

Call for Applications

Accepting applications for a qualification-based competition in the career of teaching staff in the higher education for the position of associate professor, in the field of Nursing.

1. In accordance with the terms of section a) nº 1 of article 6º of the Recruitment and Appointment Regulations for Career Academic Staff of the Polytechnic Institute of Setubal (Instituto Politécnico de Setúbal - IPS), as published in the Diário da República, 2nd series, nº 35, of 18 February 2011, as set out in dispatch from the Presidente of 17 April 2019, invites applications for the above post within a period of thirty working days from the publication of the present announcement in the Diário da República. The position, which was created but not yet filled within the academic staff of the IPS, is governed by the career structure of the national polytechnic higher education sector at the **associate professor level, in the field of Nursing**, and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – School of Health, situated on the Setubal Campus of the Polytechnic Institute of Setubal (Escola Superior de Saúde – Instituto Politécnico de Setúbal).
3. **Number of posts to be filled** - 1.
4. **Contract regime** – Public sector employment contract of indeterminate duration, for an initial experimental period of five years according to article 10º-B of Decreto-Lei nº 185/81, of 1 de julho, altered in the Decreto-Lei nº 207/2009, of 31 de agosto, and in the Lei nº 7/2010, of 13 de maio (ECPDESP).
5. **Job description** – The associate professor will carry out functions set out in section 4 article 3º of ECPDESP.
6. **Recruitment requirements** – The following cumulative requirements determine eligibility such that candidates must:
 - a) Satisfy the requirements set out in subsections b) to e) of article 17º of Lei Geral do Trabalho em Funções Públicas (LTFP), approved at Lei nº 35/2014, of 20 June;
 - b) Be the holder of a doctorate or hold the title of specialist, in the specified area, or in an area linked to the area specified in the competition.
7. **Validity of the competition**
 - a) The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient.

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- b) The competition can also be terminated by a formally justified decision of the President of the IPS which respects the general principles of Portuguese public administration and the corresponding legal, regulatory and procedural limits.

8. Application Procedure

- 8.1. Candidates should submit a written application (form A), addressed to the President of the IPS, in Portuguese, this may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Edifício Sede, Campus do IPS, Estefanilha, 2910-761, Setúbal, Portugal, within the time limit set for presentation of applications.
- 8.2. To be considered for the position, the application (form A) must be accompanied by a simple photocopy of the certificates of qualifications, and by two copies, in digital format (pendrive) containing the following documents:
- a) Certificates of qualifications, which prove that the candidate meets the requirements outlined in subsection b) of section 6 of this Call for Applications;
 - b) Other degrees, diplomas and certificates of courses listed in the *curriculum vitae*, as well as other documents which facilitate the formation of an opinion on the suitability of candidates to fulfill the job specification requirements of the post;
 - c) Detailed curriculum vitae, dated, signed and organized according to the evaluation grid;
 - d) Works and documents proving the activities mentioned in the curriculum vitae.
- 8.3. Failure to present the work and proof of the activities mentioned in the curriculum vitae presented by the candidate implies not valuing the elements in each of the items of the evaluation grid.
- 8.4. The forms A and B are available in www.ips.pt in the tabs: Serviços Centrais / DRH- Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários.
- 8.5. Applications are not accepted by email.
- 8.6. Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation.

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8.7. The candidates are dismissed from presenting the supporting documents of requirements of article 17 of the LTFP, provided that they declare, on their honor, on the application form, the situation in which they are in relation to them.

8.8. False declarations are punishable under the law.

9. Criteria for selection and ordering of candidates – The criteria for selection and ordering, and associated points, are set out in the table attached to this call for applications.

10. Evaluation and Selection

a) Each member of the jury values for each candidate, each criterion, considering the maximum points defined in the table, with written reasons.

b) Each member of the jury ranks the candidates, and to obtain the ranking of the candidates, each member of the jury will vote based on their individually ranking, and will be considered the majority vote.

c) The final grade, with the final quantitative classifications of each candidate, is expressed on a numerical scale of 0 to 100 which results from the simple average of the sum of the scores obtained for each criteria, by each member of the jury. For these purposes, candidates who obtain a final classification equal to, or above 50 points will be considered to be approved in absolute merit.

d) If the score calculated in the previous point does not respect the final ranking obtained, the evaluation and classification of the candidates in question shall be carried out, on the basis of the grid, on a joint and consensual basis between the members of the jury.

11. Complementary information to the Evaluation and Selection process.

11.1. The final approved ordering list will be notified to candidates by e-mail with notification of delivery receipt, registered letter or in person and published in the web site at www.ips.pt

11.2. The minutes of the jury will be made available to applicants on request.

11.3. The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.

11.4. The documentation submitted by applicants concerning to contests in litigation appealed, may only be destroyed or returned, after the execution of the sentence.

12. The composition of the jury, is as follows:

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President

António Manuel dos Reis Marques, Coordinator Professor and Director of the School of Health, of Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of nº 1 of Article 23º of ECPDESP.

Vogais

Ana Paula Gonçalves Antunes Sapeta, Coordinator Professor at School of Health, of Polytechnic Institute of Castelo Branco;

Lucília Rosa Mateus Nunes, Coordinator Professor, with Aggregation, at School of Health, of Polytechnic Institute of Setúbal;

Maria Alice Góis Ruivo, Coordinator Professor at School of Health, of Polytechnic Institute of Setúbal;

Maria Gorete Mendonça dos Reis, Coordinator Professor at School of Nursing S. João de Deus, at University of Évora;

Rogério Manuel Ferrinho Ferreira, Coordinator Professor at School of Health, of Polytechnic Institute of Beja.

