

## ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA

### NOTICE

Document-based tender for the recruitment of three “Professores Coordenadores”, under a public service employment contract of unspecified duration, for the subject area of 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, 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. 11, of 25 October 2012, 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. 14304/2012 in Diário da República, 2nd series, no. 213, of 5 November, 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 20 March 2018, for a period of 50 working days from the publication of this notice in Diário da República, a document-based tender is open for the recruitment of three “Professores Coordenadores” under a public service employment contract of unspecified duration, 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.

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

3 - Functional content of the category:

3.1 - According to article no. 2-A of ECPDESP, polytechnic higher education lecturers are responsible for providing the academic service that is assigned to them, and to guide and supervise students; to develop research, cultural creation or experimental development activities; to participate in development, scientific and technological dissemination, and economic and social knowledge valorization tasks; and to participate 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 the teaching and research activities within the scope of a subject or scientific area, and, specifically, to: Conduct and teach theory, theory-practice and practice classes; guide and supervise internships, seminars, and laboratory or field work; supervise the pedagogical, scientific and technical activities of “Professores Adjuntos” of the subject or scientific area; participate with other “Professores Coordenadores” of their scientific area in the coordination of the programmes, teaching methodologies, and general research guidelines of the disciplines of that area; and conduct, develop, and implement scientific research and experimental development activities within the scope of their subject or scientific area.

4 - Remuneration position (article 35, paragraph 1, ECPDESP): “The remuneration of career professors, and hired academic staff is established in a separate law.”

5 - Admission requirements:

5.1 - Under the terms of article no. 17 of Law no. 35/2014, of June 20, and article no. 12-E of ECPDESP, only candidates who meet all of the following general requirements, up to the deadline for application submission, can apply:

a) To be at least 18 years of age or older;

b) Not be inhibited to holding a job in the public sector nor forbidden to perform the intended position;

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

d) To have complied with the compulsory vaccination requirements.

5.2 - According to article 5(2) of Order no. 14304/2012, of 5 November (ESEnfC Regulation for the Recruitment of Teaching Staff), published in Diário da República, 2nd series, no. 213, as well as article no. 19 of ECPDESP, only those who hold a Ph.D. degree in the nursing area or the title of specialist in nursing for more than five years, can apply. The title of specialist indicated in article no. 19 of ECPDES refers to the one specified in article no. 48 of Law no. 62/20017, of 10 September, and Decree-Law no. 206/2009, of 31 August.

#### 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, Av. Bissaya Barreto, Apartado 7001, 3046-851 Coimbra, or in person in that address between 10 a.m. and 5 p.m. until the deadline established, and it must include:

a) Full identification (full name, date of birth, gender, nationality, I. D. number, address and email, telephone number);

b) Academic qualifications and/or professional titles;

c) Category, group or subject area in which the candidate is currently integrated, length of service as faculty member in higher education and institution in which the candidate is currently working, if applicable;

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

e) Identification of the tender, the number of the Public Notice, with the reference of the Diário da República in which it was published;

f) List of the documents sent with the request;

g) Date and signature;

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

6.3 - Applications sent by email 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. in nursing or the title of specialist in nursing 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 nursing 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 the most relevant works selected by the candidates from their curriculum vitae, up to a maximum of two;

f) Six copies of the scientific-pedagogical development Project which includes objectives and proposal of the activities that shall be developed by the candidate during the first five years of activity as “Professor Coordenador”, explaining how the candidate will contribute to the ESEnfC’s mission and the development of the subject area at a scientific, pedagogical and community outreach level;

g) List identifying all of the documents submitted with the application (name of each file);

7.2 - In accordance with paragraph 4 (a) of article 23 of ECPDESP, and paragraph 3 of article 18 of the Regulation for the Recruitment of Teaching Staff, approved by Order no. 11 by the President of ESEnfC, of 25 October, and published by Order no. 14304/2012 in Diário da República, 2nd series, no. 213, of 5 November, the jury may, whenever necessary, request the candidates to submit the documents attesting the facts mentioned in the curriculum, establishing a deadline for this purpose;

7.3 - The supporting documents 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 non-editable format (pdf) in a duly identified digital recording device (CD/DVD/PEN), making sure the files are readable and identified;

7.5 - The Curriculum Vitae shall be submitted in Portuguese or, in case of candidates from foreign countries, in English.

8 – Reasons for 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 will lead to immediate exclusion from the tender, and those facts will 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 email under the terms of Administrative Procedural Law.

