

PUBLIC NOTICE

Tender for the recruitment of three Adjunt Professor

Considering the resolution of the Management Board of 31/10/2016, and under proposal of the Technical-Scientific Board, approved by deliberation on 20/10/2014, in accordance with the Statute of the Polytechnic Higher Education Teaching Staff Career - SPHETSC [ECPDESP], approved by Decree Law n° 185/81 of July 1st, modified by Decree Law n° 69/88 of March 3rd and 207/2009 of August 31st, and by Law no. 7/2010 of May 13th, as well as the Regulation of Tenders for Hiring ESEL Teachers, approved on November 26th 2014 by the President of the Escola Superior de Enfermagem de Lisboa (ESEL) - Lisbon School of Nursing, and published in the Diário da República No. 49, II Série of 11/3/2015, becomes public, by order of November 2nd 2016 of the President of the Escola Superior de Enfermagem de Lisboa, Professor Dr Maria Filomena Mendes Gaspar, duly and previously in charge of the ESEL Budget, for a period of 30 working days, from the date of publication of this public notice in the Diário da República, the opening of the tender for the recruitment of three (3) Adjunt Professor, corresponding to foreseen posts and not occupied in the ESEL Permanent Staff, in the form of contract of employment in public functions for an permanent period, in the Nursing department of the Lisbon School of Nursing, under the following terms and conditions:

- 1. Validity Period:** The tender is only valid for the filling of the above-mentioned posts, there being no posts remaining vacant with their filling.
- 2. Category functional content:** that which is described in n° 4 of article 3 of the SPHETSC and in the ESEL Regulation of Teaching Service approved by CTC on 02/03/2016.
- 3. Place of Work:** Escola Superior de Enfermagem de Lisboa and other places where ESEL develops its activity.
- 4. Remunerative position:** will be determined in accordance with Decree-Law no. 408/89 of November 18th, amended by Decree-Law 76/96 of June 18th, Decree-Law No. 124/99 of April 20th, and Decree-Law No. 373/99 of September 18th.
- 5. Admission Requirements:**

5.1 Under the terms of article 17 of Law 35/2014 of June 20th, and article 12º-E of the SPHETSC, only candidates who can cumulatively meet the following general requirements included in these standards by the applications submission deadline may apply.

5.2 PhD Degree holders or Specialist Nurses, under the terms of article 17 of SPHETSC.

5.3 Holders of foreign qualifications must prove the recognition, equivalence or registration of the PhD degree, in accordance with the applicable legislation and internal regulations.

6. Applications:

6.1 Applications must be formalised by means of a written application, in Portuguese, addressed to the Jury President, stating the complete identification of the candidate, indicating the address, contact telephone numbers and their e-mail address, the identification of the tender for which they are applying and the list of accompanying documents.

6.2 Applications must be submitted in paper format and delivered in person at ESEL's Human Resources Division, on Av. do Brasil, 53-B, 1700-063 Lisbon from 10:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m., or sent by registered mail with proof of receipt to the same postal address.

6.3 The submission deadline for applications will be, according to the submission scheme.

- i. In person, until the closing time to the public (4:00 pm) of the Human Resources Division, of ESEL located at Av. do Brasil, 53-B, 1700-063 Lisbon on the last day of the deadline.
- ii. In postal submission, until the last day of the deadline, with proof of the mail registration date.

6.4 Application Instructions:

6.4.1 The applicant must accompany their application with the following documents, duly numbered and identified:

6.4.1.1 Consented photocopy of identity card/citizen card (civil foreign identification document (EU/passport));

6.4.1.2 Photocopy of tax identification number (if the applicant does not have a citizen's card);

6.4.1.3 Candidate Declaration under an honour commitment, in which they ensure that they are not inhibited from exercising public functions or prohibited from

performing their duties and have complied with the obligatory vaccination laws;

6.4.1.4 Photocopy of the academic and professional qualification certificate or other suitable document legally recognised for this purpose;

6.4.1.5 Authenticated copy, or copy conforming to the original, of the PhD degree diploma and/or certificate of the Specialist Nurse degree, or, if holders of foreign qualification, a certified copy of the recognition, equivalence or registration of the PhD degree, provided for in paragraph 5.3 b) of this public notice;

6.4.1.6 Five copies of their curriculum vitae, duly dated and signed, with the corresponding supporting documents.

6.5 The curriculum vitae must be written in Portuguese, and in the case of candidates from foreign countries, it may be written in English;

6.6 The supporting documents attached to the curriculum vitae must be presented 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.