13. Equal opportunities - In compliance with section h) of article 9º 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 career development, taking care to avoid any form of discrimination.

14. The present notice is published in the following:

- a) Na In The 2nd series of the Diário da República;
- b) In the Public Employment Exchange, in www.bep.gov.pt, on the 1st working day following its publication in Diário da República;
- c) On the internet site of the Foundation for Science and Technology, IP in www.eracareers.pt in Portuguese and English;
- d) On the IPS website at www.ips.pt in Portuguese and English.

Polytechnic Institute of Setúbal, August 12, 2019

The Vice-President

Professor Ângela Lemos

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Attachment

Criteria for selection and ordering of candidates

Weighing	Dimensions	Criteria	Max. score	
40%	I. Technical-Scientific and Professional Performance	1) Scientific production and diffusion [15]		
		a. Scientific publications	1 point/each article in indexed journal (national or international)	3
			0,5 points/published in national or international congress minutes	1
			1,5 points/book author	1,5
			1 point/book co-author	1
			1,5 points/e-book	1,5
			0,5 points/chapter in collective work	1
		b. Communications and conferences on international and national congresses	0,5 points/each	3,5
		c. Poster presentation	0,5 points/each	1,5
		d. Scientific and technological dissemination activities, including in the media, related to the area	0,25 points/each	1
		2) Academic guidance[5]		
		a. Orientation of monographs/degree projects/research	0,25 points/each	2
		b. Orientation of masters dissertation/internship/project	0,5 points/each	2
		a. Co-orientation of masters dissertation/internship/project	0,25 points/each	1
		3) Technical-scientific arbitration [9]		
		a. Jury of scientific evidence and specialist exams	0,5 points/master degree or specialist title	4,5
		b. Participation in scientific committees as an expert	0,5 points/participation/year	1
		c. Participation in technical and scientific events committees	0,25 points committee/year or task	2
		d. Participation in jury of technical-scientific event	0,25 points committee/year or task	1
		e. Participation in journal (Editorial board/review)	0,25 points/year	0,5
		4) I&D activities [7]		
		i. Coordination and promotion of research activity	1 point/coordination project completed	3
		ii. Participation in research and development projects	0,5 points/each participation	3
		iii. Member of unit/research center	1 point	1
		5) Professional experience relevant to the subject area in contest [4]		

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Weighing	Dimensions	Criteria	Max. score	
		i. clinical experience	0,5 points/year	
			4	
			40	
45%	II. Teaching skills	1) Teaching activity and teaching performance [28]		
			0,2 points/UC	2
		a. Curricular Units taught and types of classes taught, in different graduate programs	0,02 points/academic lectures	2
			0,02 points/problem-based learning seminars	2
			0,02 points/OT classes	2
			0,01 points/TP and P classes	2
		b. Teaching-learning and evaluation methodologies used and evaluated	0,25 points/each reasons for the use	3
			0,25 points/each use evaluation	2
		c. Teaching evaluation taught, in higher education institutions and in the area	0,5 points/inquiry > 4 (good and above)/year/UC	2
		d. Responsibility of curricular units	0,25 points/UC ≤ 8 ECTS	3
			0,5 points/UC > 8 ECTS/year	2
		e. Supervision and guidance of clinical training and internships	0,5 points each/UC of EC/Internship	4
		f. Student projects guidance in clinical context	0,2 points/project	2
		2) Experience in the production of teaching materials and implementation of innovative techniques and practical methods to support education [5]		
		a. Publication of teaching material related to teaching in the area (in paper or digital format, ebook, audiobook and videobook)	1 point/each	2
		b. Design of teaching materials	0,5 points/reasoning in the UC	1,5
		c. Participating in pedagogical innovation activities	0,5 points/based innovation	1,5
		3) Training/pedagogical update [5]		
		a. Recovery activities in the pedagogical area	0,5 points/based activity	2,5
b. Participation in events/pedagogical activities	0,5 points/event/based activity	2,5		
4) Curricular Unit programme in the area [7]				
a. Definition of expected results	1,5 points/formulation of learning objectives and relationship with skills and content	1,5		
b. Pedagogical strategies	1,5 points/definition of strategies and purpose/results and skills	1,5		
c. Distinction and reason of contents	1 point/content structuring and purpose/ results and skills	1		

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		d. Distribution of students support time	0,75 points/planning/types/schedule distribution 0,75	
		e. Evaluation process	1 point/definition of evaluation strategies/adapted to expected results 1	
		f. Bibliographic references	0,25 points/relevance, timeliness and relationship with content 0,25	
		g. Students skills development (including research)	1 point/systematic reference to skills development and involvement of the students in scientific activities 1	
			45	
15%	III. Other relevant activities to the mission of the IPS	1) Community outreach activities [8]		
		a. Participation in/Promotion of partnerships with organizations for knowledge transfer	0,5 points/project with partnerships	4
			0,25 points/activities with partners	
		b. Consulting activities and services	0,25 points/advice	2
			0,2 points/service ≤ 20h 0.5 points/PSE > 20h	
		c. Participation in international projects, education and training missions	0,5 points/participation	2
		2) Participation at institutions structure and management activities in higher education [7]		
		a. Participation in management bodies	2 points/position/position term	4
		b. Participation in other management structures (Head of department/course coordination/discipline or scientific area coordination)	2 points/year/Head of department	2
			2 points/year/course coordination 1 point/year/management year	
c. Participation in juries and in working groups (named by management bodies in higher education)	0,5 points/jury member/teacher or specialist	1		
	0,5 points/working group			
			15	