific, and technical coordination of teaching and research activities within the scope of a subject or scientific area and, specifically, for: coordinating and teaching theoretical, theoretical-practical, and practical classes; guiding and supervising internships, seminars, laboratory classes or fieldwork; supervising the pedagogical, scientific, and technical activities of *Professores Adjuntos* in the same subject or scientific area; cooperating with other professors of the same subject or scientific area in the coordination of the programmes, teaching methodologies, and general research guidelines of the disciplines of that area; managing and developing scientific research and experimental development activities within the scope of their respective subject or scientific area.

4 - Remuneration position under the terms of article no. 35 (1) of ECPDESP: "The remuneration system applicable to career and non-career teaching staff is governed by its own decree."

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of the General Labour Law in Public Functions - Law no. 35/2014, of 20 June, article no. 12-E of ECPDESP, and article no. 76 of Decree-Law no. 84/2019, of 28 June, only candidates who meet all of the following general requirements, up to the last day of application submission, can apply:

- a) the *professores adjuntos* working in Escola Superior de Enfermagem de Coimbra under an employment contract of unspecified duration and with at least 10 years of seniority in this category;
- b) those who hold a Ph.D. degree or are considered specialists, for more than five years, in the subject area or allied areas to which the tender is open.

6 - Application:

6.1 - 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 the following address: Serviço de Recursos Humanos da Escola Superior de Enfermagem de Coimbra, Avenida Bissaya Barreto s/n, 3004-011 Coimbra, or in person at that address between 10:00– 17:00 until the deadline established, and it must include:

- a) Full identification (full name, date of birth, nationality, I. D. number, address, e-mail, and telephone number).
- b) Academic qualifications and/or professional titles.
- c) Category and length of service in the category.
- 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, detailing the *Diário da República* in which the public notice was published.
- f) List of the documents sent with the request.
- g) Date and signature.

6.2 – The candidates' personal data shall exclusively be used for the purposes of this tender;

6.3 - Applications sent by e-mail shall not be considered.

7 – Submission:

7.1 – Candidates must send the following documents, properly numbered and identified:

- a) Consented copy of the I.D. document.
- b) Statement, under oath, attesting the compliance with the following aspects:
  - Not be inhibited to holding a job in the public sector nor forbidden to perform the intended position.
  - Be in good health and possess the psychological profile required for the job.
  - To have 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 record of the Ph.D. in Portugal, under the terms of the applicable legislation;
- d) 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 in this public notice;

- e) Six copies of a maximum of 2 papers selected by the candidate as being the most representative of their professional path;
- f) Six copies of the scientific-pedagogical skill development project;
- g) List identifying all the documents submitted with the application (name of each file).

7.2– In accordance with paragraph 4 (a) of article no. 23 of ECPDESP, and paragraph 3 of article no. 18 of the Regulation for the Recruitment of Teaching Staff, approved by Order no. 22, of 13 June, by the President of the Nursing School of Coimbra (ESEnfC) 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 vitæ, as well as to provide additional documentation related to the curriculum vitæ, establishing a deadline for this purpose;

7.3– The supporting documents attached to the curriculum vitæ shall be submitted in the original language in which they were issued and must be translated into Portuguese or English if these are not the languages of origin;

7.4– The candidate must provide a copy of the documents mentioned in sub-paragraphs d), e), f), and g) of paragraph 7.1 of this notice in a duly identified digital recording device (CD/DVD/ USB flash drive). The copies of the curriculum vitæ and the scientific-pedagogical development project must be provided in born-digital, editable PDF format;

7.5– The structure of the curriculum vitæ must comply with the parameters, and weightings, and evaluation criteria approved by the jury for the assessment and selection of candidates, with a view to facilitating the identification of its several elements and their relation with the respective parameters.

7.6– The candidate must provide the supporting documents for the confrontation of the CV elements with the parameters established by the jury, and no CV element can be weighted in more than one parameter/criterion/subcriterion.

#### 8 – Exclusion from tender:

8.1– Each candidate must submit the documents required in this Public Notice within the deadline established, on penalty of exclusion.

8.2 - The submission of false documents shall lead to immediate exclusion from the tender, and those facts shall be reported to the competent authority for purposes of criminal prosecution.

8.3 - Candidates who do not meet the admission requirements shall be excluded and notified to a "Hearing of Interested Parties" by e-mail under the terms of Administrative Procedural Law.

9– The original documents provided by candidates shall be returned upon request, one year after the termination of this tender, except in the event that the tender has been subject to judicial objection, in which case the documents shall only be returned after the jurisdictional decision is made.

10– Preliminary evaluation of applications and public hearings. Following the preliminary evaluation of the curriculum vitæ of admitted candidates, the jury may decide to hold public hearings, in which case all candidates will be informed by e-mail (with delivery receipt) of the date, time, and place of the public hearings at least five days in advance.