6.7 Four copies of their curriculum vitae and its respective annexes are presented on paper; one copy of their curriculum vitae should be presented in a non-editable digital format.

6.8 Whenever necessary, the jury may request the applicants, by e-mail, to present the original supporting documents attached to the curriculum, as well as to provide complementary documentation related to the curriculum vitae.

6.9 Candidates who provide services to the Escola Superior de Enfermagem de Lisboa are exempt from presenting the documents that already exist in their individual processes, and this must be expressly stated in the respective applications.

6.10 Failure to submit the required documents pursuant to this public notice, or those that are submitted after the stipulated deadline, determines the exclusion of the tender.

6.11 Failure to submit documents related to the curriculum vitae submitted by the candidate implies the non-assessment of the elements that they should prove.

6.12 The presentation of a false document determines the immediate exclusion of the tender and reporting to the competent authority for the purpose of criminal prosecution.

6.13 The documents delivered by the candidate will be returned to them upon their request, one year after the termination of this tender, except in the event that the present tender proceeding has been subject to legal challenge.

7. Selection and Serialisation - The jury established the final applications evaluation system based on the following parameters, considerations and criteria:

P1) Qualification of the candidate, evaluated on the basis of the academic and training course assessment, namely (maximum 50 points):

NOTE: in this parameter only the training courses and degrees that are already completed and duly certified will be considered.

- a) Academic level:
 - i) PhD Degree in Nursing - 20 points
 - ii) Master's Degree - 5 points
- b) Specialist Nurse degree attributed under Decree-Law no. 206/2009 of August 31st - 10 points
- c) Post-graduate training (maximum 15 points)
 - i) Post-graduate specialisation course in Nursing - 10 points
 - ii) Post-graduate studies in Nursing, Healthcare, Social and Human Sciences, Pedagogy or Research: 2.5 points per course (up to 5 points)

NOTE: Other higher education courses would be considered to be equivalent to the PGNSC - Post Graduate Nursing Specialisation Courses [CPLEE], that, according to the legislation in force at the time, are considered to be necessary qualifications for the award of the Specialist Nurse qualification.

In other postgraduate studies, only courses/training in the scientific areas referred to, carried out in higher education institutions, national or international, with at least 6 ECTS or 150 hours will be considered.

P2) The technical-scientific and professional performance of the candidate, evaluated on the basis of the appreciation of the works and activities with relevance to nursing, namely, among those who have been selected by the candidate as most representative (maximum 60 points):

- a) Scientific publications (maximum 25 points)

In this criterion, only the unpublished works of a technical-scientific nature in the nursing area, or with relevance to the nursing area, published as of January 1, 2007 will be considered. -

i) Article in journal (maximum 10 points)

- Publication in impact factor (ISI) and/or Scopus/Elsevier journals - 3 points.
- Publication in a scientific arbitration system journal- 2 points.
- Publication in scientific dissemination journal - 1 point.

ii) Article/abstract in a book of scientific meeting minutes (maximum 5 points)

- Scientific article/abstract published in minutes of international scientific meeting with scientific arbitration - 1 point each
- Scientific article/abstract published in minutes of national scientific meeting with scientific arbitration - 0.5 point each

iii) Book or E-book (maximum 10 points)

- Book in which the candidate is the first author - 3 points for each
- Book in which the candidate is one of the authors - 2 points for each
- Book with international edition - 6 points for each
- Edition/coordination of book or E-book - 3 points for each

iv) Book or E-book chapter (maximum 5 points)

- Book chapter in which the candidate is the first author - 2 points
- Book chapter in which the candidate is one of the authors - 1 point
- Book Chapter with International Edition - 4 points

NOTE: Only books or eBooks with ISBNs will be considered. Editions of conference minutes or other abstract publications of submitted papers will not be considered. Theses publications that have been the basis for obtaining an academic degree will also not be considered.

v) Participation as an expert (reviewer) (maximum 5 points)

- Review of impact factor (ISI) and/or Scopus/Elsevier journal articles - 2 points
- Review of scientific arbitration system journal articles - translation/book review - 1 point
- Review of articles for scientific dissemination meeting journal or abstracts - 0.5 points