9 - The 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 – Method, parameters, criteria, assessment system, and final classification (established under the terms of article 7, of Order no. 14304/2012, of 5 November):

10.1 - 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;

10.2 - The following parameters shall be considered in the curricular assessment:

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

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

ii. Specialized and postgraduate training;

- iii. The candidate's critical reflection about the contributions of the qualification obtained to the position to which the candidate is applying.
  - 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, among those who have been selected by the candidate as most representative, considering the following criteria:
    - i. Scientific publications;
    - ii. The development of scientific and technological dissemination activities;
    - iii. The participation in R&D projects;
    - iv. The candidate's critical reflection about the contributions of the most relevant works and activities to the subject area of nursing, namely, among those who have been selected by the candidate as most representative for the position to which the candidate is applying;
    - v. Scientific-pedagogical development project;
  - c) The candidate's pedagogical capacity (CP), evaluated on the basis of the quality and extent of their previous pedagogical practice, considering the following criteria:
    - i. Course units and type of classes lectured and coordinated in the several cycles of studies and non-degree courses, in nursing education and other areas;
    - ii. Elaboration of pedagogical materials and implementation of innovative techniques and methods to support teaching;
    - iii. The supervision of the final work leading to the master or doctoral degree and participation as member of a jury in academic examinations;
    - iv. The candidate's critical reflection about the contributions of the pedagogical activities mentioned in the previous paragraphs to the position to which the candidate is applying;
  - d) Other activities relevant to ESEnfC mission (OAR), evaluated based on the activities developed by the candidate, considering the following criteria:
    - i. Provision of services and consultancy;
    - ii. Posts and responsibilities in higher education institutions and others;
    - iii. Professional, cultural, and social activities and others considered relevant by the candidate and not included in the previous parameters;
    - iv. The candidate's critical reflection about the contributions of the activities mentioned in the previous paragraphs to the position to which the candidate is applying;

10.3 – Each parameter shall be rated on a 0 to 100 scale;

10.4 - The score of each parameter shall result from the sum of the scores obtained in the respective criteria;

10.5 - The final classification (PF) shall be obtained through the following formula:  $PF = (0.10 Q + 0.35 DTCP + 0.35 CP + 0.20 OAR)$ ;

10.6- The final classification (CF) (to two decimal places) shall be expressed on a scale from 0 to 20 points and result from the conversion of the final classification (PF);

10.7- Candidates who have a final classification (CF) equal to or higher than 12 points shall be considered approved with absolute merit;

10.8 - In case of a tie, the following criteria will be applied successfully: 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;

10.9 - The jury shall be responsible for establishing the final assessment system based on the parameters, criteria, and weightings;

10.10- The minutes of the jury meeting including the applications' final assessment system based on parameters, criteria, and weightings, as well as the classification grid shall be posted in a specific location at ESEnfC and its website and made available to the candidates upon request;

10.11 – The minutes, documents, and classification grids of this tender shall be made available to candidates upon request.

11 - Jury:

President: Ananda Maria Fernandes, by delegation of powers of the President of ESEnfC; Coordinating Professor of the Nursing School of Coimbra, Ph.D. in Nursing;

Voting members:

Célia Maria Gonçalves Simão de Oliveira, Coordinating Professor of the Lisbon Nursing College, Ph.D. in Nursing;

Maria Henriqueta de Jesus Silva Figueiredo, Coordinating Professor of the Nursing School of Porto, Ph.D. in Nursing;

Maria de Lurdes Ferreira de Almeida, Coordinating Professor of the Nursing School of Coimbra, Ph.D. in Nursing;

Paulo José Parente Gonçalves, Coordinating Professor of the Nursing School of Porto, Ph.D. in Nursing;

Teresa Maria Ferreira dos Santos Potra, Coordinating Professor of the Lisbon Nursing College, Ph.D. in Nursing.

12 - Replacement of the President: In absence of the jury president, she shall designate a member of the jury to replace her.

13 – Admission of applications: After the deadline for submission of applications, the jury shall verify the documents submitted by the candidates, namely the qualification requirements and the required application documents.

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

15 - Following the preliminary evaluation of the curriculum vitae of admitted candidates, including the possible public hearings, the jury, based on the final evaluation system, shall prepare and approve a reasoned report evaluating the curriculum vitae of each of the candidates and assign it a classification on a scale of 0 to 20 points.

16 –Candidates shall be notified via the e-mail provided by them, with read receipt.

17 - 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.

18 - This public notice will be published on the 2nd series of the Diário da República and the website Bolsa de Emprego Público (Governmental Public Employment Portal), as well as on both Portuguese and English on the website of the Foundation for Science and Technology I. P. and the website of ESEnfC, in compliance with article 29-B of ECPDESP.

3 July 2018 - The President, Maria da Conceição Saraiva da Silva Costa Bento