11– 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):

11.1– Candidates shall be selected through the curricular assessment method. The final classification shall be obtained based on a valorization system composed of parameters, criteria, and weightings;

11.2 – The following parameters shall be considered in the curricular assessment:

a) The candidate's qualification (Q), evaluated based on the candidate's academic and training experiences, considering the following criteria:

i. The academic degrees and the specialist title in Nursing obtained in accordance with Decree-Law no. 206/2009, of 31 August;

ii. Specialized and postgraduate training.

b) The candidate's technical-scientific and professional performance (DTCP), evaluated on the basis of the analysis of the most relevant works and activities to the subject area of Nursing, namely, from those selected by the candidate as being the most representative, in accordance with the following criteria:

i. Scientific publications;

ii. Development of scientific and technological dissemination activities;

iii. Participation in R&D projects.

c) The candidate's pedagogical capacity (CP), evaluated based on the quality and extent of his/her previous pedagogical practice, considering the following criteria:

i. Course units and type of classes managed and lectured in the several cycles of studies and in courses not leading to a degree, in the subject area of Nursing;

ii. Production of educational material and experience in the implementation of innovative teaching techniques and methods;

iii. Supervision of final works for the completion of master's, Ph.D., and post-doctoral degrees and participation in academic examination juries.

iv. Scientific-pedagogical skill development project.

d) Other activities relevant to ESEnfC mission (OAR), evaluated on the basis of the analysis of the individual activities developed by the candidate, considering:

i.i. Provision of services and consultancy;

ii.ii. Positions and responsibilities in higher education institutions and others;

iii.iii. Professional, cultural, and social activities and others considered relevant by the candidate and not included in the previous parameters.

11.3– Each ranking parameter is scored on a scale of 0 to 100 points;

11.4– The score of each parameter is obtained through the sum of the scores obtained in the respective criteria;

11.5– The final score (PF) is obtained through the following formula:  $PF = (0.10 Q + 0.35 DTCP + 0.35 CP + 0.20 OAR)$ ;

11.6– The final classification (CF), on a scale of 0 to 20 points, is obtained through the conversion of the final score (PF) into this scale;

11.7– Candidates who have a final classification equal to or higher than 12 points are considered approved with absolute merit;

11.8– In case of a tie, the tie-break criteria will be applied as follows: 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;

11.9– The candidates approved with absolute merit shall be ranked in decreasing order of the classification obtained through the final evaluation system;

11.10– The candidates without absolute merit shall be listed in alphabetical order, indicating their scores.

11.11– The jury defines the final evaluation system based on the operationalization of the parameters, criteria, and weightings;

11.12– The minutes of the jury containing the final evaluation system based on the parameters, criteria, and weightings shall be published at the usual places of the ESEnfC and on the website of the ESEnfC, and provided to the candidates upon request;

11.13– The minutes and documents pertaining to this tender, as well as the classification grids, shall be provided to the candidates upon request.

11.14– For the purposes of this tender, all candidates shall be notified by e-mail (with delivery receipt).

12– Jury:

Chair:

João Luís Alves Apóstolo – Principal Coordinating Professor of the Nursing School of Coimbra – Ph.D. in Nursing Sciences.

Voting members:

Isabel Margarida Marques Monteiro Dias Mendes – Coordinating Professor of the Nursing School of Coimbra – Ph.D. in Nursing Sciences;

Isabel Maria Pinheiro Borges Moreira - Coordinating Professor of the Nursing School of Coimbra – Ph.D. in Nursing;

Manuel José Lopes – Coordinating Professor of the Nursing School S. João de Deus of the University of Évora – Ph.D. in Nursing Sciences;

Maria Anabela Ferreira dos Santos – Coordinating Professor of the Higher Nursing School of Lisbon - Ph.D. in Nursing;

Maria da Conceição Alves Rainho Soares Pereira – Coordinating Professor of the School of Health of the University of Trás-os-Montes and Alto Douro – Ph.D. in Nursing Sciences.

Alternative voting member:

Maria Helena Pimentel – Coordinating Professor of the School of Health of the Polytechnic Institute of Bragança – Ph.D. in Health Sociology.

13– Replacement of the Chair: The chair of the jury shall be replaced, when absent and deterred, by the voting member appointed in first place.

14– Acceptance of applications: After the deadline for application submission, the jury checks if the candidates complied with all the requirements for acceptance and provided all necessary documents supporting the application.

15– Following the preliminary evaluation of the curriculum vitæ of admitted candidates, 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.

16– After the preliminary analysis of the candidates' curriculum vitæ, including the eventual public hearing, the jury, based on the final evaluation system, prepares and approves a reasoned report evaluating the curriculum vitæ of each of the candidates and assigns it a classification on a scale of 0 to 20 points.

17– For the purposes of this tender, all candidates shall be notified by e-mail (with delivery receipt).

18– In compliance with Article 9(h) of the Portuguese Constitution, the Public Administration, as 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.

19– This public notice shall be published in *Diário da República*, 2nd series, on BEP - Bolsa de Emprego Público (Government Public Employment Portal), and on the website of the ESEnfC.

16 December 2020 - The President, Professor Aida Maria de Oliveira Cruz Mendes