NOTE: In this sub-criterion the number of articles/abstracts that have been reviewed for the same journal or scientific meeting edition are not considered.

vi) Participation as a member of the Editorial Board of the periodical (maximum 5 points)

- Impact factor (ISI) and/or Scopus/Elsevier journal - 2 points
- Scientific arbitration system journal - 1 point
- Scientific dissemination journal - 0.5 points

b) The accomplishment of scientific and technologic dissemination (maximum of 15 points)

In this criterion the actions of a technical-scientific nature, in the area of nursing, health area, social and human sciences, Education or research, carried out as of January 1, 2007 will be considered.

i) Oral communication (maximum 10 points)

- Oral communication at international scientific meeting with abstract publication - 3 points
- Oral communication at a national scientific meeting with arbitration by the scientific committee and publication of abstracts - 2 points
- Oral communication at a national scientific meeting - 1 point

NOTE: In this sub-criterion only the communications by invitation that appear individually in the scientific meeting programme will be considered. Free communications and poster presentations will not be considered.

ii) Poster/Free communication (maximum 5 points)

- Poster/free communication presented at international scientific meeting - 1.5 points
- Poster/free communication presented at national scientific meeting - 1 point

NOTE: In this sub-criterion, for accounting purposes, the poster and its presentation will be considered together, one time only.

iii) Moderator/commentator in conference (maximum 5 points)

- Participation in international scientific meeting - 1.5 points
- Participation in national scientific meeting - 1 point

NOTE: In this sub-criterion only the activities of moderator/commentator that appear individually in the program of the scientific meeting will be considered.

iv) Conference Organiser (maximum 5 points)

- Member of the scientific/organising committee at an international scientific meeting
- 1.5 points
- Member of the scientific/organising committee at an national scientific meeting - 1 point

c) Research and development projects (maximum 20 points)

- i) Member of a research unit (maximum 5 points) - 1 point for each year

NOTE: In this sub-criterion, only the research units recognised by the FCT or formally constituted in higher education institutions with continuous scientific production will be considered.

- ii) Participation in research and development projects (maximum 15 points)

- Completed research and development project, the results of which have been disseminated and documented (for example, by means of previously submitted reports, articles published or conference papers) - 5 points each
- On-going research and development project, duly documented (for example, by means of proof of interim reports or scientific dissemination) - 3 points each

NOTE: In this sub-criterion, only the participation, as coordinator and/or researcher, in research and development projects that are registered in a research unit (recognised by the FCT or formally constituted in an institution of higher education) or fall under the scope of Formal inter-institutional partnership will be considered. Projects carried out within the scope of academic courses punctuated in the other parameters will not be considered.

P3) The candidate's pedagogical ability, evaluated on the basis of the assessment of the quality and extent of their previous pedagogical practice, namely: (maximum 70 points)

- a) The curricular units taught and the classes modules taught in the various study cycles (maximum 60 points)

- i) Exercise of teaching duties in a higher education institution (maximum 50 points)

- For each full year of teaching as a function of the percentage of ETIs - 5 points

Note: The exercise in part-time contract regime determines the application of the respective hiring percentage on the score established for the full-time regime; The exercise in exclusive dedication determines an increase of 50% over the score established for the full time regime.

- ii) Regency of curricular units - (maximum 5) - for each regency - 2.5 points

- i) Orientation or co-orientation of thesis/dissertation/internship report/project work (maximum 5 points)
 - Per orientation/co-orientation of each, completed and approved - 1 point
- b) Experience in the production of didactic material and implementation of innovative practical techniques and methods to support teaching (maximum 10 points)
 - i) Realisation and co-realisation of procedure models or guides for the teaching activities models (maximum 5 points)
 - Material considered relevant, due to its innovation and usefulness, by the majority of the members of the jury - 1 point for each
 - ii) Production of relevant didactic material (maximum 5 points)
 - For each of the didactic materials produced and used in their respective teaching practices, considered, due to their innovation and usefulness, relevant by the majority of the members of the jury - 1 point

Note: e.g. course guide, e-learning platform support materials, support guides to various types of lectures, teaching materials to support simulated practice.

