

PUBLIC NOTICE

Opening of document tender for a coordinating teacher under contract of employment in public functions for an indefinite period

Considering the resolution of the Management Board of 20/12/2016, and under proposal of the Technical-Scientific Board, approved by deliberation on 24/10/2016, 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 December 20th 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 one (1) Coordinating teacher in the scientific department of Social Sciences for the disciplinary group of “Anthropology and Sociology”, corresponding to the foreseen post and not occupied in the ESEL Permanent Staff, in the form of contract of employment in public functions for an indefinite 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 post, there being no post remaining vacant with their filling.

2. Category functional content: that which is described in nº 5 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. Cumulative Admission Requirements:

5.1 In accordance with paragraphs b) to e) 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 Hold a doctorate degree in social sciences in the specialities of social and cultural anthropology or sociology of health for more than five years, under the terms of article 19 of SPHETSC.

5.3 Holders of foreign qualifications must prove the recognition, equivalence or registration of the doctorate degree, in accordance with the legislation.

6. Applications:

6.1 Applications must be formalised by means of a written application, addressed to the Jury President and written in Portuguese, 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 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.

6.3.1 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;

6.3.2 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 Authenticated copy of the doctorate degree certificate/registration certificate, or, a true copy of the original certified by ESEL services, only valid in the case of applications delivered in person.

6.4.1.4.1 If holders of foreign qualification, a certified copy of the recognition, equivalence or registration of the doctorate degree, cfr. provided for in paragraph 5.3 of this public notice;

6.4.1.5 Simple photocopy of other academic and professional skills certificates.

6.4.1.6 Six copies of the *curriculum vitae*, duly dated and signed, one in paper and the other five in digital format (pen drive) in PDF format.

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 *curriculum vitae* must be organised in accordance with the selection criteria and sub-criteria and serialisation set forth in point 7 of this public notice, containing the pertinent information duly substantiated.

6.6.1 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.

- 6.6.2** 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.
- 6.6.3** 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.
- 6.6.4** 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.
- 6.6.5** Failure to submit documents related to the curriculum vitae submitted by the candidate implies the non-assessment of the elements that they should prove.
- 6.6.6** 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.
- 6.6.7** 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 20 points):

P1 - Qualification of the candidate - 10%				20
Academic level	Doctorate level			15
	Between 5 and 7 years	10		
	More than 8 years	15		
Postgraduate training	Postgraduate training in the health sector with a minimum duration of 1 year	5		5
	Postgraduate training in the health sector with a minimum duration of 6 months	2		

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 70 points):

P2 - Technical-scientific and professional performance		35%	70
Scientific publications	Publication of articles in peer-reviewed scientific journal: 2 points per article	10	25
	Books, book chapter, E- book or other 1 point per chapter	7	
	Participation in journals as an expert - <i>reviewer</i> 0.5 per journal	3	
	Member of the Editorial Board of periodical publication	5	
	Speaker by invitation/ <i>Key-note speaker</i>	8	15
Scientific and technology dissemination	2 points communication		
	National oral communication or international 1p/communication	5	
	Member of Scientific Commissions of scientific events 0.5 per event	2	
Research and Development projects	Coordination of project/ line/thematic area of research	5	20
	Participation in research and development projects 2pt project	10	
	Project Consultant/ evaluator	5	
Thesis / internship reports / innovative projects guidance (2nd and 3rd cycle and post-doctorate)	Thesis / internship reports / innovative projects guidance and co-guidance for 2nd and 3rd cycle 1 point per master's thesis 2pt per 3rd cycle or post-doctorate	10	10

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 80 points)

P3 Pedagogical component - 40%				80
Experience teaching in the area of teacher and in training of Professionals of nursing and health	Exercise of teaching duties: For each complete year of exercise as tender contractual regime of full time - 1 to 5 years - 5 points 6 to 10 – 10 points 11 to 15 - 15 points More than 15 – 30 points	30		
Management and teaching of curricular units	Management of curricular units 2pt per management	10		
	Teaching of CU 2 points per CU	10		
	Course coordination	5		
Guidance/ co-guidance of monographs of degree	Guidance/co-guidance completed and approved monograph. 1 point each	10		
Contribution to the development of mission in the scope of the teaching including foreign international	(Guidance of internships, pedagogical projects innovators; collaboration with institutions dimension 2.5 project/activity	15		

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 30 points)

P4 Organisational component and career development 15%				30
Services and consultations	Provision of national and international Services and consultations	5		
	Member of national/regional commissions /working groups	5		
Collaboration with other higher education teaching institutions	International teaching mobility/visting teacher/guest	5		
	Participation in competition juries 1pt jury	5		
Participation in scientific and pedagogical management bodies	Management Bodies	5		
	Department Coordination	5		

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) Holder of Doctorate in social and cultural anthropology;
- b) He/She who has more teaching activity time in the teaching of nursing, full time;
- c) He/She who has completed the Doctorate degree 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: Maria Filomena Mendes Gaspar, President of the Escola Superior de Enfermagem de Lisboa (ESEL);

Voting members:

Luísa Maria Correia de Azevedo D'Espiney, Coordinating Teacher at ESEL;

David Miguel de Oliveira Cabral Tavares, Coordinating Teacher at Escola Superior de Tecnologia da Saúde in Lisboa;

Felismina Rosa Parreira Mendes, Coordinating Teacher, Escola Superior de Enfermagem in São João de Deus;

Cristiana Lage David Bastos, *Senior Associate Researcher*, Instituto de Ciências Sociais, University of Lisbon;

Substitute Board Members:

Maria Antónia Miranda Rebelo Botelho Alfaro Velez, Coordinating Teacher at ESEL;

Noémia da Glória Mendes Lopes, Associate Professor at Instituto Superior de Ciências da Saúde Egas Moniz;

Teresa Maria Ferreira dos Santos Potra, Coordinating Teacher at ESEL.

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.

16. Pursuant to paragraph h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities for men and women in access to employment and career advancement, scrupulously providing for the prevention of all forms of discrimination.

Lisbon, 15th may 2018

The President of ESEL

(PhD, Professor Maria Filomena Mendes Gaspar)