P4) Other activities relevant to the ESEL mission, evaluated on the basis of the assessment of the unique activities developed by the candidate, namely (maximum 20 points)

- a) Services and consultations (maximum 10 points)
 - i) Member of national/regional commissions/working groups promoted by public entities or associations (maximum 5 points)
 - For each commission/integrated working group, duly proven by the public entity or association - 2.5 points
 - ii) Technical reports promoted by public entities or associations (maximum 5 points)
 - For each commission/integrated working group, duly proven by the public entity or association - 2.5 points
- b) Collaboration with higher education institutions (maximum 10 points)
 - i) International teaching mobility (maximum 5 points)
 - For each period of mobility carried out, included in ERASMUS+ National Agency programs, lasting no less than one week - 2 points
 - ii) Pedagogical activities in other institutions - 2 points

- iii) PhD Thesis Juries - 2 points
- iv) Specialist Nursing Degree Jury - 2 points
- v) Dissertation evaluation papers/traineeship report/project work Juries - 2 points
- vi) Scientific and pedagogical positions exercise - 2 points

8. Final Classification: The calculation of the application's final classification will result from the application of the following formula (where FC is Final Classification and P is Parameter):

$$FC = \frac{P1 + P2 + P3 + P4}{10}$$

8.1 The classification will be expressed on the scale of 0 to 20 values, fractionated to the hundredths. In the event of a tie of classification between the candidates (even after the use of the centesimal classifications), the following tie-breaking criteria will be applied successively:

- a) He/She who has more teaching activity time in the teaching of nursing, full time;
- b) He/She who has completed the PhD degree training in nursing for a longer period of time;
- c) He/She who has held the Specialist in Nursing degree for a longer period of time;
- d) He/She who has completed the master's degree lecturer training for a longer period of time;

Note: When clarification of interpretative doubts is required in the application of the criteria, decisions will be taken by consensus among the members of the jury.

9. Jury- The Jury is composed of 5 effective elements, with the following composition:

President: Olga Maria Ordaz Ferreira, Vice-President of the Escola Superior de Enfermagem de Lisboa (ESEL);

Board Members:

Maria Adriana Pereira Henriques, ESEL Coordinator Professor;

Manuela Josefa da Rocha Teixeira, Coordinator Professor of Escola Superior de Enfermagem do Porto - Porto School of Nursing;

António José Pinto de Moraes, Coordinator Professor of Escola Superior de Enfermagem de Coimbra - Coimbra School of Nursing

Maria do Céu Marques, Coordinator Professor of Escola Superior de Saúde São João de Deus University of Évora

Substitute Board Members:

Luísa Maria Correia de Azevedo D'Espiney, Coordenator Professor at ESEL,

Paulino Artur Ferreira de Sousa, Coordenator Professor of Escola Superior de Enfermagem do Porto

10. Admission of applications: After the deadline for submitting applications, the Jury checks the information submitted by the candidates, namely whether the requisite qualification requirements have been met and whether all the documents that should have been submitted have been submitted.

11. Interested Parties Hearing: Candidates who do not meet the admission conditions will be excluded from the list, with prior notification of this intention by e-mail, for the purpose of conducting the interested parties hearing, in accordance with the Administrative Procedure Code.

12. After the applications admission phase, the jury, based on the final evaluation system, prepares and approves a reasoned report evaluating the curriculum vitae of each of the candidates and assigns it an express classification in the scale of 0 to 20 values being fractionated to the hundredths.

- a. All candidates who have obtained a final classification, without rounding, equal to or greater than 12 points are considered to be approved for sufficient merit.
- b. The candidates approved by sufficient merit are placed in descending order of the classification obtained as a result of the application of the final valuation system.
- c. For tiebreaking purposes, the centesimal classifications will be used and, if equality persists, other tiebreaker criteria previously established by the jury will be used.

13. The final list in order: after the procedure provided for in article 23 of the Regulation of Tenders for the hiring of ESEL Teachers, it is published in the Diário da República 2nd Series, affixed to local ESEL sites and available on the ESEL portal.

14. Consultation of the tender process: Candidates who request it can be consulted in the ESEL Human Resources Department on Av. do Brasil, 53-B, 1700-063 Lisbon, during normal business hours, from 10:00 a.m. to 12:00 p.m. 2:00 p.m. to 4:00 p.m.

15. Publicising: This tender will also be advertised on the BEP (public employment pool), on the ESEL website, the Fundação para a Ciência e Tecnologia, I.P website, in Portuguese and English.

Lisbon, 26th July 2017

The Vice-President of ESEL,

(João Carlos Barreiros dos Santos)